

Admissions Policy

Date	Review Date	Contact
01.09.18	01.09.19	Principal

Aims

The aim of the admissions policy is to clarify the process of admitting students and matching them with courses. This policy is also intended to clarify the circumstances in which a student may be refused admission.

Statement of Principles

1. Newbury Hall serves the need of international students who in the opinion of the school would benefit from a challenging, international, English language education which prepares empathetic, hard-working and confident young people
2. Newbury Hall is a customer-driven, not a product-driven, culture. This means that we exist to provide the needs of our customers, and this will take priority over the design and implementation of our courses.
3. Newbury Hall is a non-selective school. Our business is to develop talent, not to select it.
4. Admission is open to all students whose academic, personal, social and emotional needs can be met by the school's focus on individual and small-group tuition.
5. We believe that every student can be developed, in their academic and social skills, and helped forward in their progress to a career or to the next stage in their life.
6. We are aware that students develop at different stages of their lives, at different speeds, and in different directions. We do not pretend to be able to predict how any student will turn out.
7. We are fully aware of the crucial importance of character in a student's success. We know that character can be developed, and we know how to develop it.
8. We are dedicated to helping students to realise their ambitions, however high.
9. We view admissions as a term enterprise, and we are committed to negotiation with all stakeholders (Parents, ETOs and Sales Personnel) whenever the correct placement is in doubt.

Admission Procedure

Newbury Hall School accepts all students irrespective of academic ability, prior learning or English language level.

Students can start any agreed week of the year and subject to visa conditions stay from one week upwards.

Placement on internal programmes of study ranging from introductory English to IGCSE and A-level will be recommended based on pre-admission assessment of student need and capability.

Assessment of student need and capability will be conducted through:

Written tests in English and Mathematics (where required)

An online video-interview (where beneficial or required)

The most recent school report (where required)

Written tests in other academic subjects if the student is considering entering for an external examination in these subjects at the end of the programme of study.

The purpose of the Skype interview when used is as follows:

To get to know the student as much as possible in advance, to form an idea of his/her skills and personality so that we can prepare to help him/her quickly on arrival

To introduce the student to the school and its culture, to put his/her mind at rest and to answer any questions he/she may have

To demonstrate to the student, ETOs and Parents that we are serious in our mission to get to know every student and to provide them with a first-class bespoke service

To carry out an informal assessment of the student's ability and confidence in speaking English

The purpose of the Skype interview is NOT to provide an entry barrier. It is not a test and should not be seen as such. The interview should be conducted with at least two members of staff present, even if only one speaks.

The School will only approve applications for enrolment and placement when all requested documentation is complete.

Parents must agree to Newbury Hall admissions policy before enrolment. Signing an application for enrolment indicates agreement with the terms and conditions of this policy.

Re-enrolment is contingent upon successful school performance.

The school, after checking the information provided, may ask for further clarification on details such as guardianship, dates, health records, emergency contact details etc.

Matching Students

Much of the preliminary work of matching students to the school and to the course is carried out by the sales team, who will then pass on the information to the school.

Mismatch between the student and their chosen course

Occasionally a student may request a course for which they do not appear to be suited, usually because of their age or language level. This is a sensitive matter, and must be handled with great care. The following points should be considered:

This is not *prima facie* reason for refusing the student admission to the school.

As mentioned above, students develop at different rates. A student may have experienced an unfavourable learning environment or bad teaching. When put into a sympathetic and helpful environment with skilled teaching, they may flourish.

The student (or their family) may be prepared to accept a longer course. This is a matter for negotiation with the Parents and ETOs, as well as the students.

The student has come to us for help, and to be rejected is not helpful or compassionate. The challenge should be to see how we can keep him/her on board.

The Parents, ETOs and sales personnel should have active input and contribute to choosing the best alternative.

Possible reasons to refuse a student

The student has a physical or mental handicap that we are not equipped to manage

The student has a verified history of violent or disruptive behaviour

The school is full (see below)

The student is outside our age range (13 – 18 years)

In any of these cases, there should not be a direct refusal, but an attempt should be made to explain and reach an understanding with the sales personnel, ETOs or Parents.

Withdrawal

Newbury Hall School reserves the right to ask that a student be withdrawn if:

The student's best interests and needs cannot be met

The student's behaviour is deemed to jeopardise the welfare of the school community

Educationally significant information is withheld from the school

School fees are not paid in accordance with the schedule of fees

Discrimination

Newbury Hall School only accepts applications from students between the ages of 13 and 18 years, dated from the beginning of the academic year for which the application takes place.

We reserve the right to balance the gender, age and national diversity of our community.

Other than attempts to enhance said diversity, Newbury Hall School does not discriminate based on grounds of Ethnicity, Religion, Gender, or Sexuality.

Every attempt will be made to accommodate the special needs of students with disabilities, including movement impaired and learning impaired students; however, Newbury Hall School reserves the right to consider whether the school can effectively meet the physical, educational and emotional needs of such students when making admission decisions.

Some definitions

The *school is full* when there is such pressure on classroom space, accommodation and staff that the student cannot be fitted in. In this case we start a waiting list.

Short bookings are those for less than one year. Students who book for a term should be accepted routinely.

Those who book for more than a term should be allowed to start during the term.

The default position should be finding reasons to accept a booking.

Admissions should be part of the process of student recruitment, and in cases which are unclear discussions should include all those involved in recruitment, ie Sales Personnel, ETOs and Parents.

Signed:

Date: 01/09/18

Jon Crocker
Principal

