



DITCHAM PARK SCHOOL

Where every child is known and valued

Academic Standards and Admissions Policy

Compiled by	Headmaster
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ACADEMIC STANDARDS AND ADMISSIONS TO THE SCHOOL

This policy applies to the whole school, including the EYFS.

Introduction

Ditcham Park School is a selective independent, co-educational school for pupils from age rising 3 - 16 years (Pre-School to Year 11 inclusive). Our pupils in Juniors (Early Years and Key Stage 1 & 2) exceed expected levels of development including literacy and numeracy for their ages and our GCSE results are consistently impressive. The School's pass rate for 5+ 4-9 grades at GCSE has been at or very near to 100% in recent years and almost all pupils gain between 7-11 GCSEs with good or excellent grades. Attaining the 'Gold Standard' of 5+ GCSEs, including English, Mathematics and Science, remains a key target for 100% of our pupils. All pupils progress to Further Education in a range of local schools and Sixth Form Colleges before the overwhelming majority then proceed to University. We are proud of the fact that a former pupil from Ditcham Park School has gained entry to Oxford or Cambridge University every year for the past five years. Ditcham Park School also places strong emphasis on high levels of pastoral care and the development of children's confidence and skills through a wide-ranging, challenging and rewarding curriculum. There is a particular focus on the development of technological and creative skills and awareness that technology is changing the way we live and work in order to 'Prepare our Pupils for the Future.'

Normal Entry Points

Pupils are offered places subject to their performance in our assessment procedures and in line with the criteria outlined within this policy. Entry to Ditcham Park School can be into any year group from Pre-School to Year 10, dependent on available places. Although the majority of pupils joining the school commence at the start of the Autumn term, for a range of specific reasons, some pupils do join the school at other points during the school year.

Equal Treatment

Ditcham Park School's aim is to encourage applications from candidates with as diverse a range of social and ethnic backgrounds as possible. In Seniors, Bursaries are offered to make it possible for parents, who could otherwise not afford the fees, to send their child to the school.

Ditcham Park School is committed to equal treatment for all, regardless of a candidate's sex, ethnicity, religion, disability, gender, reassignment, sexual orientation or social background. The School's provision for Bursaries is described on page 5.

Special Needs

Ditcham Park School does not lawfully discriminate in any way regarding entry. The School welcomes pupils with disabilities both physical and learning provided our site can practically accommodate the physical disabilities of an individual and provided we feel the pupil with learning disabilities will be able to access the curriculum and thrive

We expect parents of children with special educational needs or physical or mental disabilities to discuss their child's requirements with the School before they undertake a 'taster' day or sit an entrance test so that we can make adequate provision for him/her. Parents should provide a copy of an educational psychologist's report or a medical report. The School carefully considers applications on a case-by-case basis to ensure that any requisite, reasonable adjustments can be made to meet the specific educational needs of the pupil in question. However, if those needs are such that the School deems it is unable to provide the requisite support, and that this support can be better provided in an alternative educational setting, a place may not be offered and parents will be advised of this. If the School is satisfied that the child's teaching and learning needs can be met, by



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way of any reasonable adjustments, and a place is offered, the School will monitor the child's progress to ensure that their educational needs are being met and to ensure that it can continue to meet those needs.

Registration

Parents of pupils who wish to be considered for entry to Ditcham Park School are required to complete the school registration documents and pay a Registration fee.

Our Registration Form can be found at: <https://www.ditchampark.com/admissions/admissions/>

The Assessment Process

The aim of the assessment process is to identify potential and to seek assurance that the individual will be able to access the curriculum with the support available to them at Ditcham Park School. The School is looking for well-rounded pupils who are interested in learning in the broadest sense. The School is focussing on Science Technology, Engineering, Arts and Maths (STEAM) and it has a strong reputation for its high standards in Music, Art, Public Speaking, Sport and community activities. The school has a strong House system and provides a wide variety of enriching activities which help develop a well-balanced, confident individual. The ability range of pupils at Ditcham Park School includes approximately 20% who require and benefit from specialised learning support lessons.

Sibling Policy

Most siblings join us at Ditcham Park School. However, admission is not automatic. The School offers a 'sibling discount' on tuition fees and some other charges.

ENTRY TO THE SCHOOL

Entry in Pre-School, Reception, Year 1 & Year 2

Entry into our Pre-School, Reception and Pre-Prep class is based on a 'taster' day during which the child is assessed on play based learning and informal lessons and gender balance.

Entry in Juniors (Year3 - Year 6)

The taster/assessment days for pupils wishing to enter the School at Key Stage1 & 2 will include time within the classroom alongside other pupils. The class teacher will assess the pupil through the normal range and level of challenges expected of pupils of that age. In addition, a more formal assessment will take place using standardised assessments for literacy and numeracy. All pupils are required to provide a full copy of their latest school report from their current School or Pre-School prior to being offered a place plus any relevant reports such as an Education Psychologist (EP) report or an Education and Health Care Plan (EHCP). It is expected that Junior pupils will continue into Seniors. However, if there are concerns regarding academic or social performance and progress, consultation between school and parents will be initiated at the most appropriate time in our aim to support all pupils and families in the best possible way.

Entry in Seniors (Year 7) for pupils in Juniors

We are a 'through school'. This means we would like a child to join us in Pre-School or Juniors and journey through all sections of the School and leave at the end of Year 11 (Form 5). As we have a good knowledge and understanding of our pupils and whether they would thrive in Seniors there is no requirement for our pupils in Uppers (Yr6) to take an Entrance Test to transition into Year 7 (Form 1). We will contact individual parents separately if we think that individuals will struggle in Seniors and/or need learning support in Seniors.



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Entry into Year 7 (Form 1) for external applicants

Pupils at Ditcham Park School are expected to take 9 or 10 GCSE subjects including English, Mathematics and Sciences at the end of Year 11. Children wishing to enter the School for Year 7 (Form 1) should be registered by 1st November in their Year 6 year. All candidates are required to provide a full copy of their latest school report from their current school. If pupils have had an Educational Psychologist's (EP) assessment or an Education and Health Care Plan (EHCP) it is essential that this is provided as part of the initial registration. Applicants will be interviewed by the Headmaster in late November and will be invited to sit the Entrance Exams/Tests in late January. In offering places to applicants, the following factors are considered:

- Performance in School Entrance Exams
- Performance in Interview
- Review of current school report
- Review of Educational Psychologist's (EP) report or Education and Health Care Plan (EHCP) if applicable
- Bursary Application (where applicable)
- Sibling(s) already in school
- Year Group Gender balance
- Registration date

Parents will be informed in writing at the earliest possible opportunity following the completion of the registration requirements and assessment procedures. With a large number of applicants for Year 7 (Form 1) entry, and in our endeavour to be fair to all candidates, it is necessary for parents to confirm their acceptance of an offer of a place at the school, in writing, including the required deposit, within the deadline date set out in the offer letter. Should a place not be accepted in writing within the deadline date the Headmaster may offer the place to another suitable candidate on the waiting list.

Entry into Year 9 (Form 3) for Prep School Applicants

Prep School children wishing to enter the School for Year 9 should, ideally, be registered by 1st November in Year 6 or Year 7. All candidates are required to provide a full copy of their latest school report from their current school along with an Educational Psychologist's (EP) report or Education and Health Care Plan (EHCP) if applicable. Applicants will be interviewed by the Headmaster in late November and will be invited to sit the Year 7 or Year 8 Entrance Exams/Tests in late January. Subject to a satisfactory performance in the Entrance Tests, a good interview and a supportive reference from the current school we will be able to offer a place in Year 9 at Ditcham Park School which will not be conditional on Common Entrance tests. In offering places to applicants for a place in Year 9, up to two and a half years after the tests, the following factors are considered:

- Performance in School Entrance Exams
- Performance in Interview
- Review of current school report
- Review of Educational Psychologist's report or Education and Health Care Plan (EHCP) if applicable
- Bursary Application
- Sibling(s) already in school
- Year Group Gender balance
- Registration date



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Entry into Year 8-10 (Form 2-4)

We welcome applications from parents with a child who is looking to enter the School in Year 8 (Form 2), Year 9 (Form 3) or Year 10 (Form 4). The Entry process is similar for that described above for entry in Year 7 or Year 9. The entry process will involve a taster day during which the individual will sit a literacy and numeracy aptitude test. In offering places to these applicants, the following factors are considered:

- Performance in aptitude tests
- Successful taster day
- Positive feedback from classroom teachers regarding aptitude for learning
- Review of current school report
- Review of Educational Psychologist's report or Education and Health Care Plan (EHCP) if applicable
- Bursary Application
- Sibling(s) already in school
- Year Group Gender balance
- Registration date

Scholarships

Juniors

The Headmaster can award **one or two academic scholarships** for entry into Loweres (Year 4) worth up to 30% discount on school fees for the remainder of their time in Juniors. During the Summer term of Transition Year (Year 3), high performing pupils are considered for the scholarship. All candidates are included within our consideration as to which pupils are considered to be eligible.

Pupils from within Ditcham Park School considered for the scholarship are selected by the school. Parents of successful candidates will be informed in writing. Candidates are selected through use of assessment data, past and current classwork, performance and annual assessment tests.

External candidates who have performed exceptionally well in our normal entrance procedures will be invited, in writing, by the Head of Juniors to sit a scholarship examination, if their entrance assessment is over 3 months old. If they have been assessed for entrance into the Juniors within 3 months, this will be used as the form of assessment. Candidates will be informed, in writing, whether they have or have not been awarded the Junior Scholarship. If there is not a suitable candidate, the Junior Scholarship will not be awarded. Junior Scholarship are awarded subject to an annual review.

The Headmaster can award a **Junior Music Scholarship** for entry into Loweres (Year 4). Pupils can apply to be considered for this Exhibition and full details can be found in the Scholarship brochure which is available on our website. Candidates will be expected to be performing well on at least one musical instrument/singing. Progression through recognised National Music Examinations is not a requirement but will be an important consideration. Candidates will be expected to perform in an individual music assessment which is conducted by the Head of Music. The successful candidate for the Music Exhibition will be offered free instrumental lessons for two instruments, one of which must be an orchestral instrument, for the remainder of their time in the Juniors. The recipient will be expected to take a full and active part in the musical life of the school.

All candidates will be informed, in writing, of whether they have or have not been awarded the Music Scholarship. If there is not a suitable candidate, the Music scholarship will not be awarded. The award of a music scholarship will be subject to an annual review.



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Junior Academic Scholarships and the Junior Music Scholarship Award will be open to both current and new pupils at Ditcham Park and only apply to the three final school years in Juniors, for Year 4-6 inclusive (Lower Junior to Upper Junior).

Seniors

Details of Scholarships available to internal and external applicants entering Seniors can be found in our Scholarship brochure which can be found on our website.

Seniors Academic Scholarships for Form 1 (Year 7) Entry. Following receipt of an offer of a place in Form 1 (Yr7) high performing pupils are invited to sit the competitive Academic Scholarship Exams in February. The Headmaster can award one or two academic scholarships for entry into Form 1 (Year 7) worth up to 40% discount on school fees.

Seniors Art, Drama, Music & Sports Scholarships for Year7 (Form 1) Entry. Following receipt of an offer of a place in Form 1 (Yr7) pupils can apply for an Art, Drama, Music or Sport Scholarship which attract fee remission of between 5% and 10%. The Art, Drama, Music and Sports Scholarship assessment days take place after the entrance exams/tests in February.

All scholarships are subject to an annual review.

Bursaries

Ditcham Park School's Bursary Policy is designed to provide access to the School for as many children as possible who meet the School's entry criteria but are unable to afford a place. The School offers means-tested bursary awards, annually, to entrants into Seniors where parents have indicated they require financial support. Both parents are required to provide proof of their income and assets. The level of support varies according to parental need but can extend to full fee remission in cases of proven need. Before the offer of a bursary is confirmed, the Bursar will normally visit the family at their home.

Bursaries are only offered to families who are resident in the UK. Bursaries are normally offered for a 12-month period. The family is required to provide fresh information about its circumstances for every year their child attends the School. Levels of support may vary with fluctuations in income or wealth.

The School's expectation is that parents who do not choose to apply for a bursary at the time their child first joins the School will not require financial support throughout the time their child attends the School, except in wholly unforeseen circumstances.

A bursary may be withdrawn in accordance with terms upon which such an award is made or in accordance with the School's Terms and Conditions.

Fluency in English

In order to cope with the academic and social demands of Ditcham Park School, pupils must be fluent English speakers. Normally pupils should have been educated in the English language before coming to School. Tuition in English as an Additional Language (EAL) is not available.

Religious Beliefs

Ditcham Park School welcomes applications from prospective pupils of all faiths and of no faith. Although Ditcham Park School has Church of England roots, the School does not select for entry on the basis of religious belief, and it offers the opportunity for Christians, Jews, Hindus, Muslims etc to practice their own faiths. However, parents should be aware that all pupils are expected to attend



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various whole school services throughout the year such as the Advent Carol service, Easter Service and Harvest Festival.

School's Terms and Conditions

Parents are required to agree and sign the School's Terms and Conditions to secure a place for their child.

Complaints

The School's Complaints Policy (and Procedures) is on the School's website and can be provided to prospective parents on request.

Records and Review

Applicants details will be held on file with due regard to data protection legislation and the School's Privacy Notice.