

SHREWSBURY HOUSE SCHOOL

ADMISSIONS POLICY

Admission to the School

Shrewsbury House School is an independent day school for boys between the ages of 4 and 13 years. The main entry points to the School are in Reception and Year 3, although occasionally places may be available in other school years.

Appointments to Visit the School

If you would like to make an appointment to visit Shrewsbury House School, please contact the Head of Admissions, registrar@shstrust.net

Application Process

If parents would like their son to be considered for a place, they should complete and return the registration form, together with a non-refundable registration fee of £150.

Registration does not give rise to a commitment by the School or the parents. Applicants will be considered as candidates for admission to the School when the online registration form has been completed and submitted, together with a scanned copy of the pupil's passport and, where required, the non-refundable registration fee paid.

Assessment Process

To gain a definite place, boys will have to meet the admissions criteria and to demonstrate they have the potential to thrive at the School.

The Assessment (4+)

An Observed Play Session is arranged for pupils in the year that they would join Reception. Children take part in activities in a classroom setting.

The Assessment (7+ and 8+)

The Assessment takes place in the November prior to the anticipated year of entry, for entry at the beginning of the following academic year. Further details of The Assessment and Key Dates can be found in the 'Entry Process' under the 'Admissions' section of the website.

Occasional Places may arise in other year groups. Parents interested in a place outside the main admissions point should contact the Head of Admissions for further information.

registrar@shstrust.net

Equal Treatment

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 tomorrow's world. Bursaries, from Year 3 upwards, are available in order to make it possible for as many as possible

who meet the School's admission criteria to attend the School. The School's provision for bursaries is described below.

Shrewsbury House School is committed to equal treatment for all, regardless of a candidate's race, ethnicity, or social background. Shrewsbury House School does not select for entry on the basis of religious beliefs.

Shrewsbury House School complies with the Equality Act 2010.

Special Educational Needs/Learning Disabilities

We accept pupils with Special Educational Needs, and/or Learning Disabilities, providing that we believe we can offer them the support that they require. We welcome pupils with physical disabilities provided that we believe that they can cope reasonably with the School site. We advise parents/guardians of children with Special Educational Needs, and/or learning disabilities or physical disabilities to discuss their son's requirements with the School before the boy sits the Assessment so that we can discuss if Shrewsbury House School would, firstly, be the correct school for him and, secondly, make appropriate provision for him.

Our policy is to apply our admission criteria to all potential pupils. We require parents of children with special educational needs, disabilities or allergies to discuss their child's needs with the School before they sit the entrance exam so that we can make adequate provision for them. Parents should provide with the Registration Form full details of all relevant information, including a copy of an educational psychologist's report or a medical report if they have one. This is so that the School can assess their child's needs and consult with parents about the adjustments which can reasonably be made and so that the School can ensure, for example, that their child will be able to access the education offered and that we are able to ensure their health and safety, and the health and safety of others. All information will be treated in the strictest confidence.

Where a prospective pupil is disabled, the School will discuss with parents (and their child's medical advisers, if appropriate) the adjustments that can reasonably be made for the child if they become a pupil at the School, to ensure that the prospective pupil is not put at a substantial disadvantage compared to a pupil who is not disadvantaged because of a disability.

There may be exceptional circumstances in which we are not able to offer a place 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 that their health and safety or those of other pupils or staff may be put at risk, we may not be able to offer a place at the School.

Sometimes, the situation of pupils with disabilities and/or special educational needs changes between an offer of a place being made and the pupil starting at the School. The School requires parents to be pro-active in updating the School as to any significant changes which mean that the information provided during the application process is out of date or incomplete. In the vast majority of cases, this will not affect a pupil's place at the School. However, the School may, in exceptional circumstances, need to reconsider the offer of a place if a pupil's circumstances change materially. It is in the pupil's interests that any such decision is made as early as possible to avoid any disruption to their education, so parents are urged to be forthcoming in their communications with the School about any material change to their child's circumstances.

Moving up the School

It is assumed that pupils progress through the School and will ultimately complete Year 8. If for any reason, the Executive Head feels that it is not in the best interests of a pupil to progress to the next stage of education, parents will be consulted before the end of the Spring Term of any academic year.

Sibling Policy

We welcome applications from siblings at Shrewsbury House and most siblings join us at the School. However, please note that admission is not automatic, and there may be occasions where it is felt that a sibling is likely to thrive better in a different educational environment.

Bursaries

Shrewsbury House School's bursary programme is designed to make it possible for as many as possible of those who meet Shrewsbury House School's entry criteria to take up a place here. The School offers means-tested awards annually to entrants in Year 3 or above where the parents have indicated on the Registration Form that they require financial support. Bursaries are means-tested in accordance with the criteria published on the School's website. Both parents are required to provide proof of their income and assets. The level of support varies according to parental need; but can extend to full fee remission in cases of proven need.

Bursaries are always offered for 12 months at a time. The family is required to provide fresh information about its circumstances for every year that their child attends the School. Levels of support may vary with fluctuations in income or wealth.

The Bursary Application process is outlined in the Bursaries policy, which can be found in 'Bursary Information' under the 'Admissions' section of the website or can be obtained from the Head of Admissions.

Fluency in English

In order to cope with the academic and social demands of the School, a level of fluency is required in English. Details of the Educational and the Welfare Provision for pupils for whom English is not their first language are available from the Head of Admissions, registrar@shstrust.net

Financial Checks

Shrewsbury House School acts responsibly using identity checks to ensure that all monies it receives are from legitimate sources.

Looked After or Previously Looked After Children

At registration families indicate whether the child is or has been Looked After. Going forward, appropriate consideration will be given, at all stages of the admission process, to any such children.

Admission criteria

The school will only make the offer of a place if there is a place available. In order to be considered for admission to the School, candidates must meet the following criteria:

- Be able to attend School on a regular basis.
- Be of sufficient maturity and appropriate age to participate in all aspects of School life.
- If relevant, receive a strong recommendation from their current Head teacher, especially in the areas of academic achievement, motivation and extracurricular involvement.
- In the admission assessments process perform, or demonstrate the potential to perform, at a level that is at least commensurate with the educational standard required in a Shrewsbury House School classroom. In addition, when places are limited, they will be offered in order of academic merit and to those who will make a significant contribution to the life of the school.
- If English is not their first language, pupils must demonstrate a level of spoken and written English that will enable them to engage and participate in all aspects of School life.
- Where English is not the first language of parents, there are suitable arrangements in place to ensure that the School can communicate effectively with them.
- Any learning difficulties or special needs have been identified to the School by the parents and the School can meet the child's needs.
- All fees due at the pupil's present school have been paid.
- If the child is not a British or Irish passport holder, the parents must be able to provide evidence of the child's right to live in the United Kingdom and study at the School. For children from EEA countries and Switzerland this could be proof of having been granted digital status under the UK's EU Settlement Scheme. The School has the right to terminate the contract at any time if your child does not have the appropriate immigration permission to live in the United Kingdom and to study at this School.
- Where a child's family is not resident in the UK, an appropriate guardian has been arranged.

Shrewsbury House School's Terms & Conditions

The terms upon which the School educates each child are set out in the School's Terms and Conditions. A copy of the School's Terms & Conditions can be found in the Entry Process section, within the Admissions area of the School Website <https://www.shrewsburyhouse.net/>

Data Protection

During the admissions process, you will be sharing personal data about you and your son with us. Shrewsbury House is committed to the highest standards of data protection of all personal data. Please refer to the School's Parent and Younger and Older Pupil Privacy Notices which can be found within the About Us section of the Website, under School Policies and Privacy Notices:

Shrewsbury House School Policies and Additional Information

The following policies are available on the School Website within the 'About Us' section: <https://www.shrewsburyhouse.net/>

- The School's Admissions Policy.
- The School's Anti-Bullying Policy.
- The School's Behaviour Management Policy, including the School's Exclusion Policy.
- The School's Safeguarding and Child Protection Policy.
- The School's Health and Safety Policy and First Aid Policy.
- The School's Curriculum Policy.

- The School's Complaints Procedure which includes the number of complaints registered under the formal procedure during the preceding school year.

Other policies can be obtained from the Head of Admissions, registrar@shstrust.net, including the School's Educational and Welfare Provision for pupils with EHC plans and for whom English is an additional language.

Details of Leavers' destinations and a list of Scholarships and Awards can be located in the Admissions section of the School website: <https://www.shrewsburyhouse.net/>

A copy of the most recent Inspection Report can be found in the 'About Us' section of the School website: <https://www.shrewsburyhouse.net/>

Records and review

Applicants' details will be held on file with due regard to data protection legislation and the School's Privacy Notice and Retention of Records Policy.

The School will not hold the personal data of you or your child for longer than is necessary for a lawful purpose. This will generally be no more than 6 months following an unsuccessful application, but reasons to retain for longer might include: if the parents express an interest in the candidate re-applying for any reason at a later date, or in the potential candidacy of another sibling; or to deal with any ongoing matters or queries arising from the application.

Policy owner: The Executive Head

Approved: Board of Governors

Date of last review: August 2025

Next review: August 2026