



LIME HOUSE SCHOOL



Admissions Policy

The main points of admission into Lime House School are at:

- Year 1 in the Junior School.
- Year 7 in the Senior School
- Year 12 – Sixth Form

Students are admitted into other Year groups and although September is the normal time of entry we do consider applications at other times, including during term time.

We do consider applications from students wishing to repeat a GCSE or A level year.

Some overseas students attend the school for a short period of time, although the minimum recommended duration is half a term.

Entry into the school is determined using the following selection criteria:

- A positive reference and favourable reports from the previous school.
- Demonstration by parents of a clear interest in the school.
- The presence of a sibling already in the school or previous family connections.
- The student is a student of the Junior School.
- Interviews with students, parents or educational agencies working for the school.

The school is fortunate to have students whose families bring a wide diversity of national background. We do not discriminate in terms of race, sex or disability. The school has a mixed-ability entrance policy with students at either end of the academic spectrum. Students whose behaviour affects the learning of other students in a detrimental manner are unlikely to be offered a place in the school

The Admissions process

Contact is made with the school and a prospectus and registration pack is forwarded to the applicant. Contact is made directly to the school, via the website or through a recognized Educational Agency.

The school will request contact details, the age(s) of the student(s) applying for a place and whether a day or boarding place is being requested.

An interview and visit to the school is arranged. Meetings are held with the Headteacher and other relevant teaching staff. A tour of the school allows parents to view the grounds and facilities, see teaching in progress and see students' work.

A meeting is held with the Bursar to discuss all the financial aspects of the application. This may include a discussion on bursaries and scholarships available.

Prospective parents are invited to an Open Morning held towards the beginning of the Michaelmas term.

An interview and visit to the school is not essential particularly for Overseas Applicants.

Parents should provide any information which helps the school in providing for the needs of students. This could include school reports, examination certificates, references and any educational reports or statements. The student's present school will be contacted.

The school will offer the student a place in the school. This could be after the interview. Students are also offered 'Taster Days' before accepting the offer of a place.

The registration form is completed and forwarded to the school with a registration fee of £25. The parents are then sent a letter of acceptance together with an invoice for the first term's fees. The school will ask that forms are completed before the student begins school. This includes medical and confidential details as well as contact details.

For students starting at the beginning of the Michaelmas term, an Induction day is held in the preceding July.

All students complete a baseline assessment which may be arranged before the start of term. School uniform is ordered before the start of term.

A 'Welcome pack' is sent to all parents and students before the start of school.

On their first day at school, the first two hours are spent meeting other students and their form teacher. Students are prepared for their schooling and paired with a 'buddy' to help them integrate. Lessons begin at 11.15 am and prep (homework) is set.

Overseas Applications

The admissions process is similar to that explained above. Sometimes guardians, relatives or family friends visit the school for the interview.

Most applications are made via a recognised Educational Agency. They deal with the application process.

Students will be asked to complete an English screening test to allow the school to place them on the correct English course. This is repeated again at the school.

See the separate policy for EAL students.

Once offered a place in the school the registration form is forwarded to the school and an offer letter is issued.

A registration fee of £25 and a deposit of £1000 is forwarded to the school. The school then issues a letter of acceptance and a CAS letter for a visa application. The deposit is refunded after the student's last term in the school.

This policy was revised in August 2017 and will be reviewed in August 2018.

N A Rice MA
Headteacher

