



# North London Grammar School

## **Admission, Including Children Missing Education, Policy**

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<b>Reviewed by</b>	Mrs. Erdil, Senior Deputy Head
<b>Approved by</b>	Mr. Adak, Headteacher
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## Policy Statement

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North London Grammar and Prep School (NLGS) welcomes pupils of all faiths, cultures, races and family backgrounds. We are happy to admit a pupil with a disability as long as both parents and school conclude that we can provide appropriately for the child's specific needs. The school seeks to ensure that disabled prospective pupils are not treated less favourably or unfairly in the admissions process and will take reasonable steps to avoid putting disabled pupils at a substantial disadvantage in matters of admission.

NLGS welcomes applications for admission from all sections of society and is non-discriminatory in line with the Equality Act (2010) and Equality Policy. This applies to all pupils, parents and carers (including boarders and the requirements of the National Minimum Standards for Boarding Schools (2015), 14), and includes inappropriate discrimination on the grounds of: gender; age; religion or belief; physical ability or disability (including HIV status); learning ability; other special educational needs or academic or sporting ability; race (including colour, nationality, ethnicity, family, cultural or linguistic background); marital status and civil partnership; sex; sexual orientation; trade union membership; part-time and fixed-term working; gender reassignment; pregnancy and maternity.



These factors are taken into account in the care of our community members so that care is sensitive to different needs. (Please refer to School's Accessibility Plan)

NLGS places pupils on the admission register at the beginning of the first day on which the school has agreed, or been notified, that the pupil will attend the school. If a pupil fails to attend on the agreed or notified date, the school notifies the local authority at the earliest opportunity to prevent the child from going missing from education.

It is important that the admission register is accurate and kept up to date. NLGS regularly encourages parents to inform them of any changes whenever they occur. This can assist the school and local authority when making enquiries to locate children missing education. All parents must notify NLGS in writing if they are changing their address, guardianship, phone number or any other related changes and to supply us with their new address and the date when they will move.

NLGS monitors attendance and addresses it when it is poor or irregular. The school informs the local authority of any pupil who fails to attend school regularly, or has been absent without the school's permission for a consecutive period of 10 school days or more, at such intervals as are agreed between the school and the local authority.

## 1. Aims

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- To give children and parents as much information as possible about North London Grammar School and the education we provide.
- To set out the criteria by which the school accepts pupils for admission.
- To make sure that each child has a happy and positive start to school.

## 2. Admissions Procedures

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When parents first contact the school, they are given the information to help them understand the procedure for their child to apply for North London Grammar School.

- Contact Admissions for general information. The initial enquiry can be made by phoning 02082050052 and asking for Admissions or by e-mailing [admissions@northlondongrammar.com](mailto:admissions@northlondongrammar.com). Parents may follow up the initial enquiry by making an appointment to see the Admissions Manager to discuss their child's possible admission to the school and to look around the school. During lockdown this will not be possible but other forms of communication including video conferencing may be possible.
- Book for an entrance test through our website. The entrance test is a Cognitive Ability Test (CAT4) for verbal, non-verbal and numerical reasoning for the grammar school and a paperbased test for the prep school. As for University Foundation Programme, the local students take CAT4 test and the international students take IELTS. As soon as a child is ready to take an entrance test, it can be booked through our website. The School will email the outcome of the entrance test directly to the parent and, if applicable, agency.



- Admission team will contact parents after a successful entrance test to book a date for an Interview. An interview date will be given and then the child must be registered through our website before the interview can be conducted.
- An offer letter will be issued after a successful interview. One or both parents will escort their child to the interview. After a successful interview through video conferencing or in person, an offer letter will be issued.
- To be placed on the NLGS Acceptance List, the deposit needs to be paid and Acceptance Form and Payment Agreement Form need to be completed and returned.
- To be placed on the NLGS Secured Place List, the first term's fee or yearly fees needs to be paid and all documentation completed. Upon completion a Confirmation Letter confirming the secured place for the child will be sent.
- Escort your child the year 7 Induction Day. An invitation to the Induction Day will be sent during the summer term prior to the start date for all new year 7 students. The students will meet their new teachers and have lessons during the day. There will be a meeting for the parents at the end of the Induction Day. During lockdown an information pack will be sent instead with a virtual tour and video conferencing for further information.

### 3. Admission Criteria

application form which informs the school of all known special educational needs of the prospective child.

- Where applicable, international students are required to take a language proficiency assessment and interview via video conferencing.
- NLGS reserves the right to refuse entry and progress into any year if the school's structure, in the opinion of the relevant Headteacher and teachers, does not meet the educational, pastoral and social needs of the student concerned.
- Parents have the right to appeal against an unsuccessful application using the school's Complaints Procedure. The way in which NLGS deals with pupil exclusion and removal is set out in the Exclusion Policy. Therefore, this Admissions Policy should be read in conjunction with the School's Behaviour Policy and Exclusions Policy.

### 4. Boarding Criteria

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- A successful entrance test.
- A good report from the previous school.
- A successful interview.



In addition to the above Admission Criteria, prospective boarders must submit their most recent report with their application so that the Head of Boarding can consider their application. We consider boarding applications throughout the year, but prospective students are strongly advised to apply in September to October of the year prior to entry to avoid disappointment.

One of the prerequisites for securing admission to the boarding facility is the completion of an interview. The Head of Boarding retains the authority to decline admission to the boarding for prospective students based on their discretion.

During the periods of Easter and Christmas holidays, as well as in the interim period between the conclusion of the current school term and a few days prior to the commencement of the subsequent academic year, boarding students will not have the option to reside within the boarding facility. It is important to note that by being admitted to the boarding facility, a student implicitly acknowledges and accepts this stipulation.

## 5. Admissions Register

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NLGS is committed to ensuring that the Admissions Register is maintained in accordance with Education (Pupil Registration) (England) Regulations 2006, (5). From the beginning of the first day on which the school has agreed or been informed that the pupil will attend the school, an entry will be made in the school's Admissions Register in line with the Education (Pupil Registration) (England) Regulations 2013.

### 5.1. Admissions Register (for school use)

- On taking up a place at the school, an entry is made in the Admissions Register.
- The Admissions Register is held on electronic format on the School's database system.
- The Admissions Register is stored on the computer, copied electronically to a back up memory device.
- The person responsible for the administration of the Admissions Register is the Admissions Officer.
- Copies of the Admissions Register are held at the school for a minimum of 3 years
- The Admissions Register allows for the inclusion / deletion from the register and is done in line with the Education (Pupil Registration) (England) Regulations 2013

### 5.2. The following items are recorded in the Register:

- Full Name
- Gender
- Name and address/email address of all parents/guardians and/or carer with an indication of the parent/guardian and/or carer with whom the pupil normally resides



- At least one telephone number at which the parent/guardian can be contacted in an emergency
- Date of Birth
- Date of Admission / Re-admission
- Name and address of previous school
- Whether the pupil is a day pupil or boarding
- Name of Year Group on entry (eg Year 7)
- Two emergency contact numbers

## 6. Children Missing Education

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Where a parent notifies a school that a pupil will live at another address, all schools are required to record in the admission register: ➤ the full name of the parent with whom the pupil will live; ➤ the new address; and ➤ the date from when it is expected the pupil will live at this address.

Where a parent of a pupil notifies the school that the pupil is registered at another school or will be attending a different school in future, schools must record in the admission register: ➤ the name of the new school; and ➤ the date on which the pupil first attended or is due to start attending that school.

Schools are required to notify the local authority within five days when a pupil's name is added to the admission register. Schools will need to provide the local authority with all the information held within the admission register about the pupil. This duty does not apply to pupils who are registered at the start of the school's youngest year, unless the local authority requests for such information to be provided.

Schools must also notify the local authority when a pupil's name is to be deleted from the admission register under any of the fifteen grounds set out in the Education (Pupil Registration) (England) Regulations 2006 as amended, as soon as the ground for deletion is met and no later than the time at which the pupil's name is deleted from the register. This duty does not apply where the pupil has completed the school's final year, unless the local authority requests for such information to be provided.

A pupil's name can only be deleted from the admission register under regulation 8(1), subparagraph (f)(iii) or (h)(iii) if the school and the local authority have failed to establish the pupil's whereabouts after jointly making reasonable enquiries. Advice on carrying out reasonable enquiries can be found in the Children Missing Education guidance.

Where a school notifies a local authority that a pupil's name is to be deleted from the admission register, the school must provide the local authority with:

- the full name of the pupil;
- the full name and address of any parent



with whom the pupil lives; ➤ at least one telephone number of the parent with whom the pupil lives;

- the full name and address of the parent with whom the pupil is going to live, and the date the pupil is expected to start living there, if applicable;
- the name of pupil's destination school and the pupil's expected start date there, if applicable; and
- the ground in regulation 8 under which the pupil's name is to be deleted from the admission register.

Schools and local authorities should work together to agree on methods of making returns. When making returns, the school should highlight to the local authority where they have been unable to obtain the necessary information from the parent, for example in cases where the child's destination school or address is unknown. Schools should also consider whether it is appropriate to highlight any contextual information of a vulnerable child who is missing education, such as any safeguarding concerns.

## 7. Scholarships

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During normal times, partial scholarships are awarded to excellent students who wish to join our school. The breadth and depth of the awards can vary each year depending on the quality of applicants. The entrance test score is the first category that will be taken into account when assessing a scholarship application. A high entrance test score will be expected before a scholarship will be considered.

The awards are made without regard to parental income and are usually worth a small percentage of the school fees but may also be a fixed amount.

Scholarships awarded will remain until the pupil leaves the school provided they maintain the expected standards.

A scholarship application through our website can be made only after a successful entrance test has been achieved.

**Due to the high volume of scholarship applications and limited funds for this academic year we cannot accept any new applications until further notice**

### 7.1. Fees, Discounts and Payment Methods

As a registered charity North London Grammar School ensures that the school fees are kept at a minimum to make it affordable for the parents.

A deposit and first termly instalment or yearly tuition fee must be payable before the deadline of 15th June. The remainder of fees for the local students are payable by termly instalments. School fees includes tuition, examination entries, books (some textbooks may be exempt) and other lesson materials. After-school clubs, school bus service, lunch and uniform are payable separately.



There is a non-refundable registration fee for the local and international students before the interview is conducted. The amount is mentioned on our website.

As for school fees for UK students, international students and University Foundation Programme, the amount is also mentioned on our website.

Tuition fees for current students may be subject to adjustments for the upcoming year, considering the prevailing economic conditions of the country. Parents enrolling their children should be aware that the initially specified tuition amount during admission is subject to change and will be communicated once the academic year commences. Consequently, they will be required to pay the revised fee, as opposed to the amount mentioned during the admission process.

Upon promotion from Year 6 to Year 7, Prep School students will be subject to the Secondary School fee structure, rather than the Prep School fee structure

## 7.2. Deposit

On acceptance of an offer of a place at the School an amount of deposit, mentioned on our website, is payable:

- This deposit is only repaid when the child leaves the school after a minimum of one full academic year's attendance after deducting any amounts then outstanding or the damaged caused.
- The deposit is forfeited in the event of subsequent withdrawal before actually joining the School.
- In the event that a student departs from the school without providing the required notice for one full term, the school reserves the right to withhold the deposit if there are any outstanding fees for the upcoming term. The remaining balance for the next term's fees must be settled in full.
- The deposit is forfeited if the child attends less than one year at the School.

## 7.3. Payment Methods

Termly tuition fees and additional charges may be paid in three ways:

- by Direct Debit; ➤ by bank transfer or cheque; ➤ by early payment for the whole year;

Fees must be paid in advance before the start of the academic year or each term by the following deadlines:

- 15th June – Payment for the Autumn Term
- 10th December – Payment for the Spring Term





25th March – Payment for the Summer Term

#### 7.4. Termly Direct Debit

Most parents choose to pay the school fees by termly direct debits, which are collected on the first day of each term apart from the first payment by 15th June. Should you wish to pay by termly direct debit, please indicate this on the Payment Agreement Form and complete and return the enclosed bank mandate to us.

If payment by direct debit is not possible or if a direct debit mandate has not been submitted, payment of termly bills must be made by cheque by the first day of each term at the latest. Failure to do so may result in a late payment surcharge of 1% per month. Cheques should have the student's name and year written on the reverse.

#### Standing Order or Bank Transfer

Cash payments cannot be accepted for insurance reasons. However, payment by Standing Order or bank transfer is accepted by prior agreement with the Finance Officer.

#### Our bank details:

North London Grammar School

HSBC

Sort Code : **40-06-18**

Account Number : **01489372**

Please make sure that you put your **child's name** and **year** as the reference for payment.

## 8. Discounts

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There is a discount of £300 for a second or subsequent sibling while the older sibling is still at NLGS. The older sibling is also entitled to a discount of £300.

A discount of £300 is available to any parent who wishes to make an early payment for the whole year's fees.

## 9. Age Verification Procedures

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To ensure accurate age verification for prospective students, North London Grammar School employs the following comprehensive procedures:



- **Proof of Age Documentation:** Prospective students must provide one of the following official documents as part of the admission application to verify their age:
  - **Birth Certificate:** An official copy of the student's birth certificate is required. This document must include the student's full legal name, date of birth, and the registration district or authority that issued the certificate.
  - **Passport:** In cases where a birth certificate is unavailable or if the student is an international applicant, a valid passport that clearly displays the student's full name, date of birth, and passport number can be submitted as an alternative proof of age. If the passport is not in English, an official translation must accompany it.
- **School Records:** NLGS may also consider official school records or transcripts from the student's previous school. These documents should include the student's full name, date of birth, and be certified by the previous school. The school records should be from a reputable educational institution.
- **Interviews:** During the admission process, interviews with students will be conducted by NLGS staff. These interviews may include questions about the student's date of birth to confirm their age verbally. Any inconsistencies with the provided documents will be addressed during this interview.
- **Additional Documentation:** In cases where there is uncertainty about a student's age, NLGS reserves the right to request additional documentation or verification from relevant authorities. This may include contacting the student's previous school for confirmation or obtaining a statutory declaration from the student's parents or guardians.
- **Local Authority Checks:** NLGS may liaise with the relevant local authority to cross-check the provided documents with their records if necessary, to ensure compliance with age requirements.
- **Exceptional Cases:** In exceptional cases where age verification remains uncertain, the NLGS admissions committee may convene to consider alternative evidence and make a final determination.
- **Records Retention:** All age verification documents and records will be securely retained by NLGS for a minimum period as required by law. Access to these documents will be strictly controlled and in compliance with data protection regulations.
- **Parent/Guardian Responsibility:** It is the responsibility of the parent or legal guardian to provide accurate and truthful documentation during the admission process. Any false or misleading information may result in the rejection of the application.



## 10. International Students

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- For all International full-time courses, the school registration fee and deposit, mentioned on our website, are NON-REFUNDABLE.
- International students requiring a student visa must have paid the full first year fees before Confirmation of Acceptance for studies (CAS) can be issued.
- In order for NLGS to issue a CAS (Confirmation of Acceptance for Studies) letter, parents or guardians must pay a full term fee. This policy applies to all students, including international students admitted in the middle of the academic year (in-year admission).
  - Example: If an international student starts in the 3rd term, they will be required to pay the fees for the 3rd term of the year they start and the fees for the first 2 terms of the next academic year.
- The refund policy outlined in the terms and conditions of NLGS applies to payments made in accordance with this policy. If an overseas student provides proof that the student visa has been refused, then all tuition fees paid will be refunded, except for the non-refundable registration and deposit fees.

## 11. References:

- Children Missing Education guidance (2016)
- Working Together to Improve School Attendance (May 2022)
  -