



## **Admissions Policy - Whole School**

**Austin Friars is an independent, co-educational, all-inclusive catholic day school community inspired by the tradition of St Augustine.**

**The School's broad aims are set out in the Mission Statement.**

### **General criteria for entry**

Candidates are offered places at the Headmaster's sole discretion and on the basis of their ability to pursue the School's curriculum. The School has a proud tradition of developing fully the all-round potential of every individual, be that academic, cultural or sporting.

Within the context of Austin Friars as a 3 – 18 School, progression is automatic for pupils in the Pre-School to the Junior School, and for pupils in the Junior School to the Senior School, as long as pupils fulfil the other criteria for transfer.

In keeping with the School's ethos, every effort is made to accommodate children from the same family, where places are available, just as every effort is made to accommodate the relatives of former pupils, where places are available

### **Entrance procedures**

Children are admitted into the Early Years Foundation Stage once they have reached their third birthday. Places are allocated according to availability, within the permitted supervision ratios, following assessment that the Pre-School can meet the needs of the individual child. Parents are encouraged to come for two short visits in the month prior to their child entering the nursery.

The majority of places in the Junior School are offered for entry into Kindergarten. Entry into Kindergarten is by interview and a taster period.

Admissions at other levels are considered subject to availability. Entry into the Junior School at all levels is by assessment of English and mathematics; prospective pupils spend a taster period in School.

The Senior School adopts a three-form entry policy. The majority of places are offered at 11+. Admissions at other ages are considered, subject to availability of places. All pupils at 11+ sit the Senior School's entrance assessment. As a general rule, pupils moving into the 4<sup>th</sup> Form are required to have good prospects of achieving a meaningful grade (4 – 9) in a minimum of 5 GCSEs including Mathematics, English and Science (Learning Support will be taken by pupils for any non-GCSE allocated lessons). Following the end of year examinations in the 2<sup>nd</sup> Form, parents of any pupils at risk of not meeting this minimum standard will be contacted and the pupils' progress will be discussed and monitored closely thereafter. Entry to the VI Form is on the basis of performance at GCSE. Pupils are required to have good prospects of passing at least two A' Levels (A\* – C). At other levels, entry is on the basis of assessments and current school reports. The 11+ entrance assessment takes place in November prior to entry the following September. Parents are informed of the result shortly afterwards, and are generally asked to indicate acceptance of a place offered by the first Monday in March. It is assumed that J4 pupils will automatically transfer into the 1<sup>st</sup> Form unless a terms notice is given. The ability of prospective pupils is assessed in English, mathematics and non-verbal reasoning. The School does not make unconditional offers of places to external candidates before the entrance assessment.

Acceptance of a place is confirmed following receipt of a signed agreement form and payment of the appropriate deposit for external candidates.

### **Pupils with specific learning difficulties**

Austin Friars accepts a number of pupils with Specific Learning Difficulties, where the School is able to meet those needs through its Learning Support Department. Pupils with Specific Learning Difficulties are assessed prior to entry in the light of any specialist reports to ascertain whether the School is able to meet their needs. The number of pupils in this category depends on the ability of the School to provide an adequate level of support consistent with the Learning Support Department's small group and individual tuition arrangements, as well as the integration of Learning Support into the main curriculum.

Please also refer to the School's Accessibility Policy, Learning Support Policy and Equal Opportunities Policy.

### **Bursaries**

The School aims to reach out to the wider community irrespective of social and/or economic circumstance and accordingly provides bursary assistance which is dependent upon individual and family needs and circumstances. Bursaries are only awarded where applicants provide up-to-date information about their financial circumstances, including documentary support. Such information is treated in strict confidence and bursaries are awarded on the understanding that parents will respect this confidence. Bursarial assistance may be withdrawn if details are shared with third parties.

### **Deleting pupils from the Admissions Register**

The school will inform the Local Authority where a pupil's name is going to be deleted from the admissions register on certain grounds. In summary, these are:

- when a child is being taken out of school to be home educated
- when the family has apparently moved away but the school is unaware of where to
- when the child has been certified as medically unfit to attend
- when a child is in custody for more than 4 months and the Headmaster does not have reasonable grounds to believe the child will return at the end of that period
- when a child has been permanently excluded
- when a child is registered at (an) other school(s) and has ceased to attend and the head/proprietor of the other school(s) at which the child is registered gives consent; except where the child has died, been permanently excluded or is of no fixed abode
- when a child does not return from a leave of absence exceeding 10 days after the Headmaster and the LEA have failed, after reasonable enquiry, to ascertain where the child is
- when a child has been continuously absent without authorisation for 20 school days and the Headmaster does not have reasonable grounds to believe that the child is unable to attend by reason of sickness or unavoidable cause.

A full terms' notice must be given in the event of the removal of a pupil from the School at any stage. In default, fees for both the current term and the full term in respect of which notice should have been given, must be paid in lieu of notice.

When notice has been given and accepted by the School then that place is forfeited and the Headmaster is at liberty to offer that place to another pupil. If the pupil, in respect of whom notice has been given subsequently wishes to remain at the School then a fresh application must be made. However, depending on circumstances at the time, there is no guarantee that a place will be offered.

Headmaster  
September 2025