



Admissions Policy

Introduction

The Cedars is an independent day school offering an all-round education within a Catholic framework to boys aged 11-18, and from September 2024 to girls aged 16-18. The Catholic ethos influences all aspects of school life and is underpinned by the *PACT Charter of Educational Principles* which emphasises the important role that parents must play as the first educators of their children.

The School admits three forms of up to 22 pupils each to Year 7 in September. A small number of pupils are admitted to Years 9 and 12 each year. Spaces in other academic year groups may become available.

Aims

The aims of this policy are:

- (a) to ensure compliance with PACT's charitable purpose of promoting schools and supporting families with a deep desire for their children to grow into adults of integrity, committed to living their lives by Christian principles; and
- (b) to identify and admit children who are most likely to benefit from the education and formation that The Cedars offers.

Admissions Criteria

11+ and 13+

Subject to availability of places, pupils are accepted as long as they are able to take full advantage of the education offered and their parents are in sympathy with the aims of the School.

Parents of prospective pupils must want their child to be educated in a school that has a clear religious, spiritual, and moral foundation. On this condition applications are welcome from Catholics, non-Catholic Christians, and non-Christians.

Places will be offered based on confidential references obtained from prospective pupils' previous schools, performance in the entrance examination and interviews of the prospective pupil and his parents.

The Cedars School reserves the right to refuse entry to any pupil if, in the opinion of the Headmaster, the school does not meet the educational needs of the pupil concerned.

Sixth Form

Entry to the Sixth Form is subject to the same principles as to the rest of the School but the procedure differs. In the case of external candidates, references are sought from their current school and the candidate, and his / her parents are interviewed. Both internal and external candidates need to meet the academic requirements specified on the school website. These requirements, which are phrased in terms of GCSE or equivalent qualifications, may change from time to time.

Admissions Procedure

Application

A non-refundable registration fee is payable at the time of application.

Offer

Offers will be made to those candidates who, in the opinion of the Headmaster, are most likely to benefit from the education that The Cedars provides, subject to the number of places available. Any eligible candidates not given an offer at this time will be placed on a waiting list. Parents of children who are not eligible will be informed as soon as possible.

Acceptance

To accept the offer of a place, parents should return the offer form together with the required deposit and a signed contract by the date specified in the offer letter. The terms and conditions of the offer are detailed in the contract.

Assessment of Special Educational Needs and Disabilities (SEND) pupils for Entrance Examinations

Early and open communication with the School about all matters which may be relevant to a prospective pupil's education is very important. If parents are unsure about what might be relevant information, they should contact the Admissions Registrar directly prior to making an application for a place. There is an expectation that any SEND requirements or other special/particular needs should be disclosed when the application for a place is made. This will allow for appropriate consideration for any reasonable provision which the child may require before an examination or interview.

Boys with SEND may be given extra support during the Entrance Examination. Extra time or laptops may be allowed during the tests provided the application is supported by an Educational Psychologist's Report or Education, Health and Care Plan (EHCP) dated within 3 years of the date of the exam. The SENCO will make all final decisions on whether a pupil is to receive extra support. If information regarding SEND requirements or other special/particular needs is not disclosed before or during the admissions process, this may lead to a review of any place offered and may result in the withdrawal of an offer if the School is not able to provide adequately for the prospective pupil's social, physical or emotional needs, once any reasonable adjustments have been made.

Fees

Fees are payable termly in advance, preferably by monthly Direct Debit. They include the cost of most stationery and textbooks but exclude a small number of other charges such as public examination fees. Individual music tuition is provided at an extra charge.

We will review our fees during your child's education (usually annually) and may increase them. Notice of an increase in the fees will be sent to you before the end of the penultimate term before the increase is to take effect. This will allow you time to consider the increase and, if you wish to withdraw your child from the School before the proposed increase is set to take effect, then you have sufficient time to provide the required term's notice of withdrawal to the School under Clause 5(a) in the Parent Contract.

| This policy will be reviewed annually | |
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| Title | Admissions Policy |
| Version | 7 |
| Date of Review | February 2024 |
| Author | Dominic Rose, Headmaster |
| Approved by SMT | Yes |
| Approval required by PACT or sub-committee | Yes |
| Latest Review (state whether changes were made) | Yes – inclusion of references to Sixth Form admission for girls from September 2024 |
| Next Review Date | February 2025 |