



MVS Admissions Policy

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Individual Responsible:	Magnus Bashaarat, Headmaster

Introduction

This document states the process for admission and outlines the criteria we use for entry to our school.

Aims

We are an independent co-educational day school. We admit students from the age of 11 to 18 years old regardless of race or religion. The students are selected by the Headmaster based on academic ability, aptitude and motivation to succeed. We ensure the same opportunities for all students. We would make any adjustments necessary for accessibility and commit to supporting students with learning difficulties and disabilities. The curriculum is designed to develop students from 11 years old to their post 18 transfer to university, employment or further training. In joining Maida Vale, students and parents are committing to 11-18 years education (GCSE and A Level). We strive to achieve gender equality in our admissions. We aim to offer up to the target of 22 students per class, and this will only be exceeded in exceptional circumstances or for valid curriculum reasons. Many classes will be smaller than 22 especially as students move into GCSE options and are set by ability in English, Mathematics and Science.

Procedure

It is important that the families choosing our school support our educational philosophy. Prospective parents will benefit from:

- Viewing our website (www.maidavaleschool.com)
- Reading the school prospectus (available from the school office and on the school website)
- Reading past copies of the school magazine (available from the school office)
- Attending an open event and touring the school
- Contacting the Registrar (admissions@maidavaleschool.com) with any individual enquiries or questions
- Reviewing our Scholarship Policy, which is available on our website.

Entry to Year 7 (11+ September Intake)

There are two key elements to the process of admissions: the interview and assessment.

1. Parents must register their child by filling in the registration form. This must be completed online from the school's website. The completed form together with the registration fee and the child's details are then entered into our school database as an applicant once approved.
2. A reference from an applicant's current school will be sought prior to interview and assists us in the selection process. Reports from an educational psychologist (EP) report must be passed to us as part of our admissions requirement.

3. If an applicant has an Education Health Care Plan (EHCP) this must be sent to the school – the plan will be reviewed by the Head and SENCo. If the School believes it may be able to meet the needs of the applicant, the application will be approved and will proceed in the normal way.

If, for whatever reason, the school believes that it would not be compatible with the needs of the applicant or incompatible with the education of other students at the school. The application will be cancelled with the registration fee returned and parents informed by letter from the Headmaster.

4. Students will be assessed using the ISEB 11+ Common Pre-Test. This is an online adaptive baseline test which assesses students in Mathematics, English, Verbal and Non-Verbal Reasoning. The ISEB Pre-Tests are adaptive, meaning each student receives a unique path through the questions, which helps ensure that the assessment is accessible for all. Access arrangements decisions should follow the ISEB Pre-Tests Access Arrangements Guidelines and are valid only for the ISEB Pre-Tests. We will approve any access arrangements before the tests are scheduled, ensuring that decisions are fair and based on the individual child's needs. Reasonable adjustments may include extra time, coloured overlays and font size changes.
5. The interview element of the admissions process will usually take place prior to the tests. We will call candidates for an interview as early as September of Year 6. The students will be interviewed wherever possible in groups, typically in a group of three. The focus of the interview is a presentation by each student and a follow up discussion. The interview may include some mental mathematics questions and a reading element.
6. References from Primary and Preparatory schools will be obtained and reviewed. Where significant disparity between standardised scores and our examination scores are apparent, we will contact the school concerned for clarity.
7. The Headmaster will then agree to offer or decline the application at a date set each year. For 11+ entry, please consult our website for examination dates and interview schedules.
8. **Siblings** may be given preference, subject to completing the admissions process and meeting our admissions criteria, at the discretion of the Headmaster. Faced with candidates of equal merit sibling preference permits the Headmaster to favour one application over others. **There is no automatic sibling priority.**
9. Acceptance of an available place requires all those with Parental Responsibility to sign an **Acceptance Form**. For 11+ admissions, a date and time will be set for acceptance and deposit payment and posted on our website. The form must be returned to the school within 7 days of receipt of the letter (for mid-year entry) together with the deposit and proof of identification (copy of parent's passports, birth certificate and passport for their child). For families with separated parents, you may want to consult our Separated Parents Policy, which is available on our website.

Cheques will not be accepted for deposit. The deposit is non-refundable and should the applicant withdraw for any reason the deposit will be forfeited. **This condition applies to all applicants.** Entry dates for acceptance will be indicated on the letter of offer. The deposit is returnable if a student should leave before the end of upper sixth form if a full academic term's notice is given in writing. Our deadline for withdrawal is the last day of the preceeding term. Please refer to our terms and conditions.

10. Applicants from the Gardener Group Preparatory Schools (Ravenscourt Park and Kew Green) have an automatic right of entry to Maida Vale School if the school believes that it can meet the needs of the child. They will be asked to attend an interview and not be expected to take the ISEB Pre-Test. Parents can secure a place with a full deposit and acceptance form. Preparatory School deposits cannot be carried forward.
11. Prior to the student starting at Maida Vale School post 11+, we will contact their previous school for a transfer file. This includes profiles/reports/academic records.
12. The school requests information relating to Educational Psychologist (EP) reports so it can make adjustments and assess whether it can meet needs; adjustments to entrance assessments are considered on the evidence available, which may include school-based evidence; and any decision that the school cannot meet a pupil's needs is taken only after considering reasonable adjustments and is recorded.
13. Once all the places for the September intake are filled, parents will be notified if a place cannot be offered and asked if they wish to remain on the waiting list. Places occasionally become available nearer the time of admission or through the departure of students from other year groups in the school.
14. Students will be invited to an Offer Holders morning in the Spring Term as well as an induction day during the summer term prior to the start date in September. Term will commence with a special day for Year 7 and Sixth form students only.

Entry into other year groups in the school

Places in other year groups throughout the school may become available. We do not normally recruit into Year 10 or 11 except under exceptional circumstances. These places will be awarded on a 'best fit' basis where applicants fit the profile of the year, curriculum subject options or class where the vacancy has arisen.

For mid-year entry, where places are available, into Years 7, 8, 9 and occasionally Year 10, notification of an offer, waiting list place or decline will normally be made within a maximum of 14 days, most typically within 7 days. Parents must be aware that we may interview several candidates over a period and offers or declines may be delayed enabling other applicants an opportunity to be interviewed and tested.

The test will normally consist of papers in Mathematics, English writing and reading followed by an interview. During the interview, students in Year 7 and 8 may be asked to give a brief

presentation, whilst students in Years 9 and 10 would simply have a discussion with the staff member leading the interview.

Parents should provide copies of their child's last two school reports prior to interview. Please notify us if you wish for your application to remain confidential at this stage.

All offers are subject to the receipt of satisfactory references and reports.

Advance admissions and examinations

10+ admissions

We will only offer upon request and at the discretion of the Headmaster, a 10+ admissions process. Testing will be the same process as used for 11+ admissions. A 10 + paper will be used.

If in the opinion of the Headmaster an offer should be made for admission the following terms will apply to secure the place on offer:

- A full deposit will be required.
- A terms fees will be required.

The deposit payment and the terms advanced fees will be non-refundable, should the place on offer not be taken up in the September of admission. The Headmaster will limit the number of 10+ admissions each year.

Years 8, 9 and 10 advance admissions and examinations (where a place is available)

Parents seeking to secure an advance place at Maida Vale School for 13+ will be called upon to follow the procedure below:

- The student will be tested through the verbal/written Mathematics and English tests. This will be followed by an interview.
- If in the opinion of the Headmaster an offer should be made for admission the following terms will apply to secure the place on offer:
- We will offer a place subject to availability, for the year of planned admission.
- Students who may have been offered an occasional place but have yet to accept will be notified, should we near our admissions limit for that year group. To confirm acceptance of a place a deposit and contract will be requested.

We will notify the local authority when a student is added to the admission register at a non-standard transition point, for more details, see the Attendance and Registration Procedures Policy.

Code of Conduct

As a selective school we hold the view that students with a diverse range of talents, aptitudes and skills are welcome. It is vital that all staff, parents and students adhere to this.

Where a student or parent's behaviour is not consistent with the school's code of conduct and expectations, we will consider, with parents, whether an alternative educational establishment may be better suited to the students' needs.

The admissions process for the Sixth Form can be viewed on the website [here](#).