



Admissions Procedure for Civitas Supplementary Schools in London and Birmingham*

1. Aims and Objectives

- 1.1 We aim to broaden access to after school learning opportunities.
- 1.2 Through traditional teaching methods, and small class sizes, we aim to help children to achieve their potential in English and maths.

2. Applying for a Place

- 2.1 We take children from the beginning of Year 3 to Year 6, although you may register your child earlier.
- 2.2 Parents need to complete a registration form which is available on the homepage of our website www.civitasschools.org.uk
- 2.3 All applications will be treated in a sensitive manner.

3. Waiting List

- 3.1 Due to our small class sizes, there are limited places at our schools. If the number of applicants exceeds the places available, the procedure detailed below will be followed. We endeavour to place children at the school of their parents' choice.
- 3.2 When a child is registered, if there are no suitable spaces available, they will be placed on a waiting list for that area or school.
- 3.3 When places become available, suitable waiting list children will *either* be invited in for an assessment session *or* will be offered a trial session at the school.
- 3.4 The purpose of this assessment or trial is to ascertain the learning level of the child to ensure they will benefit from the class. *They do not have to achieve a certain score in order to get in.*
- 3.5 Following the assessment or trial session you will receive,
 - 3.5.1 a formal offer of a place for your child
 - OR
 - 3.5.2 if your child has particular needs, we may need to make additional arrangements

* Civitas Booster Schools admission is agreed in partnership with the host school. It is not governed by this Policy.