



**COTHILL EDUCATIONAL TRUST  
(including MOWDEN HALL SCHOOL)**

**ADMISSIONS POLICY**

**GENERAL**

- Deciding on the right school for a child is very important. It is essential that a personal visit is made to the School to meet the Head before any decision is made.

**THE ENTRY PROCEDURE**

- Each prospective candidate is assessed according to individual ability through a simple entry procedure which consists of an interview at the school as well as references from previous schools where appropriate.
- The process is designed to identify pupils who are able to benefit from a balanced and well-rounded education and to make a positive contribution towards the life of the school. The exact nature of the entry procedure will, of course, vary with the age of the child seeking entry as some are as young as two, others as old as eleven!

**THE ASSESSMENT PROCESS**

- The aim of the process is to identify potential. We are looking for well-rounded pupils excited by the prospect of their new school in the broadest sense of the word. Interests that stretch beyond the confines of the academic curriculum will be stimulated and encouraged. The school has strong traditions in music, drama, art, and sport. There are many extra-curricular activities, all of which are important in developing a well-balanced, confident individual.
- No specific preparation for the assessment is needed, all candidates start on an equal footing, with identical opportunities to display their academic aptitude.

**REGISTRATION and DEPOSIT**

- Once a Parent has chosen a Trust School for his/her child a registration form must be completed and a non-refundable registration fee is charged (£50 for Mowden Hall). Upon confirmation of a place, a deposit is required (£500 for Mowden Hall) which is refunded against the final term's invoice.

**EQUAL TREATMENT**

- The Trust's aim is to encourage applications from candidates with as diverse a range of backgrounds as possible.
- The Trust is committed to equal treatment for all, regardless of a candidate's race, ethnicity, religion, sexual orientation or social background.

### **SPECIAL NEEDS**

- The Trust does not discriminate in any way regarding entry but welcomes pupils with special educational needs, providing that the Learning Support Department can offer them the support that they require. The Trust also welcomes pupils with physical disabilities provided that the site in question can accommodate them. However, we advise parents of children with special educational needs or physical disabilities to discuss their child's requirements with the Head before he or she is enrolled to be sure that the School can offer adequate provision.
- Parents should provide a copy of an Educational Psychologist's report or a medical report to support their application so that the school is aware of any special arrangements that might be necessary.
- The Head will then discuss with parents and their medical advisers the adjustments that can reasonably be made for the child if he/she is to become a pupil at the school.

### **BURSARIES**

- The Trust has no endowments for providing bursaries but, in cases of financial hardship, application can be made to the Trustees and this should be supported by a means test. Both parents are required to provide documentary proof of their income and assets. Further details can be obtained from the Bursar.

**(JANUARY 2016)**