



# **THE REGENT SECONDARY SCHOOL**

## **Admission Policy**

## **RATIONALE**

This Admissions Policy sets out the criteria that are used and the procedures that are applied in awarding places to prospective pupils at the Regent Secondary School.

The Regent Secondary School is a co-educational day and boarding school for students between the ages of eleven and sixteen. The aim of The Regent School is to develop excellence in academic achievement, social conduct and moral values and to ensure that this learning process is enjoyable and fulfilling for the individual child in a friendly family atmosphere. The School has earned an enviable reputation for outstanding academic, sporting and cultural achievements.

**The Regent Secondary School is split into two sections:**

Key Stage 3	Years 7, 8 and 9
Key Stage 4	Years 10 and 11

## **THE ENTRY PROCEDURE**

The Regent Secondary School academic year starts in September and ends in July. We encourage applicants to apply as early as possible. Parents who are interested in their child(ren) attending The Regent Secondary School can collect an Application Pack from the Registrar which details the process to be followed in applying for a place. Alternatively, parents may download an Application Form from our website and send it to us with the required supporting documents. These include the following:

- Birth Certificate or current Passport
- Up-to-date Immunisation Certificate
- Latest Report from current school, translated into English if necessary
- Passport photograph
- Recommendation Letter/Character reference

Prospective parents collecting an Application Pack will find an Application Form, which must be completed and returned to the School, either in person or electronically, and be accompanied by the Application Fee, which is non-refundable. Alternatively, Application form can be completed and submitted with the required documents online. When this is returned, a file is opened for the prospective pupil and all actions in respect of this admission are logged and dated on the tracker sheet contained therein.

Deciding on the right school for one's child is very important and we believe that a personal visit is invaluable. Prospective pupils are invited to visit the School with their parents so that they can view the facilities, meet the Principal and the other relevant staff.

Children are offered places in the School based on:

- Results of an educational assessment
- Interview with a Senior member of the Academic Team
- Reference to the latest reports from the current school attended

Where places are oversubscribed, priority is given on the following basis:

- Prospective pupil with siblings who are already pupils in the Primary or Secondary Schools
- Date of submission of application forms

Pupils should normally be the correct age for the year group, based on 1<sup>st</sup> September cut off with a pupil expecting to attain the age of sixteen in his/her last Secondary School year. Children born after

the 1<sup>st</sup> September will be put into the year Group below, so they go through as the oldest in their year, rather than the youngest.

Occasionally, parents ask us to assess their child a year below the “correct” year, and we will usually oblige such a request. However, we will not accede to a request to assess a child in the year group above his / her “correct” one, nor sustain any acceleration of a child made by another school, unless there is startling evidence that it would be educationally sound to do so in the context of The Regent School.

Prior to an offer being made parents or guardians must declare any specific learning support requirement, medical condition or disability so that we can ensure we are able to meet the pupil’s individual needs.

## **ENTRY ASSESSMENTS**

The prospective pupil will be invited to take tests under exam conditions in English and Maths at the Regent Secondary School. The tests will be at an appropriate level for their age and relate to work covered in the English National Curriculum. An applicant for Year 7, for example, will be tested on work covered during Year 6 in the English National Curriculum.

The prospective pupil and his parents will also be invited to attend an interview with senior member (s) of the Academic Staff. This is a chance for all parties to have a discussion about Regent School life and the curriculum in more detail. It also gives an opportunity to discuss any specific strengths or weaknesses that would need to be addressed in order to support the potential student.

For families who have not yet arrived in Abuja, we will contact the present school to request that the tests are sat there and the completed papers forwarded to the Regent School for marking. An interview will then be arranged on arrival in Abuja.

The majority of entrance tests for Year 6 students wishing to apply to Year 7 will be conducted between January and March on specific test dates each year ready for a September intake of students. Alternative dates will be arranged for applications received mid-year.

The Regent is looking for well-rounded pupils with a genuine interest in education in the broadest sense of the word, with interests that stretch beyond the confines of the academic curriculum. The School has strong traditions in music, drama, art, community activities and sport. There are many extra-curricular activities, all of which are important in developing a well-balanced and confident individual.

## **COMMUNICATING THE RESULT OF THE ASSESSMENT**

Entrance exams taken on one of the official test dates will be marked by the school and the results communicated to parents within two weeks of the exam. Prospective students and their families will then be invited for their follow-up interview.

Entrance exams completed mid-year will be marked by the school within two days of the exam. In these cases, the interview will usually be held on the same day as the entrance exam.

After completion of the entrance exam and interview, a recommendation will be made to the Principal. The Principal will then decide whether or not to offer the prospective student a place. Although the Principal's decision is final, he is always prepared to meet the parents of unsuccessful candidates to explain the reasons for not offering a place and to offer advice about other schooling options.

If the candidate is successful, a formal offer letter will be issued by the Registrar for the parents to sign and return, along with their payment of the Development Levy. This acts as a deposit to secure the school place. Full payment of the first term's fees must then be received before the child is able to start school.

No place offer is considered to have been accepted until all the administrative matters have been completed and all the necessary fees have been paid.

All communications between the Registrar and prospective parents will be in person, by phone or by e-mail. Text messages are unreliable and will not be used at any point during the admissions process.

## **CONCLUSION**

This Policy Document both guides and reflects current practice in Admissions at The Regent Secondary School.

Applications for admission should register by the January or February of the year of admission or earlier if desired. Applications made at other times of the year will be considered if sufficient places are available.

The Regent endeavours to make places available to siblings, subject to space being available in the relevant year group.

## **EQUAL OPPORTUNITIES**

There is no discrimination at entry on grounds of race, religion, disability, socio-economic background or gender and no preference is given to a particular parental occupation. 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 today's world.

## **CHILDREN WITH LEARNING OR BEHAVIOURAL DIFFICULTIES**

Although The Regent Secondary School is a selective school, we do not discriminate regarding entry, as long as the pupil meets the academic entry requirements. We welcome pupils with special needs, provided that we are confident that we can offer the support they require. We welcome pupils with physical disabilities as long as our site can cope with them. However, we advise parents of children

with special educational needs or physical disabilities to discuss their child's requirements with the Principal, or Senior member of the Academic Staff and the Head of Learning Support before registering their child. Parents should provide a copy of an Educational Psychologist's report or a medical report to support their request, for example for extra time or other special arrangements.

**The Regent reserves the right to withdraw a school place for any child displaying needs which cannot be adequately met, at the Principal's discretion.**

## **RELIGIOUS BELIEFS**

The Regent does not select for entry on the basis of religious belief.

## **THE REGENT'S CONTRACTUAL TERMS AND CONDITIONS**

These are clearly laid out on the Admission Form and parents are advised to read the terms carefully.

## **ADDITIONAL INFORMATION**

### **1. Application Fee**

A non-refundable Application Fee must accompany all applications to The Regent Secondary School.

### **2. Capital Development Levy**

A once-only, non-refundable, Capital Development Levy is payable on accepting a place offered at The Regent Secondary School.

### **3. Friend of Regent School Levy**

An annual levy is charged to support the work of the FOR. This amount is payable in August and is ring-fenced to support only events to which all parents have access or from which all children will benefit.

### **4. Imprest Deposit**

Parents are invoiced a deposit on joining the School. This covers any incidental expenses for a child and will be deducted from the account as they occur. This is a deposit, not a charge as it remains your money and the balance, less any outstanding charges are returned once a student leaves the School.

### **5. School Tuition Fees**

Tuition fees can be paid termly or annually in advance. Invoices will be sent to parents at the end of each term, payable before the start of the next term. If the student also chooses to board at the school, this fee will be shown as a separate item on the invoice.

### **6. Discount for Annual Payment**

Parents may opt to pay one annual fee (rather than a fee invoice per term). In this case the annual fee quoted includes a 3% discount.

**7. Sibling Discount**

A Sibling discount is available which is 2% of the tuition fees.