

The Minster School



Admissions Policy



Admissions

General:

We are a mixed ability school and do not, in general, select pupils for their academic or musical excellence (the exception to this being choristers). We select pupils who we feel will be able to make the most of what we have to offer; who will thrive in and contribute to the atmosphere of the Minster School and who we believe we can enable to make a smooth transition to independent senior schools at 13+, which is an highly competitive process.

If we feel that the school is unable to provide the sort of education that best fits a child's needs, we will say so. We do not discriminate on grounds of ethnicity, sexual orientation, parental circumstances or disability (see policy on Special Educational Needs and Disability). However, prospective parents should be aware that the layout of the school's three historic buildings means that, much as we would wish to, we are unlikely to be able to accommodate a pupil with severe physical disabilities. If children have a particularly severe disability or learning difficulty that would be better catered for or supported in another setting, we will advise parents of this and help them, as far as we are able, to secure the sort of support that their child is entitled to and would most benefit from. If we are able to accommodate their needs, we will.

Aims:

- To give children & parents as much information as possible about The Minster School and the education that we can provide
- To make each child's start at the school a happy and successful one
- To begin a partnership with parents that will be long-lasting

Procedures:

- Parents may learn about The Minster School through advertising , the internet, education portals or personal recommendation.
- They are, in the first instance, provided with a copy of the school's prospectus and are invited to visit the school, with or without their child(ren), on an Open Day or for a personal visit.
- They will have an informal discussion with the Headmaster followed by a tour of the whole school.
- If they feel that the school is right for them and their child(ren) they will be asked to complete an application form.
- Prior to admission, they will be asked to complete a personal information sheet, health questionnaire etc.
- The child will be invited to visit for the day – either on a day specially set aside for new pupils or on another day that is mutually convenient.



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- Once they become a pupil of The Minster School we make every endeavour to make their transition as smooth as possible. New pupils are paired with an existing pupil during their induction period and staff members pay particular attention to these pupils and keep in close touch with their parents during their settling-in period.

Nursery Admission:

We do not make any formal assessment of pupils prior to entry into the Nursery. We do like to meet the children as it helps with the settling-in period when they eventually join the class. In some cases, it is possible for children and parents to attend regular 'parent & toddler' classes on Thursday afternoons which can provide a useful first contact. However, space is limited and it is not always possible to offer this facility. The Nursery year provides us with an opportunity to assess whether or not we are the right setting for the pupil to continue his or her education. The transition to our Reception class is not automatic but the overwhelming majority of pupils do pass into the school having started in our Nursery class and opportunities to join later are limited and unpredictable.

Pre-Prep Department:

Pupils may be accepted into the Pre-Prep as and when spaces occur. We seldom allow a class to exceed 16 pupils and, as most of our pupils move on from Nursery, opportunities for entry are more restricted though vacancies do occur from time to time. Parents are advised to enquire and may be asked to join a waiting list.

Prep Department:

The Prep department begins at Key Stage 2 (Year 3). This is the stage at which we accept choristers into the school (see below). We will also accept other, non-chorister, pupils though this is dependent upon patterns of recruitment. We generally aim for classes that contain 16-20 pupils and have a maximum limit of 22 pupils per class, though it is rare for us to allow classes to rise to this level.

Chorister Admissions:

Choristers are selected during Year 2 in order that they may start as probationary choristers in the September of Year 3. External candidates audition alongside existing pupils of the school and the selection process is fair and equitable. Pupils are assessed musically by the Director of Music of York Minster with the Headmaster in attendance. On the day of auditions, pupils are also given baseline assessments in literacy and numeracy skills. The purpose of these tests is simply to ensure that they have the necessary skills to enable them to be cathedral choristers. A secondary consideration is that we would not wish to impose the workload of a chorister upon a child who was already struggling academically. For the overwhelming majority of candidates, the academic tests present no difficulties at all.

Conclusion:

We hope that this document is a clear statement of admissions procedures. If any further detail is required, please contact the school and we may revise this policy in the light of any shortcomings drawn to our attention. We hope that your association with the Minster School will be a long and happy one.