



Albyn School

Admissions Policy and Process

2024 - 2025

Introduction

Albyn School is an independent, co-educational selective school for children aged 2-18 years.

At Albyn School we are educating for life. Our progressive philosophy is centred on being stronger together with a focus on building academic excellence, growing community spirit and engendering social conscience. We want our pupils to be self-aware, ambitious and outward looking so they can contribute to the world as global citizens.

In order to achieve this, we seek to help them develop six key qualities: Curiosity; Resilience; Confidence; Endeavour; Empathy and Teamwork.

Everything we do is underpinned by our ethos of community spirit, love of learning and mutual respect. We know that we are better together.

Purpose

The purpose of this document is to set out and explain the Admissions Policy and Admissions Process at Albyn School (“the School”) and the criteria used when deciding whether to offer places.

This Policy applies equally to all applicants at all entry points in the Nursery, Lower School and Upper School. All offers of places are made at the discretion of the Headmaster and selected members of the School Leadership Team.

The admissions process, including assessments conducted, is designed to reflect our ethos and by offering a personal approach, the School can consider different aspects of each application and parents can satisfy themselves that Albyn School is the right school for their child.

Our aim is to admit pupils who will be able to benefit from the wide range of academic and co-curricular opportunities available, who will thrive in the dynamic environment we offer and make a positive contribution to our community.

We recognise that some pupils will need more support than others to take full advantage of an Albyn education and we cater for a range of abilities and educational needs as well as welcoming applicants from pupils of all social and cultural backgrounds. We are proud of the diversity within our pupil body.

By making an application for a place at the School for their child, parents are deemed to have accepted the terms of this policy. For the purposes of this Policy, the term ‘parent’ will also apply to special guardians, carers or other persons with parental responsibility.

Age Bands

The below table shows the age bands for pupils in Scotland for academic session 2024-2025.

Child's Date of Birth		Class	Age
1 March 2022	- 28 February 2023	Toddlers	2 - 3 years
1 March 2020	- 28 February 2022	PreSchool	3 - 5 years
1 March 2019	- 29 February 2020	Primary 1	4 - 5 years
1 March 2018	- 28 February 2019	Primary 2	5 - 6 years
1 March 2017	- 28 February 2018	Primary 3	6 - 7 years
1 March 2016	- 28 February 2017	Primary 4	7 - 8 years
1 March 2015	- 29 February 2016	Primary 5	8 - 9 years
1 March 2014	- 28 February 2015	Primary 6	9 - 10 years
1 March 2013	- 28 February 2014	Primary 7	10 - 11 years
1 March 2012	- 28 February 2013	Senior 1	11 - 12 years
1 March 2011	- 29 February 2012	Senior 2	12 - 13 years
1 March 2010	- 28 February 2011	Senior 3	13 - 14 years
1 March 2009	- 28 February 2010	Senior 4	14 - 15 years
1 March 2008	- 28 February 2009	Senior 5	15 - 16 years
1 March 2007	- 29 February 2008	Senior 6	16 - 17 years

Children will be placed according to their age bands above.

The School recognises that Education Scotland allows parents to delay their child's entry to Primary School by a year if their child is still 4 years old on the date they are due to start Primary School which will be taken into consideration as required.

Parent Journey



Enquire

Parents are invited to visit albynschool.org where they can complete our enquiry form or register for an Open Morning. By completing these forms, our Admissions Team will already have basic information such as the year group you are interested in.

Our Admissions Team can also be reached by [email](#) or phone on (+44) 01224 324626 if you have specific questions.

Visit

We hold regular Open Mornings throughout the year - dates can be found [here](#). These allow you to come along and find out more about our School, tour with our pupils, meet our staff and get a feel for the Albyn School community. In order to ensure the best experience for all visiting, we request that families register for Open Mornings in advance through [our website](#).

For those who are unable to visit an Open Morning or who wish to return to visit us again, our Admissions Team is happy to arrange for in-person appointments. Please contact the directly on admissions@albynschool.org

Apply

Applications are welcome for all years from Nursery to S6, although entry to S4 is in exceptional circumstances only, given curriculum requirements at that stage. Every application to the school will be given the same and equal consideration regardless of the circumstances of the applicant or applicant's family.

All applications must be made through our dedicated online Registration Platform which can be accessed on our website [here](#). You will be asked to create an account in order to access the platform to complete the application form; this will include uploading documents and payment of an application fee of £50 where applicable.

The School accepts applications in advance for consideration during the main admissions cycle. Late applications are also welcome as well as applications on a rolling basis. Applications can be submitted during the academic session for immediate entry with offers subject to availability of spaces in the requested year group.

Main Admissions Cycle

The School accepts applications in advance during the main admissions cycle for joining Primary 1 to Senior 6 the following academic session. The main entry point for those applying during this cycle is for S1 but applications are received from all year groups for those who wish to join the following August. This is also the time when families who would like to be considered for a [Bursary Award](#) must apply. Please take note of the following timeline for 2025-2026 applicants:

Application Cut Off	Friday 3 January 2025 (for January / February 2025 testing)
Bursary Applications	Opens at noon on 16 September 2024 Closes at noon on 17 December 2024 *
Group Assessments	Saturday 11 January 2025 (AM) for S1 August 2025 entry Saturday 18 January 2025 (AM) for P5 - P7 August 2025 entry Other year groups will be invited on weekdays in January / February 2025.
Outcome Notification	Friday 28 February 2025. Families will be notified by email.
Response Deadline	Friday 7 March 2025. Formal acceptance and payment of a £250 non refundable deposit is required; this will be credited towards the first term's fees.

* Please note that all requested supporting documentation for Bursary Award applications must have been provided, uploaded and submitted to the Bursary Application Platform by the cut off time.

The above timeline for outcome notification for places commencing at the start of an academic session is in accordance with the agreement between the independent schools in Aberdeen. The offer of places to begin at any other time during an academic session can be made at any time.

Rolling Admissions

We are happy to accept applications at any point during the academic session for immediate entry, for entry the following term or for entry the following year(s). We can also accept late applications after the main admissions cycle closes for consideration where spaces are available.

Pupils applying to join S4 must begin by the start of the academic session. Pupils applying to join S5 and S6 are also required to begin at the start of session and no later than October only in exceptional circumstances.

Our Admissions Team will be in touch on receipt of your application to discuss your application in more detail and make arrangements for assessments.

Assessment

Each application is carefully considered on an individual basis taking into account a range of factors including observations when meeting the applicant, entrance assessment results and reports / references from their current school.

Our entrance assessments are age-appropriate and designed to show a child's potential for learning. Our staff will spend time talking to your child and may arrange for them to meet specific teachers and current pupils. Applicants for the French Hybrid Curriculum will also be assessed by the Head of the French School.

Year Group	Entrance Assessment Format
Toddlers	Visit to meet current pupils and staff
PreSchool	Visit to meet current pupils and staff
Primary 1-2	Short adaptive computer-based assessment followed by a teacher led play session.
Primary 3-4	Computer-based assessment covering Maths, English, Verbal and Non-Verbal Reasoning.
Primary 5	Computer-based assessment covering English, Maths, Verbal and Non-verbal Reasoning.
Primary 6-7	Computer-based Entrance Assessment covering English, Maths, Verbal and Non-verbal Reasoning.
Senior 1	Combination of written and computer-based assessments in English, Maths, Verbal and Non-verbal Reasoning.
Senior 2	Written assessments in Maths and English.
Senior 3	Written papers in Maths and English. Interview with a member of the School Leadership Team and teachers of subjects chosen to study in S3.
Senior 4	Personalised and only conducted in exceptional circumstances. Written papers for Maths, English and a chosen Science plus interviews with a member of the School Leadership Team and relevant Senior Teachers.
Senior 5	Entrance assessments in selected subjects and interviews with a member of the School Leadership Team and Senior Teachers.
Senior 6	Entrance assessments in selected subjects and interviews with a member of the School Leadership Team and Senior Teachers.

It is our preference to conduct assessments in person; however, we recognise that some applicants may not be local and in such instances, alternative arrangements for assessment can be made.

In addition, a member of our Pastoral Team will be in contact with the Guidance Team at a child's current school for those applying for mid-year entry.

Outcome

Families who apply during the main Admissions cycle will receive notification on the last Friday in February or the first Friday in March as agreed by the independent schools in Aberdeen.

Applicants at other times of the year will receive notification as soon as possible after assessment, within 2 weeks in most cases.

To accept an offer, parents will be asked to log back in to the Registration platform in order to complete the Acceptance Form and make payment of a £250 non-refundable deposit for each child. This deposit will be credited to the first term's fees when the child joins.

In the case where a year group is full, successful applicants can be placed on a waitlist where they will remain for the duration of the academic year they have been assessed for. If a place does not become available, the applicant will be invited in April for assessment for the following year group.

We are unable to offer a place to every applicant following the admissions process. While we do not provide detailed assessment results, where possible we aim to provide feedback to families on areas for development. We appreciate that all children learn and develop at different rates and encourage unsuccessful applicants to re-apply for Albyn School and in most cases, we will re-assess a child no less than six months from their last assessment at the School.

In accordance with our obligations as an Independent School, the offer of a place is always conditional on all financial obligations having been fulfilled at any previous fee-paying school.

Bursary Awards

At Albyn School, we want to provide opportunities for all children who would benefit and thrive from the educational experience we offer. In order to do that, we support a range of Bursary Awards for pupils entering P6 and above who might not otherwise be able to attend the School.

Bursary applications should be made between mid- September to mid-December for entry to the following academic year. Bursaries are awarded according to both academic ability and financial need.

All applicants must first submit a School application form on the Registration platform. This form can be completed at any time and includes an option for indicating interest in applying for fee assistance. On receipt of your application and indication of interest in fee assistance, the Admissions team will send you a link to our online Bursary platform within one week; please access the platform for details of the documents and statements you will be required to provide and upload to the platform.

As you may have to request some of the documents required, please ensure that you allow sufficient time before the deadline. The application must be completed and submitted along with the supporting documentation in advance of the deadline. Applications will not be accepted after the portal has closed.

The Bursary portal opens at noon on Monday 16 September 2024 and closes at noon on Tuesday 17 December 2024.

Additional Learning and Support Needs

The School recognises that some pupils may require more support than others and we want all applicants to feel comfortable during the assessment process.

In order to allow for reasonable adjustments to be put in place for every child to have the best possible chance for success during assessment, it is important that parents share if their child has an identified additional support need, has undergone any screening/assessments for a specific learning difficulty, has received any extra support in their current school, has identified medical needs and /or disability or has any additional requirements. We request this information is included on the application form as per our Terms and Conditions which can be found [here](#).

International Applicants

Aberdeen is home to many international companies and Albyn School welcomes international applicants. In the majority of cases, international pupils will be in the UK on their parent's visa. We require a copy of the current passport and visa of all international pupils.

Albyn School is a registered sponsor for the Child Student Visa and therefore able to issue Confirmation of Acceptance for Studies (CAS) to applicants who fully meet the selection criteria and receive an offer of a place. Please find more information about the Home Office requirements [here](#). As Albyn School is not a boarding school, parents of pupils who would like to join are required to reside in Aberdeen City or Aberdeenshire with their child while their child is a pupil at the School.

All international applicants are required to follow the same application and assessment procedures; remote assessment at the applicant's current school can be arranged in most cases with the permission of their current Head Teacher.

Further information

The Admissions Team is happy to assist with any questions you might have. Our [website](#) provides a wealth of information about the School. Our Open Mornings and in-person visits offer families opportunities to meet our pupils and staff on site. We encourage you to visit us and find out what an Albyn School education has to offer your child.