



## 15a Normal Admissions, Scholarships and Bursaries

This policy is applicable to all pupils, including those in the Early Years Foundation Stage ('EYFS').

### GENERAL

Ripley Court School is a co-educational, independent day school for boys and girls from rising 3 to 11 years of age. Our School Motto is 'Non Nobis Solem' (not for ourselves alone).

Deciding on the right school for your child is very important, and we believe that a personal visit is invaluable. Visits and tours of the School are conducted by the Headmistress by appointment only. The Headmistress appreciates meeting all children prior to their registration. Please contact our Registrar, Mrs Tracey Mangold, on 01483 225217 or by email [registrar@ripleycourt.co.uk](mailto:registrar@ripleycourt.co.uk) to arrange a visit. For families and pupils that are relocating, the Headmistress will organise a virtual alternative by telephone or Zoom call.

### STRUCTURE OF THE SCHOOL

<b>Nursery and Little Court (Pre-Prep)</b>	
Nursery	Rising 3 years of age
Transition	3-4 years of age
Reception	4-5 years of age
Year 1	5-6 years of age
Year 2	6-7 years of age

<b>Upper Court (Prep)</b>	
Year 3	7-8 years of age
Year 4	8-9 years of age
Year 5	9-10 years of age
Year 6	10-11 years of age

### ENTRY PROCEDURE

Ripley Court School provides an education for a broad range of abilities and talents. It is academically non-selective however the Headmistress will consider each applicant's suitability to the School's academic environment and places are offered at the Headmistress's discretion.

#### *Entry points*

The usual points of entry are in Nursery, Reception and Year 3, although we may have places at other entry points. Please contact the Registrar for details. Children of statutory school age may enter at any point in the school year after a place is offered and has become available. All children in our Transition have a place reserved for them in our Reception.

### *Registration*

The first step to securing a place at Ripley Court School is to register your child/children. Registration forms can be obtained from our Registrar and must be completed, signed and returned along with a non-refundable registration fee of £50.

Where no place is available, your child's name will be added to our waiting list. If a place has not become available by the preferred entry date, it is the parents' responsibility to inform the School if they wish to remain on the waiting list.

Any court orders including adoption certificates, school reports and Educational Psychologist reports should be made available to the Admissions Team on registration. The School will require access to any relevant reports and information from the child's current setting/school and will actively seek these if not provided.

### *Taster Sessions*

For children entering Nursery, Transition or Reception, an informal 30 minute 'stay and play' will be arranged. This is a gentle introduction to the classroom for each child and enables staff and parents to discuss the child's development and respond to any questions.

Children entering Year 1 or above are invited to a taster session, which may be a morning, afternoon or full day. Children will complete some class work and participate in the scheduled lessons for that day. Where appropriate, the child may work with a member of the Learning Support Department. At the end of a taster session parents are invited to meet with a member of the Senior Leadership Team or Headmistress for feedback and to discuss the next steps.

Children in Years 3-6 are preparing for senior school entrance examinations and it is therefore of the utmost importance that new pupils are assessed as able to work at the level of the class as a whole. Their taster session will include:

- Spending time with the child's future year group;
- Assessments in literacy and numeracy designed for their age group;
- An informal meeting with the Headmistress, Deputy Head or other senior member of staff.

### *Offers and Deposits*

When a written offer of a place is made, a deposit and signed terms and conditions must be returned within a stated deadline. Failure to do so is a breach of the School's offer conditions. All paperwork must be returned by the deadline stated in the offer letter and failure to do so may result in the offer being withdrawn. The School is not obligated to remind parents to submit paperwork. The School's Terms and Conditions must be signed by both parents/guardians, or an explanation given where these are signed by one parent or guardian.

The deposit is retained by the School and reimbursed, subject to any agreed deductions, once the child has left the school. Should the place ultimately be declined, the deposit will not be returned.

## **FUNDING FOR 3 AND 4 YEAR OLDS**

### *Universal Funding*

All eligible pupils can claim the full 15 hours of Early Years Funding Entitlement a week at Ripley Court School. A minimum attendance of at least 3 sessions (9 hours) is required (with a morning session classed as 1 session and a full day as 2 sessions). Any additional hours and extras over the entitlement (5 sessions) must be paid for by the parent.

### *Working Parents Entitlement*

Some parents may also be eligible for additional funding, allowing an additional 15 hours funding per week. To see if you are eligible please visit the Surrey County Council [website](#).

Parents are advised that they should not commit to a place at Ripley Court School if they are unable to meet the fees without the +15 hours funding.

## **EQUAL TREATMENT**

We welcome children from all ethnic groups, backgrounds and creeds. Our aim is to encourage applications from candidates with as diverse a range of backgrounds as possible. This enriches our community and is vital in preparing our pupils for today's world. Human rights and freedoms are respected but must be balanced with the lawful needs and rules of our school community and the rights and freedoms of others. All candidates for admission will be treated equally, irrespective of their, or their parents' race, colour, language, religion, political or other opinion, national or social origin, association with a national minority, orientation, property, birth or other status.

Bursaries are offered to pupils that meet the School's admission and bursary criteria. Our provision for bursaries is described below.

## **SPECIAL EDUCATIONAL NEEDS AND DISABILITIES**

Ripley Court School does not unlawfully discriminate in any way regarding entry. We welcome pupils with disabilities and/or special educational needs, provided we can offer the support that they require, cater for any additional needs and that our site can accommodate them. This will be ascertained during the School's admissions process. We aim to ensure that all our pupils, including those with disabilities and/or special educational needs, are provided with a safe and inclusive environment in which to learn.

Parents must declare any medical or educational history that may be relevant and provide copies of any Educational Psychology or medical report with the Registration Form. Failure to do so will be in breach of our terms and conditions. We will assess the child's needs and consult with parents about the adjustments which can reasonably be made to ensure, for example, that the education offered can be accessed and that the health and safety of all pupils is assured.

There may be exceptional circumstances in which we reserve the right to decline a place at the School for reasons relating to a child's disability. For example if, despite reasonable adjustments we feel that a prospective pupil is not going to be able to access the education offered, or it is considered that his/her health and safety or those of other pupils or staff may be put at risk.

If at any time it becomes apparent that the child's needs are greater than first thought, or beyond the capabilities of the school, or causing a detrimental effect on other children, the Headmistress reserves the right to ask the parent to re-locate their child to a more suitable school.

## **SIBLING POLICY**

Ripley Court School offers sibling priority, wherever possible, provided that all of the usual admissions criteria have been met. There may be occasions where we deem a sibling better served in a different academic environment.

## **SCHOLARSHIPS**

A small number of scholarships are awarded to children in our Year 2, for entry to Year 3 in the next academic year, and to new entrants into Year 3 upwards, who demonstrate particular promise in:

- Academic subjects
- Art
- Dance
- Drama
- Music
- Sport

### *Purpose of Scholarships*

Scholarships are designed to reward excellence and to celebrate exceptional talent. In recognition of achievement, the scholar is offered a reduction in the fees throughout his/her time at the School. A scholarship may be withdrawn in accordance with the terms upon which it is made. Full details of the arrangements will be sent to all who express an interest. The parents of scholars may also apply for bursarial help. All scholars will be expected to maintain an interest in their areas of achievement throughout their time at Ripley Court School, in addition to making satisfactory academic progress.

### *Academic Scholarships*

Candidates are selected from the most outstanding performers either in School or through the admissions process.

### *Art Scholarships*

Art scholarships are offered where significant potential in art in a practical test with the Head of Art is demonstrated and, possibly, with a submission of a portfolio of work.

### *Dance, Drama and Music Scholarships*

These scholarships are awarded to outstanding performers with exceptional ability. Candidates may submit a specialist reference from their current Head and their current Head of Music where relevant. They will be required to demonstrate their skills, or play their instrument, in a performance.

### *Sports Scholarships*

Sports scholarships are awarded to boys or girls who show an all-round ability in sport and who have achieved a high level of competence in one or more sports, or who demonstrate significant potential. He/she will be assessed by the Director of Sports and will be expected to demonstrate qualities of leadership and team play of a very high order. Candidates may submit a specialist reference from their current Head of Sports.

## **BURSARIES**

A limited number of means-tested bursary awards are available for pupils aged seven and above, although some exceptions may be made in exceptional circumstances. Bursaries are offered for a limited period of 12 months at a time and both parents are required to provide proof of their income and assets. The family is required to provide up-to-date information about its circumstances for every year that their child attends the School. Levels of support may vary with fluctuations in income or wealth. A bursary may be withdrawn in accordance with the terms it is made or otherwise in accordance with the School's Terms and Conditions.

### *Andrew Reed Foundation at Reed's School*

Founded in 1813 as the London Orphan Asylum, the Foundation is committed to providing educational and pastoral support for vulnerable children who have lost the support of one or both parents. In order to qualify, pupils will have lost the support of one or both parents through death, abandonment, mental or physical ill health, separation or divorce. For more information about our Foundation Bursary Application Process, click [here](#).

## **OVERSEAS APPLICANTS**

Ripley Court School welcomes overseas pupils however they must be legally resident in the UK. Attendance at the School is not a basis for application for the parent's residence in the UK. All applicants will be asked to provide a copy of their child's birth certificate and if necessary, passport. Visas proving right to residency in the UK will be requested for non-UK citizens.

## **FLUENCY IN ENGLISH**

In order to cope with the academic and social demands of Ripley Court School, it is helpful if children are good English speakers, although it is our experience that younger children with rudimentary English will quickly pick up the language through immersion.

## **RELIGIOUS BELIEFS**

Ripley Court School welcomes applications from prospective pupils of all faiths and of no faith. Although we have a Christian ethos, we do not select for entry on the basis of religious belief, and all religions are embraced and celebrated.

## **TERMS & CONDITIONS**

Copies of the School's contractual terms and conditions are made available to parents as part of the admissions process.

## **RECORDS AND REVIEW**

Applicants' details will be held on file with due regard to data protection legislation and the School's privacy policy. We will not hold your personal data, or the personal data of your child/children for longer than is necessary for a lawful purpose. This will generally be no more than six months following an unsuccessful application. Reasons to retain data for longer might include, for example, if you have expressed an interest in re-applying at a later date or to deal with any ongoing matters or queries arising from the application. The School shares data with the Local Authority in accordance with legislation relating to children of statutory school age.

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