



The Ladies' College Guernsey

Admissions Policy

The Ladies' College **Senior School** is academically selective. It admits girls whom we judge capable of fulfilling the academic requirements of the school and of benefiting from the opportunities offered here.

Entry to the Ladies' College **Sixth Form** is dependent upon students gaining a minimum of five GCSEs at grade C or above and a satisfactory reference from their current head teacher.

The Ladies' College **Melrose** admits girls provided that the optimum number in the class is not exceeded. Numbers in the Ladies' College **Pre-School** will vary, depending on full or half day attendance. Numbers in the **Preparatory** classes are ideally 16 with a maximum of 20 and in the **Junior** classes numbers are ideally 20 with a maximum of 24. We will not, in any circumstances, exceed our maximum.

Girls will be admitted to Melrose provided that, after observation/assessment, we consider that the child will benefit from an education at Melrose, be happy and be able to cope without losing self esteem.

Entry from the Pre-School to the Lower Preparatory Department, from the Preparatory Department to the Junior Department, from the Junior Department to the Senior School and from the Senior School to the Sixth Form is usually automatic. In the case of the Pre-School the first 20 girls receive a guaranteed offer of a place, with the remainder being placed on a waiting list.)

For the Registration procedures please refer to section '*How do I register for a place at Ladies' College?*' below.

Senior School Admissions Criteria

In the case of over-subscription the following criteria apply:

1. Automatic admission to the senior school from Melrose
2. Special Place Holders (23 per year)

and then

3. Children whose siblings are currently attending the College

and then

4. Children of teaching and administrative staff currently employed at the College

and then

5. Children of former Ladies' College students

and then

6. Children whose parents wish them to be educated at Ladies' College.

If there is over-subscription in any of the above categories, places will be allocated in order of the date of registration.

Melrose Admissions Criteria

In the case of over-subscription the following criteria apply:

1. Automatic admission to Melrose from the Ladies' College Pre-School

and then

2. Children whose siblings are currently attending the College

and then

3. Children of teaching and administrative staff currently employed at the College

and then

4. Children of former Ladies' College students

and then

5. Children whose parents wish them to be educated at Ladies' College Melrose.

If there is over-subscription in any of the above categories, places will be allocated in order of the date of registration.

Progression throughout all parts of the College is dependent upon satisfactory academic attainment at the respective Key Stages of the curriculum.

Appeals Procedure

If parents/guardians indicate they wish to appeal against an admissions decision the Principal will invite them to write to the Chairman of Governors

within twenty-one days with full details of the grounds for appeal. Letters should be addressed to the Chairman of the Governors care of the Clerk to the Governors at the Ladies' College address.

If the Chairman of Governors considers there are reasonable grounds for appeal, he/she will refer the matter to an Appeals Committee comprising three Governors who have no prior knowledge of the details of the case. It will be the responsibility of the Chairman of the Appeals Committee to ensure that the Clerk to the Governors communicates the result of the appeal in writing to the parents/guardians, the Principal and the Chairman of Governors within twenty-one days.

Prospective parents & pupils

A whole school Open Morning is held every year in the Michaelmas Term, usually on the first Saturday in October.

Prospective parents are offered a tour of the College upon request at any time of year but preferably during the school day. The tour is usually given by the Head, in the case of Melrose, and by the Registrar in the case of the senior school.

The Ladies' College, Melrose

- Once admitted, there is usually automatic right of entry to the senior school. However, if a child joins Melrose in Years 5 or 6 she may be required to sit the entrance examination to the senior school.
- On occasion, where a girl seeking entry to the lower Junior Department has been identified as having a subject area which is below the required standard for Melrose, she may be offered a conditional place subject to learning support and / or sitting the entrance examination to the senior school.
- A child who, in our opinion, is consistently making insufficient effort, may also be required to sit the senior school entrance examination. This will be after discussion with the parents and the Principal and such discussion will take place during the Junior years but will usually be before Year 6.
- Girls wishing to enter Lower Preparatory from the Ladies' College Pre-School will be asked to confirm their daughter's place in Lower Preparatory for the following year.
- Girls wishing to enter Lower Preparatory who have not attended the Ladies' College Pre-School will be invited to spend a morning at Melrose during which time we will assess by observation and administer a standard age-related test which will give some indication of potential.
- All girls who have accepted a place in Lower Preparatory will be invited to attend Melrose for play sessions in the Trinity Term. This will give the girls an opportunity to get to know their teacher and familiarise themselves with the classroom.
- The girls, with their parents, will be invited to Melrose the Fashion Show in the Trinity Term. They will be given an opportunity to meet the Headteacher, members of staff and the chairman of the PTA. Older pupils usually put on a 'fashion show' to demonstrate the various items

of clothing and equipment needed for the following September. Parents will be given a departmental handbook and there will be an opportunity to buy items from the PTA second hand uniform shop and from Fletcher Sports our uniform stockist. Tea and biscuits are provided.

- On the penultimate day of the Trinity Term, girls who will be joining Lower Preparatory the following September are asked to school 'on their own' to meet their teacher and the other girls in their class.
- **Girls wishing to enter the school during the Preparatory years**, should a place be available, will be invited to spend a morning in the relevant class. During that time we will assess by observation and administer a standardised age-related test which will give us an indication of potential.
- **Entry into Junior Remove**, (Year 3), takes place towards the end of the Lent Term. All candidates are invited to school for a morning. They are given standardised tests in Reading and Mathematics. These age-related tests will have been given to current Year 2 girls in the preceding weeks, to provide a baseline for the Junior Department and to provide a fair comparison. The new candidates will also be asked to write a short story/account and will spend time with Year 2.
- **Entry into the Junior department at other times.** Candidates are given standardised tests in Reading and Mathematics and will spend time in the relevant class.

English as an Additional Language

In order to cope with the academic demands at the Ladies' College, Melrose, pupils should be fluent English speakers. Girls entering the junior department will normally have been educated in the English medium before joining the school. Girls entering the Ladies' College Pre-School or Preparatory Department with English as an additional language will be offered support within our classes but individual tuition in English as an additional language (EAL) may be privately arranged at the parents' expense.

Learning Support

Some pupils may require learning support for specific learning difficulties, or at certain periods in their education. Our learning support co-ordinator will provide support and recommend appropriate assessment where it is deemed necessary. More information about our learning support programme and charges is available on enquiry.

Our learning support co-ordinator also provides support and tuition to girls in the senior school, in Remove and Lower Four (Years 7 & 8). This service is available on request and more information is available, including a list of services offered and charges, is available on enquiry.

Reporting

The Head of Melrose will keep records of results of standardised tests and observations and inform the Registrar who will prepare a formal letter for the Head to sign and send to the parents. If a place is being offered, then the relevant department handbook will be enclosed.

The Head of Melrose may give informal feedback when parents collect girls after an assessment.

Exclusions (Melrose)

If a child shows anti-social behaviour which puts another child at risk, parents are contacted and asked to the child home for the rest of the day or whatever period is deemed age-appropriate. Please see below for the College's overall policy on exclusions but note that not all categories will be relevant at Melrose given the variety in the ages of our children.

Exclusions (Whole School)

Circumstances in which exclusion may be appropriate include:

- Theft.
- Deliberate damage of property or acts of vandalism.
- Malpractice in examinations, whether public or internal.
- Bullying.
- Persistent failure to meet specified academic targets for progression.
- Offences which actually, or potentially, damage the good name and reputation of the College.
- Smoking or drinking alcohol on site or while engaged in official College activities.
- Using or supplying banned substances while in College or engaged in official College activities.
- Criminal offences not already outlined above.

Exclusion may be **internal, temporary** for a fixed period or **permanent**.

Procedure for dealing with cases where exclusion may result

1. A serious offence must be reported immediately to the Principal, Deputy Principal or Head of the Melrose as appropriate, who will investigate the incident, including interviewing the pupil in the presence of at least one other member of staff. A written note of the investigation will be made. If academic progression is in question, the problem should be fully documented (including evidence of parental communication) and a report given to the Principal.
2. If the Deputy Principal or Head of Melrose considers that exclusion (temporary or permanent) may result, the Principal must be informed of the circumstances without delay and a full report provided.

3. The Principal will consider the case and the evidence presented. The decision to exclude a pupil will be the Principal's.
4. The Principal will inform the Chairman of Governors of a pupil exclusion or, if he/she is unavailable the Vice-Chairman of Governors.
5. The Principal will contact the parents/guardians to inform them of the circumstances and to invite them in to College as soon as possible to discuss the situation.
6. The Principal, together with other staff as required, will hold a meeting with the parents/guardians to discuss the investigation and decide on the period of temporary exclusion or confirm a permanent exclusion of the pupil as appropriate.
7. The Principal will confirm this decision in writing to the parents/guardians and a copy sent to the Chairman of Governors. Information on the appeals procedure for exclusions will be appended.
8. If the pupil is temporarily excluded, on her return to College she must report personally to the Deputy Principal or to the Head of Melrose as appropriate.
9. If a pupil is permanently excluded, the Principal may offer advice to the parents/guardians on an alternative plan for the pupil's continuing education.

Appeals Procedure

If parents/guardians indicate they wish to appeal against an exclusion the Principal will invite them to write to the Chairman of Governors within twenty-one days with full details of the grounds for appeal. Letters should be addressed to the Chairman of the Governors care of the Clerk to the Governors at the Ladies' College address.

If the Chairman of Governors considers there are reasonable grounds for appeal, he/she will refer the matter to an Appeals Committee comprising three Governors who have no prior knowledge of the details of the case. It will be the responsibility of the Chairman of the Appeals Committee to ensure that the Clerk to the Governors communicates the result of the appeal in writing to the parents/guardians, the Principal and the Chairman of Governors within twenty-one days.

Procedures for Registration

Pre-Preparatory Registration Fee	- £100.00 (non refundable)
Reception – Senior Registration Fee	- £100.00 (non refundable)
Sixth Form – Registration Fee	- £100.00 (non refundable)

Assessment Testing

- | | |
|-------------|------------------------|
| ➤ Reception | Michaelmas Term |
| ➤ Year 3 | Lent Term |
| ➤ Year 7 | Lent Term |

Entry to the Ladies' College Pre-School

The Ladies' College Pre-School accepts girls from the age of two and half years, subject to them being 'dry'. To reserve a place, complete the Registration Form and send this, together with a cheque for £100.00 to the Registrar, in the first instance. A booking confirmation will be sent out, subject to availability of sessions requested.

General Entry to Melrose

There are waiting lists for most year groups at Melrose. Parents who wish to add their daughter's name to the waiting list should complete the Registration Form and send this, together with a cheque for £100.00 to the Registrar. The Registrar will advise you as soon as a place becomes available.

General Entry to the Ladies' College Years 7 –Year 11

Subject to places being available, all girls are required to sit a test in English, Mathematics and Verbal Reasoning. The College will also require a copy of a current school report and may wish to contact the current school for an academic reference.

Entry to the Ladies' College Sixth Form

The College holds an AS presentation evening together with Elizabeth College during the Michaelmas term. All Year 11 students and their parents are welcome to attend. Places are dependent upon students gaining a minimum of 5 GCSEs at grade C or above and a satisfactory reference from current headteacher.

For further information on registering, please contact Miss McClean, The Ladies' College Registrar.

Email address: registrar@ladiescollege.ac.gg

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