

## ADMISSIONS POLICY

### *This policy is applicable to Senior School Pupils only*

*This Policy is available on the College website, or upon request from the Admissions Office.*

#### **The aims of this policy are:**

1. To ensure compliance with the School's charitable purposes. St Lawrence College is a Church of England Foundation with a Christian ethos and is a moderately selective school for pupils aged 11 - 18.
  2. To identify and admit children who will benefit from an academic education and who will contribute to and benefit from the ethos and activities of the School community. The School will only admit a child who has met the required academic criteria.
1. **Equal Treatment:** The School welcomes children from many different ethnic groups, backgrounds and creeds. Human rights and freedoms are respected, but must be balanced with the lawful needs and rules of the School community and the rights and freedoms of others. All candidates for admission will be treated equally, irrespective of their, or their parents', race, colour, language, religion, political or other opinion, national or social origin, association with a national minority, orientation, birth or other status. The School expects pupils to attend the chapel services and school assemblies which are fundamental to the Christian ethos of the School.
  2. **Disability and Special Educational Needs:** The School has limited facilities for disabled children, but will do all that is reasonable to comply with its legal and moral responsibilities under the Special Educational Needs and Disability Act 2001 in order to accommodate the needs of applicants who have disabilities for which, with reasonable adjustments, the School can cater adequately.

The School needs to be aware of any known disability or special educational need which may affect a child's ability to take full advantage of the education provided at the School. Parents of a child who has any disability or special educational needs must provide the School with full written details at registration, or subsequently, before accepting the offer of a place.

The School needs this information so that, in the case of any child with particular needs, the School can assess those needs and consult with parents about the adjustments which can reasonably be made to cater adequately for the child's needs both during the admission process and if an offer of a place is made.

Similarly, if special educational needs or a disability become apparent after admission, the School will consult with parents about reasonable adjustments that may allow the child to continue at the School.

#### **3. ENTRANCE PROCEDURES**

1. Parents will be asked to complete and return a registration form and a £100 registration fee. (Non-refundable.)
2. The School will request a copy of a recent school report for the pupil. Additional information, such as predicted GCSE results, IELTS, or SATs scores, may also be required. Testing may be necessary if additional information about the pupil's ability or level of English is required.
3. If the pupil is UK-based, references will be requested from the current Head, including information on any outstanding fees issues.
4. If possible, the Head of College or Deputy Head, Registrar will interview the prospective pupil and the parents either in person during a visit or via skype.
5. Disability assessments (if applicable).
6. Subject to a satisfactory interview and/or supporting documentation, the Head of College will offer a place. An offer letter will be sent with the terms and conditions of the College and an acceptance form and medical form. The acceptance and medical forms must be completed and returned together with the required deposit. This will secure a place in the College. The deposit will be held for the duration of the student's time in the college and will be returned when all outstanding accounts have been settled in full. It

does not form part of the payment for accommodation or boarding fees which are charged termly in advance.

4. **Entry points:** These procedures apply at the three main points of entry: 11+, 13+ and 16+ and also to candidates for occasional vacancies in any other year group.
5. **Entry tests:** These are undertaken at all levels. UKiset is the preferred test for foreign-based pupils of non-British nationality; CEM testing is used for Year 7-9 entry. Standard exams in at least English and Maths are used for all years. Scholarship tests are available in every year group and are produced and marked by the school. Common Entrance Examinations are used for entry from preparatory schools. Pupils needing access arrangements should contact the Admissions team. No results are released.
6. **Interviews:** These are of two kinds:
  - General interviews: In all cases there will be a general interview to explore the candidate's interests, academic ability, attitude to school, personal qualities, ability to contribute to the school community, support available at home and any relevant connection with the School.
  - Option interview: At 16+ there may also be an "option interview" to explore a candidate's academic ability in a particular subject. For certain option subjects (such as Art) candidates may be asked to submit samples of their work.
7. **Character reference:** The Head of the candidate's current school (if based in the UK) will be asked to provide a written reference as to the candidate's academic ability, attitude and behaviour, involvement in the school community, talents and interest, and any other special circumstances such as special educational needs, or a disability. The reference may also include the results of tests taken at the school (such as NFER or SATs) and predicted grades at GCSE (if appropriate).
8. **Candidate's age:** Very occasionally, the School may offer places to pupils one year ahead of or behind their standard year group, if the School considers, as a matter of professional judgement, that this would be in the best interests of the pupil and the School.
9. **Special circumstances:** The School recognises that a candidate's performance may be affected by particular circumstances, e.g.:
  - If he/she is unwell when taking tests or has had a lengthy absence from his/her school;
  - If there are particular family circumstances such as a recent bereavement;
  - If there is a relevant educational history, for example education outside the British system;
  - If the candidate has a disability or specific learning difficulties;
  - If English is not the candidate's first language.

In any of these cases, the School may request further information such as a medical certificate or educational psychologist's report and any associated correspondence or details from the pupil's current school (including samples of work) or any family history of dyslexia, as the school consider necessary to make a fair assessment.
10. **Disclosures:** Parents must as soon as possible disclose any particular known or suspected circumstances relating to their child's health, allergies, disabilities or learning difficulties.
11. **Additional factors:** The School is currently experiencing high demand for places. Following an offer of a place from the School, once an acceptance form has been received from Junior School applicants (at which point the JS deposit will be transferred), and an acceptance form and deposit from all other applicants, the place will be confirmed. However, if more deposits have been received than there are places and we have to decide between two or more candidates who meet our admission requirements after all appropriate allowances and special considerations have been given, the School may take into account the following factors:
  - Whether or not the child already has a brother/sister in the School;
  - Whether or not the child is already a pupil in the Junior School;
  - A child's particular skills, talents or aptitude;
  - Bursary implications and required level of support;
  - Speed of response to formal offer letter;

- Whether or not a child's parent is a current member of our staff;
- Whether or not either of the child's parents is a former pupil.

**12. Key dates:**

- 11+ entry – please see section 13.
- 13+ and 16+ assessments usually take place mid-January: Offers are usually sent out from the beginning of February. The deadline for responding to an offer is the first Monday in March of the year of entry.
- All other entry points are organised on an individual basis subject to availability of space.

**13. Year 7 entry:**

**Standard application entry requirements:**

- Reg form and £100 fee unless JS
- Latest school reports
- Reference from Head
- Academic assessment

**Scholarship application entry requirements:**

- Scholarship reference from Head
- Scholarship application forms
- Any further supporting evidence
- Attendance at scholarship day
- Interview during visit or during scholarship assessments.

**All:**

- Kent Test results if applicable
- Indication on application form as to whether bursary will be needed
- Late applications: subject to availability of space on an ad hoc basis

**The following further information can be found on the website:**

Fees and deposits  
Financial assistance  
EAL Support

This policy will be reviewed in accordance with the Policy Review Schedule

## REVISION HISTORY

Version No.	Revision Date	Summary of change	Approved by	Updated by