



MOUNT

ST MARY'S | BARLBOROUGH HALL

Admissions Policy

ISI Regulatory Code – 15a

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This Policy is for: Mount St Mary's College and Barlborough Hall School

Linked Policies: Complaints Policy

Review date: September 2023

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1. Context

- 1.1 The story of our schools dates back to 1620 when the Jesuits first became active in this part of the UK. In 1842 the Jesuit Provincial established Mount St Mary's College in Spinkhill. The school at Barlborough Hall first opened in 1939. The Mount as we know it today was set up as a Local Trust in 2006 to manage Mount St Mary's College and Barlborough Hall School as co-educational inclusive day and boarding schools in the Jesuit tradition, providing children and their families with access to a seamless education from the ages of 3 to 18 yrs.
- 1.2 The School has a Board of Governors which is made up of the chairperson and two members of the British Province of the Society of Jesus. Up to nine other members may be appointed by the Governors. The Governors are legally responsible for the overall management and control of the Trust and its schools. They meet at least three times a year. The Governors are responsible for seeing to it that annual budgets are set and that a development plan is in place at the start of every school year for both schools.
- 1.3 The Executive Team for the Mount Trust meets once a month and is managed by the CEO, who is in turn appointed by the Governors. The Headmaster of Mount St Mary's College and the Headteacher of Barlborough Hall School both have Senior Leadership Teams that have strategic and operational responsibility for the running of the schools.
- 1.4 As an Independent School affiliated to HMC and IAPS our mission is to provide an education of the very highest standard. A committed staff maintain and manage the school's land and property and deliver a broad and challenging curriculum with high quality teaching. Our school places a strong emphasis on pastoral care and offers our students exceptional co-curricular opportunities. Our school heads, deputy heads and senior leadership teams support teachers to work with motivated pupils within a structured and positive environment.
- 1.5 As Jesuit schools there are many ways in which our school resembles other schools of quality. A genuine family atmosphere dominates on both campuses where we provide a home away from home with genuine care and individual attention to boarding and day pupils in small class sizes. What sets us apart from other schools of quality are the strengths we draw from the Ignatian tradition and the rich heritage of Jesuit education in the UK and worldwide. We pursue academic excellence and deliver care to all. We want our students to enjoy their learning and to grow into maturity as 'Men and Women for Others'.
- 1.6 Barlborough Hall and Mount St Mary's are child-centred but also family-centred. We are inclusive and we welcome families of all faiths and none who share the vision and values that inspire our approach to education as set out in the mission statement that accompanies this Admissions Policy document.

2. Mission Statement

- 2.1 At Mount St Mary's College and Barlborough Hall School a common spirit underpins teaching and learning, the broad curriculum and the entirety of school life. Our mission which is inspired by the Jesuit vision and Ignatian characteristics of education is to produce well rounded, well- educated and mature men and women of conscience, compassion and competence who are committed to follow the example of Christ living their lives as "Men and Women for Others".

Therefore we commit ourselves in all areas of school life to the following:

- 2.2.1 The Magis; The pursuit of excellence.
This is a core concept in Jesuit education. We expect the best from everyone and we aim for the higher standards in all things. We set ambitious targets for our students and carefully monitor their academic performance. We seek excellence in Music, in Sport and in every subject, hobby, pastime, project and co-curricular activity that our students engage in both inside and outside the classroom.
- 2.2.2 Cura Personalis; The care of each individual.
In our schools we insist on respect for the dignity and potential of everyone because we all are God's creation. We believe that all life is precious, that all are persons of value whatever our different talents or role in the school may be. We value everyone. We are ambitious for everyone. We seek out their talents and we develop them.
- 2.2.3 Maturity; The Growth of our students in freedom and responsibility.
From the time the students first join us even at age 3 we focus our attention on their growth and on their journey towards greater freedom and responsibility. At every stage of the process we challenge our students to grow through a broad academic curriculum with wide subject choices and a diverse programme of extra-curricular activities, numerous sports and hobbies.
- 2.2.4 Holistic Education; The development of the whole person.
We recognise that each life is unique and that every part of us needs to be nourished. We challenge our students to help them grow holistically. To develop the whole we offer a broad curriculum and devote time to exercises that nourish the spiritual, intellectual, emotional, artistic, and physical dimensions of the person.
- 2.2.5 Sharing Joy in Community
Jesuit schools are places that celebrate successes and achievement. Because we keep our class sizes small we can reach out to each student individually. We want our students to love coming to school. Both the boarders and the day students are surrounded by a supportive community.
- 2.2.6 The Spirit of Gratitude
We want to develop an appreciation for life and a gratitude for the many gifts and talents given to us. When we meet regularly at assemblies and liturgies we make a point of giving thanks and celebrating all that is good in our school life
- 2.2.7 The presumption of positive intent
In the spiritual exercises St Ignatius encourages us to be, "more ready to put a good interpretation on another's statement than to condemn it as false" (*Spiritual Exercises* 22). We encourage our students and staff to turn away from cynicism and to be positive about life and in their working together. Without being naïve we encourage them to always look to the positive assuming that everyone who works, lives and studies here wants what is best for the school and the whole community.

3. The Aims of the Admissions Policy

3.1 To ensure compliance with the Schools' charitable purpose and general school admissions guidelines with regard to the Charitable Purpose Act 2014

3.1.1 Mount St Mary's College and Barlborough Hall form a Jesuit Catholic school that is open to everyone in the clear understanding that the Roman Catholic religion and its teachings underpin the ethos and life of the School. Admission is neither restricted by location (regional or worldwide) or by financial circumstances – excepting that overall there has to be a proper balance between income and expenditure such that the continuance of the School will not be financially put at risk.

3.2 *To advise and guide the school and those families who wish to apply.*

3.2.1 The policy is intended to be a guide for families and the school to help them make good decisions about admission to school. The policy clearly states the mission and values of the school and gives information about the curriculum delivered. The policy also provides detailed information about the admissions process, school fees and additional charges, scholarships, bursaries and other fee reductions to help parents make their decision.

3.2.2 The policy also provides a framework to identify and admit children who are most suited to, and most likely to benefit from the academic programme and the full range of educational opportunities that Mount St Mary's College and Barlborough Hall offer. The School places a strong emphasis on academic development and a positive learning environment for all students. For this reason a child's academic performance is an assessment consideration in the admissions process at Mount St Marys and Barlborough Hall. The academic assessment is designed to help parents and families make the best decision for their child and to help the school to support the child as they seek for the very best educational experience and grades they can achieve.

3.3 *To ensure fair and equal treatment for all who apply with regard to the Equality Act 2010*

3.3.1 We are an inclusive school. Each year we happily welcome children from many different ethnic groups, backgrounds and creeds. 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. We invite all of our pupils to attend our church services and school assemblies which are fundamental to our ethos and identity. Whilst we are inclusive and welcoming we do require all parents to be supportive of the schools mission, values and policies. When parents and schools share values and a common vision for education they can work as partners achieve the best results for their children.

3.4 Parents as Partners

3.4.1 The support of parents in fulfilling the School's mission aims is vital. At Mount St Mary's and Barlborough Hall we value the partnerships we have with parents. We encourage parents to take an active role within the school by attending meetings and regular school functions and or by being a member of one of our Parents' Association (either the Barlborough Hall Parents' Association – BHPA, or the Mount Parents' Association –MPA). Good communication between school and the home is important to make this partnership meaningful and productive. The quality of communication is particularly important when we encounter difficulties or when parents feel the need to make a complaint.

3.5 Complaints and Concerns

3.6 At Mount St Mary's and Barlborough Hall we do not distinguish between concerns and complaints. We encourage parents to make contact with us if they are unhappy about any aspect of school life. There is one procedure for handling complaints and concerns which is held in common in both the College and the Preparatory division. The Complaints Policy sets out the details of a three-stage process in which the College and Preparatory division handle complaints from parents. The Policy is published on the school website. The processes and stages involved are also laid out in the Pupil and Parent Handbooks, the Boarding Family Handbook and in the Staff Handbook, and provide the means for parents to appeal against unfair treatment. A hard copy of any School Policy can be made available by contacting Headmaster's Reception on 01246 433388 during normal office hours.¹

3.7 Discipline and School Rules

3.7.1 To help develop and maintain good communication and understanding we wish to be very clear about the expectations we have in terms of discipline and behaviour. Discipline is key to the learning process. To fulfil our mission we encourage all pupils to act in a responsible way and with consideration for others. In the **Mount Constitution** and the Mount St Mary's College Student Planner you can read the specific dos and don'ts that help us to keep order in a busy school. At Barlborough Hall the behaviour policy contains the school rules appropriate to children from age 3 – 11 years of age.

3.7.2 The regulations that govern behaviour are updated from time to time after consultation with staff, students and their parents. In essence they can be summed up as follows.

3.7.2.1 We conduct ourselves with **respect**: respect for ourselves, respect for others and respect for our environment.

3.7.2.2 We hold dear the Ignatian principles of **compassion** and **care**: we always seek to understand the difficulties others may be facing. We are sensitive to the needs of others and we try to help in any way we can.

3.7.2.3 We strive for the **Magis**: in all things, at all times, we have high standards in all that we do and we push ourselves to be the very best we can be - for the Greater Glory of God (**AMDG**).

3.7.2.4 These are the 3 'Golden rules' - and, as such, cover all areas of life, both in and out of school.

3.8 Sanctions and Exclusion

3.8.1 We promote positive behaviour throughout the school. At the same time pupils know that they are subject to sanctions if they fail to live up to the standards set at Mount St Mary's and Barlborough Hall or if they are in breach of the school rules. The nature of the sanctions will depend on the circumstances in each case. Our aim is that pupils learn from any incidents of misbehaviour. Our approach to discipline is first and foremost a positive rather than a punitive one.

3.8.2 Parents and Pupils are encouraged to read the Behaviour Policies on the school's website. (www.msmcollege.com) The school rules set out the procedures by which a pupil and or a parent can voice their concerns or seek redress if he/she feels that he/she has been treated unfairly.

3.8.3 Parents and teachers know that most infringements of school rules are minor. We aim to promote positive behaviour but sometimes a simple sanction provides an effective means

by which a pupil is likely to learn from his/her mistake.

- 3.8.4 In cases of serious or repeated misbehaviour, a pupil may be excluded temporarily (suspended) or permanently (expelled) from the School. These cases are extremely rare. A pupil is likely to be temporarily or permanently excluded for serious misdemeanours. The nature and length of the exclusion will very much depend on the circumstances of the situation, including previous behaviour of the pupil in question.
- 3.8.5 A temporary exclusion may only be carried out by one of the Deputy Headmasters, Deputy Headteacher or Head of Higher Line, who will inform the Headmaster/Headteacher. Parents will be informed in writing of the exclusion and the reasons. A parent or guardian may appeal against the exclusion to the Headmaster whose decision will be final.
- 3.8.6 Permanent exclusions may only be carried out by the Headmaster/ Headteacher in consultation with at least one governor. Parents will be informed in writing of the exclusion and the reasons. A parent or guardian may appeal against the exclusion to the Chair of Governors whose decision will be final.

3.9 Details of the Admission Process

3.9.1 Age of Entry

3.9.1.1 Barlborough Hall School admits children at nursery level in the term when they will turn 3 years of age for part or full time nursery education, where the Early Years Voucher Scheme is accepted. Children then move into Pre-Preparatory level in the September of the academic year when they will turn 5 years of age. We place children in classes that best suit their needs. Places are offered at all age group levels throughout the school, subject to the availability of places.

3.9.1.2 At Mount St Mary's the majority of places are offered at 11+, although places are offered at all age group levels throughout the school, subject to availability.

3.9.2 Feeder Schools

3.9.2.1 The main feeder of students for Mount St Mary's (at 11+) is Barlborough Hall School where students transition from the preparatory division to the senior school campus. The college has good relationships with other independent and maintained preparatory and primary schools whose pupils comprise a significant proportion of the annual intake. The School operates a bus service that stretches more than 30 miles in different directions.

3.9.3 Boarding

3.9.3.1 In 2021 approximately 14% of the College student population are boarders who come from both the local area and also from a broad range of overseas countries. A small number of students numbering about 2% of the school population are classified as UK weekly boarders who remain in college five days a week and return home on weekends.

3.9.3.2 Because of recent investment the recently refurbished boarding houses mean that all boarding at Mount St Mary's is in en suite shared or single rooms. Boarding places are allocated according to the school's policy of grouping boarders by gender and age. Our youngest boarders aged 11 – 14 typically share rooms of 2 – 4 students. Those aged 14 -16

have twin rooms whilst the most senior students enjoy individual study bedrooms.

4. Entrance Procedures

- 4.1 Mount St Mary's College operates entrance procedures in accordance with HMC guidelines. Barlborough Hall School operates entrance procedures in accordance with IAPS guidelines. Our admissions procedure has eight elements for those applying from within the UK and ten elements for those applying from overseas.
- 4.1.1 Registration (using the School's registration form only). All applicants to enter from Nursery at 3 through to Year 13 must complete the Mount's official Registration Form. A non-refundable fee of £100/£120 will need to accompany the completed form.
- 4.1.2 School Reports are requested of every applicant.
- 4.1.3 School References (these will usually be from the Head of a candidate's current school and will make reference to the candidate's academic ability, attitude and behaviour, involvement in the school community, talents and interest and any other special circumstances that should be made known)
- 4.1.4 Entry Assessments (For Mount St Mary's Only).
- 4.1.5 Taster day. All registered applicants will be invited to attend a taster day. Whereas these days are not compulsory and may not suit overseas applicants, they are highly recommended.
- 4.1.6 All applicants are invited to meet with the Headmaster and Head of Year at Mount St Mary's or with the Headteacher at Barlborough Hall. An appointment with the Head of Learning Support or the Head of English as an Additional Language will also be made as required.
- 4.1.7 Mount St Mary's College and Barlborough Hall School are inclusive and welcoming. More details of the additional assessments that can help us be more welcoming and prepared for students with Special Education needs, and /or who have Access needs can be found in section 6 of this policy.
- 4.1.8 All applicants will be notified of the outcome of their application with a formal letter of decision/offer.
- 4.1.9 Guardian requirements for overseas applicants must be complied with in full prior to the offer of a place. Details are available from the Admissions Office.
- 4.1.10 Visa requirements (non EU overseas). The UK Border agency has strict rules governing the award of Visas. They must be complied with in full. Details are available from the Admissions Office.

4.2 Pupils transferring from Barlborough Hall School to Mount St Mary's

- 4.2.1 Because we are one school, the transfer from Elements I (Year 6) at Barlborough to Upper Elements (Year 7) at Mount St Mary's is easily made. All pupils are invited to attend for a 'transfer assessment' in the Autumn Term, prior to the September the student will join Upper Elements. Teachers from the Mount will visit Barlborough during the course of Elements I to reassure and help prepare the students for the transfer assessment and to talk about the transfer to year Upper Elements. After the assessment Elements I will be invited to spend taster days at the Mount prior the start of the new academic year. On that day parents are invited to collect their children from the Mount and have an opportunity to meet with Staff from the senior school. Parents from Barlborough Hall are welcome to visit Mount St Mary's at any time during the school year to meet with teachers and take a tour around the senior school. Parents of a pupil with special needs from Barlborough Hall School must meet with members of the staff at the College to present and consider any specialist reports, statements and/or other information/background material that will help the College to make a decision on whether they are able to meet the needs of the

child. The entry requirements and support available at the College are assessed more fully than they would be in a primary school setting, and it may not always be possible for a child to move up to the College at this point (see 6.3)

- 4.2.2 Students from Barlborough Hall have the chance to earn an offer of an Academic Scholarship as a result of the Transfer Assessment. In exceptional cases a Music and or Sports Scholarship may also be available to students transferring into Upper Elements. Those who qualify will be notified in writing usually within 7 days from the date of the assessment/ audition. Once an offer of a scholarship place has been made, parents will be invited to meet with members of the senior leadership team at which point the parents/guardians will be asked to confirm acceptance of the place.

4.3 Pupils entering Mount St Mary's from another school

- 4.3.1 Pupils applying to enter Year 7 (Upper Elements) at Mount St Mary's will sit an Entrance Assessment on the same day as the transfer test for Barlborough Hall pupils in the Autumn Term. All applications must be accompanied by school reports and school references. Offers will normally be made within 7 days of the entrance assessment.
- 4.3.2 The small number of students who will qualify for an offer of an Academic Scholarship as a result of the entrance assessments will also be notified in writing usually within 7 days from the date of the assessment.
- 4.3.3 An online assessment, supplied by GL Assessment (CAT4).

4.4 The Sixth Form

- 4.4.1 We offer a broad and challenging Sixth Form. Therefore entry to Mount St Mary's College at Sixth Form is strictly dependent on GCSE results. Entry requirements to Sixth Form are a minimum of 5 (9 to 5) grades at GCSE with '6's in the subjects opted for at A-Level. Biology, Chemistry and Physics, require a minimum of a grade '6' in Maths as well as the science carried forward to A-Level. A minimum of a grade D is required to progress from AS to A2 i.e. students must gain a minimum of a grade D in a subject in Poetry (Lower Sixth) in order to progress into Rhetoric (Upper Sixth) in that subject.
- 4.4.2 Because of the values that underpin our mission in education we reserve the right to make exceptions to this strict academic requirement for entry into 6th Form for students who may have underachieved at GCSE in another school. Whereas do not wish to admit students who will struggle to meet the demands of our curriculum but the Headmaster will consider an application from a parent who feels that their child may have underachieved in GCSEs. In these cases the parent is asked to apply for a place for their son/daughter to transfer into the Mount from another school.

4.5 Additional Factors

- 4.5.1 We are committed to a personalised service and transition within the school from key stage to key stage. The key transition stages are from Nursery into PPIII, from Els 1 to Upper Elements and from Syntax into Poetry. All children currently within the school will be offered a place into the next key stage and will be admitted to a form in the next stage once they comply with the deadlines and application and admission processes set out earlier in this document, subject to assessments of additional needs and EHCP support. When we are oversubscribed and we have to decide between two or more candidates who meet our admissions requirements after all appropriate allowances and special

considerations have been given we may give preference to:

- 4.5.1.1 A child who has/had a brother / sister in the school;
- 4.5.1.2 Looked after and previously looked after children
- 4.5.1.3 A child who is currently studying at a traditional feeder school ie. Mylnhurst and St Peter and St Pauls and/or who is attending a Catholic faith school/ has been baptised Catholic.
- 4.5.1.4 A child with a particular skill, talent or aptitude that will enhance school life for others.

4.6 Payment & Contract Terms

4.6.1 Offer of a place and deposit

A deposit (**Acceptance Deposit**) as shown on the fees list for the relevant year will be payable when the Parents accept the offer of a place. The Acceptance Deposit will be retained in the general funds of the College until the Pupil leaves and will be repaid by means of a credit without interest to the final payment of Fees or other sums due to the College on leaving, unless stated otherwise in these terms and conditions or unless the Parents wish to donate the Acceptance Deposit to the College's Bursary Fund.

4.6.2 Fees for each term are to be paid in advance and must be settled no later than the first day of term.

4.6.3 In the event of the withdrawal of a pupil, notice should be given a full term in advance, or in lieu of such, a term's fees will be charged.

4.6.4 Further information regarding the payment of fees and the terms of contract can be found in the College's Terms and Conditions which are available upon request from the Finance Office, the Admissions Office or the College website.

5. Bursaries and Scholarships

5.1 Former Pupils and Siblings

5.1.1 Because of their family centred ethos both schools especially welcome the children of former pupils. Every effort is made to accommodate children from the same family who wish to join across both Mount St Mary's and Barlborough Hall School.

5.1.2 In support of this family ethos the governors will provide an automatic fee discount for siblings. The 2nd sibling of a family will receive a 10% fee discount, the 3rd a 20% discount, the 4th a 30% discount. Any discount for further children would be discussed on a case by case basis with the Bursar.

5.2 Bursaries

5.2.1 Mount St Mary's College and Barlborough Hall aim to be inclusive and to reach out to the wider community irrespective of social and/or economic circumstance. The Trust therefore has designed a process to provide a budget for bursary assistance depending on individual and family needs and circumstances. In order to ensure that the budget available for bursaries can be best achieved the following guidelines apply.

- Bursaries are only awarded up to a maximum of 50% of fees.
- Each Bursary is offered for a period of one academic year. For a second or subsequent years a separate application must be made each year.
- The onus is on the applicant to provide up to date and complete 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.

5.2.2 Applications for bursaries must be made directly to the College Bursar using the Bursary Application Form which is available on request from the Bursar's Office or the Admissions Office. Once an application is received by the Admissions Office it will be referred to the Bursar who will request further information from the applicant. All applications are considered by the Bursary Committee which is made up of the Headmaster / CEO of the Trust, the Deputy Heads of Mount St Mary's, the Head Teacher of Barlborough Hall School, and the Bursar. A recommendation is then made from this committee to the Finance Committee of the Board of Governors.

5.3 Scholarships

5.3.1 In order to promote our broad and diverse curriculum and to attract and reward pupils of high academic, musical, sporting or all round ability and potential the governors reserve the right to award a number of scholarships each year in the following way.

5.3.2 Candidates for scholarships will meet the following criteria.

5.3.2.1 The candidate will already have demonstrated high academic achievement and/or a particular talent in music or sport or other aspects of school life.

5.3.2.2 The scholarship award is intended to be both an incentive and a reward for a student who will make a particular contribution to the life of the school and who by their talent can help the school deliver its mission for others.

5.3.2.3 It would be expected that a scholar would be an outstanding ambassador for the school and would improve the quality of the life of the school through the use of their talents for others.

5.3.3 Scholarships are given at 11+, 13+ and in the Sixth Form

5.3.4 Potential candidates at 11+ level will sit the Entrance Assessment with all other candidates for admission. They will be notified within 5 working days after sitting the exam and may be invited for interview. Those wishing to be considered for a music or sports scholarship will also be assessed on a further day, the details of which will be published on the College website and which are available on request from the Admissions Office.

5.3.5 Those applying for a scholarships for 13+ and Sixth Form will be asked to sit an assessment. Notification will be given soon after the assessment after which they may be invited to an initial meeting with the Headmaster or other nominated members of the Senior Leadership Team.

5.3.6 All scholarship applications deemed to meet the criteria will be considered by the Headmaster. Whereas he will be guided by members of the Senior Leadership Team only the Headmaster can recommend a candidate for a scholarship award to the Board of Governors.

5.4 Notes on Scholarships and Bursaries

5.4.1 Although designed for different purposes it can happen that scholarships and bursaries can both be applied for. In exceptional cases both a scholarship and a bursary may be awarded to the same candidate. Where both are awarded only one of the awards can be of the full 50%. This means that a minimum fee must be paid by the family of the applicant.

5.4.2 Scholarships and bursaries are awarded on an annual basis and are strictly conditional on

the student maintaining full, positive and active participation in the life of the college.

Both scholarships and bursaries are awarded on the undertaking that, unless by mutual agreement, the pupil will remain at Barlborough Hall and Mount St Mary's College until the end of the Sixth Form. All scholarship (and bursary) monies are repayable in the event of an earlier withdrawal of the Pupil by the signatories.

6. Welcoming students with disabilities or other special needs

6.1 Mount St Mary's College and Barlborough Hall School is an inclusive and welcoming school. We do not select merely on the basis of academic ability and we do not exclude a student because of their perceived academic potential or lack of ability in any area. A key underlying criterion for acceptance of an application by either school is the ability of the school to connect with and educate each individual so that they can develop to the best of their abilities.

6.2 Because of the age of the buildings the school has limited facilities in terms of access for some who are disabled. In spite of the limitations at the staff and management will do all that is reasonable to help students regardless of their abilities or educational needs.

6.3 At the school an active learning support team oversees the provision of Individual Education Plans which can include some extra classes outside of the mainstream timetable either in small groups or as individual tuition or a combination of both. The school follows an inclusive model aiming where possible to maximise the integration of learning support into the main timetable and curriculum. For the good of the student it is very important that parents consider how such mainstreaming and the resources available in both areas of the school might impact on their child's needs before making their decision about applying for or accepting a place.

Children with EHCP are also supported throughout the school, wherever feasibly possible with the agreement of either the Head of BHS or the Head of MSM College.

However, it is fully at the discretion of the Head of Mount St Mary's College in agreement with the specialist support team at the school, as to whether the College is able to accept a pupil based on their educational needs. This decision will always be made with the best interests of the child in mind.

6.4 We recommend that the parents of a pupil with special needs from any feeder school including Barlborough Hall School should meet with members of the staff at the school to present and consider any specialist reports, statements and / or other information/background material that will help the school to plan how best to meet their needs. Staff in the schools will be professional at all times and will be sensitive to any parental requests for confidentiality. At the same time we will ask that the parents involve specialist staff of the schools in an assessment of a pupil's or prospective pupil's needs.

6.5 For pupils who sit Mount St Mary's College Entrance Assessment at 11+, the College will seek to make reasonable adjustments to meet the needs of disabled candidates notified to the College. Prospective parents will be asked to discuss any relevant adjustments at the time of application. Reasonable adjustments may include an allowance of extra time in any College entrance assessment and allowance for the use of laptop computers. It is very important that any needs such as these be communicated as early as possible to the

school so that we can best assist the applicant and their family.

- 6.6 The School needs to be made aware of any known disability or special educational need which may affect a child's ability to take full advantage of the education provided at the School. Parents of a child who has any disability or special education needs should provide the School with full details when registering an interest in the school or at the very latest before they accept the offer of a place.

7. Review of this Policy

- 7.1 We welcome feedback from parents and others on all school policies. Because of its importance to the running of the school we review the Admissions Policy and associated processes for both Mount St Mary's College and Barlborough Hall School each year. The latest version of this policy is published on the school website. Following the annual review the policy may be revised as required and will be re-published at the start of each academic year.

- 7.2 We believe that parents are partners at all stages of the education process. Once a parent has made an enquiry and application we are committed to a relationship with them. We accept that not everything we offer will be attractive to all parents. We welcome suggestions and comments from parents and take seriously concerns they have. Where a parent / applicant feels unfairly treated we listen to them and we invite them into the complaints procedure which is outlined earlier in this document and which is designed to ensure that all complaints are treated in a professional and appropriate manner.

8. Conclusion

- 8.1 This Admissions Policy is revised by the Board of Governors annually. The review will involve consultation with parents, trustees, staff and students past and present. This policy reflects the commitment of the Trust to continue to grow and prosper as a modern educational Trust with a very proud tradition and an excellent future.
- 8.2 This Policy has been authorised by the Governing Body of Mount St Mary's Ltd incorporating Mount St Mary's College and Barlborough Hall School.