



LORD
WANDSWORTH
COLLEGE

ADMISSIONS POLICY

<i>Staff Member responsible</i>	<i>Revision Date</i>	<i>Approved By</i>	<i>Approval Date</i>	<i>Reason</i>
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PDG	November 2022	Governors	30/11/22	Major amendment

Robert Hannington
Chairman of Governors

Aim of this Policy

This policy has been drafted to ensure that the activities of the College fall within its charitable objective to promote the independent education of boys and girls by providing a day and boarding school for their secondary education, with a Foundation which supports children who have lost the support of one or both parents and who are in need of pastoral care, stability and the security of a boarding school environment.

General

The College is a coeducational, independent school for pupils from 11-18 years. The College has 670 pupils, approximately 60% of whom are full, weekly or flexi boarders. Approximately 8% of pupils are supported by the Lord Wandsworth Foundation ("The Foundation") and approximately 5% of pupils are from overseas.

Deciding on the right school for your child is very important and we believe that a personal visit is invaluable. We hold a number of Open Events throughout the year, which give a general introduction to the College. Details of events are published on our website. We are also very happy to welcome prospective parents and their children at other times. Please contact the College's Admissions Team on 01256 862201 or email admissions@lordwandsworth.org to arrange a visit. If it is not possible to hold Open Events or arrange school visits because of circumstances beyond the College's control, then the College publishes on its website the alternative arrangements in place.

Equal Treatment

The College's aim is to encourage applications from candidates with as diverse a range of backgrounds as possible. This enriches our community and is vital in preparing our pupils for today's world. Generous bursaries are offered in order enable as many pupils as possible who meet the College's admission criteria to attend. The College's provision for bursaries is described below.

The College is committed to equal treatment for all, regardless of a candidate's sex, race, ethnicity, disability, religion, gender reassignment, sexual orientation or social background.

Special Education Needs

The College does not unlawfully discriminate in any way regarding entry. The College welcomes pupils with disabilities and/or special educational needs, provided we can offer them any support that they require and cater for any additional needs and that our site can accommodate them. We aim to ensure that all our pupils, including those with disabilities and/or special educational needs, are provided with a safe and inclusive environment in which to learn.

Our policy is to apply our admission criteria to all potential pupils. We require parents of children with special educational needs, disabilities or allergies to discuss their child's needs with the School before they sit the entrance exam so that we can make adequate provision for them. Parents should provide with the Registration Form full details of all relevant information, including a copy of an educational psychologist's report or a medical report if they have one. This is so that the College can assess their child's needs and consult with parents about the adjustments which can reasonably be made and so that the College can ensure, for example, that their child will be able to access the education offered and that we are able to ensure their health and safety, and the health and safety of others.

Where a prospective pupil is disabled, the College will discuss with parents (and their child's medical advisers, if appropriate) the adjustments that can reasonably be made for the child if they become a

pupil at the School, to ensure that the prospective pupil is not put at a substantial disadvantage compared to a pupil who is not disadvantaged because of a disability.

There may be exceptional circumstances in which we are not able to offer a place for reasons relating to a child's disability. For example, if, despite reasonable adjustments, we feel that a prospective pupil is not going to be able to access the education offered, or that their health and safety or those of other pupils or staff may be put at risk, we may not be able to offer a place at the College.

Sometimes, the situation of pupils with disabilities and/or special educational needs changes between an offer of a place being made and the pupil starting at the College. The College requires parents to be pro-active in updating the College as to any significant changes which mean that the information provided during the application process is out of date or incomplete. In the vast majority of cases, this will not affect a pupil's place at the College. However, the College may, in exceptional circumstances, need to reconsider the offer of a place if a pupil's circumstances change materially. It is in the pupil's interests that any such decision is made as early as possible to avoid any disruption to their education, so parents are urged to be forthcoming in their communications with the College about any material change to their child's circumstances.

Entry points and Registration

The College accepts pupils at various entry points, with the principal entry points being 11+, 13+ and 16+.

The College takes the applicant's age on 1st September to determine the entry point into the school. However, in line with the College's ethos of focusing on individual talents and abilities, pupils may be offered a place into a year other than that suggested by their birth date at the Headmaster's discretion, if it felt that such an offer would be in the best interests of the pupil and the College.

The first stage of the admissions process is registration which can take place at any age. Registration is not an offer of a place but acts as a formal request for a child to be considered for a place at a specified entry point. A non-refundable registration fee of £250 is required at the time of registration as are the signatures of both parents/legal guardians to authorise the College to hold confidential information on the pupil in accordance with Data Protection legislation.

Selection

The pre-conditions for admission are that:

- The applicant achieves the required academic standard as per the assessment appropriate to their age of entry.
- The applicant is of the appropriate age and sufficient maturity
- The applicant enjoys satisfactory general health
- The applicant's learning difficulties and other special needs (if any) can, in the opinion of the Headmaster, be managed within the College's normal provision or can be met by the College making such reasonable adjustments as may be required
- The applicant's current school reports good attitudes and conduct on the part of the parents and applicant
- Fees (if applicable) at the current school have been paid and the parents are able, if required, to satisfy the Headmaster that they are in a position to pay the fees for Lord Wandsworth College

The Assessment Process

The academic expectations and achievement of pupils is high; however, the College is not an 'academic hothouse'. The aim of the admissions process is to identify potential. We are looking for well-rounded pupils with an enthusiasm for education in the broadest sense of the word, with

interests that stretch beyond the confines of the academic curriculum and whose personal qualities suggest that they have the potential to contribute to the College community and benefit from the many opportunities that are offered at the College.

No specific preparation for the entrance tests is needed; all candidates start on the same footing, with the same opportunities to display their academic aptitude and co-curricular skills.

1st Form

Entry into 1st Form is by entrance examinations, taken in the Autumn term at the applicant's current school or at the beginning of the Spring term at the College. Applicants are tested in Verbal Reasoning, Non-Verbal Reasoning, English and Mathematics. The tests are designed for us to assess whether we consider the candidate will be able to fully access our curriculum. Candidates are expected to achieve a minimum nationally standardised mean score of 105 (or equivalent), although the College reserves the right to vary this standard.

Places are offered following these examinations. Places need to be accepted or declined by the first Monday in March.

When places are not filled following the March deadline, tests may be arranged on an ad hoc basis until all places are filled. Once a place is offered following an ad hoc test it normally remains open for one month from the offer date.

All candidates for 11+ entry are required attend an assessment day at the College that includes an informal interview with a member of the senior team and a group interview with the Headmaster. A reference and other relevant information will be requested from the candidate's previous school.

3rd Form

Entry into 3rd Form is by pre-tests, taken in the Autumn term of Year 6 at the applicant's current school or at the beginning of the Spring term at the College. Applicants are tested in Verbal Reasoning, Non-Verbal Reasoning, English and Mathematics. The tests are designed for us to assess whether we consider the candidate will be able to fully access our curriculum. Candidates are expected to achieve a minimum nationally standardised mean score of 105 (or equivalent), although the College reserves the right to vary this standard. Deferred places are offered following these examinations. Although their place is not dependent upon subsequent CE or PSB results, in the exceptional circumstance where a school reports that the candidate has failed to progress at the expected level and therefore may not be able to fully access our curriculum, the deferred place may be withdrawn.

Offers must be accepted or declined by the first Monday in March.

When places are not filled following the March deadline, tests may be arranged on an ad hoc basis until all places are filled. Once a place is offered following an ad hoc test it normally remains open for one month from the offer date.

All candidates for 13+ entry are required to attend an assessment day at the College that includes an informal interview with a member of the senior team and a group interview with the Headmaster. A reference and other relevant information will be requested from the candidate's previous school. For international candidates this meeting may take place via Microsoft Teams or similar.

Sixth Form

Places are offered into the Sixth Form subject to interview and a satisfactory performance in GCSE examinations; this is usually 6 grade 5s or the equivalent, ideally with a minimum of grade 7 in the subjects to be studied at A Level. The College reserves the right to vary the grade criteria.

The wide range of international qualifications available worldwide means that it is not possible to specify a country-by-country standard for entry to the Sixth Form for international students. For students whose first language is not English, applicants are required to sit the College's English test and other subject specific tests deemed appropriate to the subjects to be studied at A level in addition to other evidence of academic ability.

Sixth Form places are usually offered from 1st December in the year prior to entry. Once a place is offered it normally remains open for one month from the offer date.

All candidates for 16+ entry are required attend an assessment day at the College that includes an informal interview with a member of the senior team and an academic assessment. A reference and other relevant information will be requested from the candidate's previous school.

Other Entry Points

Places in other year groups at the College, other than those specified above, are offered on a case-by-case basis, and will involve assessment in Verbal Reasoning, Non-Verbal Reasoning, English and Mathematics. The tests are designed for us to assess whether we consider the candidate will be able to fully access our curriculum. Candidates are expected to achieve a minimum nationally standardised mean score of 105 (or equivalent), although the College reserves the right to vary this standard.

Once a place is offered it usually remains open for one month from the offer date.

All candidates are required to have an informal interview with the Headmaster or a member of the senior team and a reference and other relevant information will be requested from the candidate's previous school. For international candidates this interview may take place via Microsoft Teams or similar.

Offers, Acceptance and Deposits

Parents should expect to hear from the College following an examination or assessment within ten working days of the assessment.

Where it has not been possible to obtain a reference in advance of the entrance examinations, places may be offered subject to a satisfactory reference.

If a place is to be taken up, then an acceptance form and the appropriate guarantee deposit must be returned to the College within the specified time. The guarantee deposit is £1000, £500 of which is refunded on the first termly invoice. Overseas candidates are required to pay an overseas deposit equivalent to one term's full fees.

Once the signed acceptance form is returned, the relationship between the College and parents is governed by the Parent Contract of the College, a copy of which is on our website and is sent to parents with the acceptance form.

Acceptance deposits for a deferred place 2½ years prior to entry are refundable up until 1st January in the year prior to the year of entry (i.e. 20 months before entry) after which time the deposit becomes non-refundable unless the place can be filled with a similar student, in which case the deposit is refundable less administration costs.

If a pupil does not meet the entry requirement and the College declines to accept that pupil on academic grounds (e.g. the prospective pupil does not reach the required GCSE grades for Sixth Form entry) the parents will not be eligible to pay termly fees and the College will refund the guarantee deposit, less administration costs.

Please refer to the College's Parent Contract for further information on all the above.

Scholarships, Awards and Bursaries

Scholarships and Awards are designed to reward excellence and to celebrate exceptional talent in a particular field. A number of Scholarships and Awards are offered each year at various entry points. Awards offered can be honorary awards or valued at a 5% or 10% reduction in fees. Further information on Scholarships and Awards can be found on the relevant pages of the College's website. The College is happy to provide guidance on the most appropriate Scholarship or Award application for an individual candidate.

Scholarships and Awards currently available are:

- 11+ - Academic, Performing Arts (Music, Drama, Dance) and Sport
- 13+ - Academic, All Rounder, Art, Design & Technology, Performing Arts (Music, Drama, Dance) and Sport
- 16+ - Academic, All Rounder, Art, Performing Arts (Music, Drama, Dance) and Sport
- Foundation Awards (see separate Foundation admissions policy)

Bursaries may be awarded if parents can demonstrate, through a means testing process, that they would not otherwise be able to send their child to Lord Wandsworth College because of limited financial means. The value of bursaries range from a 10% to 50% reduction in the school fees, dependent on family circumstances. Any family wishing to make a bursary application should complete the bursary section on the College's registration form.

A bursary or scholarship may be withdrawn in accordance with the terms upon which such award is made or otherwise in accordance with the College's Terms and Conditions.

Foundation Awards

The Foundation objectives are to provide "financial and material assistance for promoting the education or advancement in life of persons under the age of 25 who are in need and who were born in Great Britain, Northern Ireland, the Isle of Man or the Channel Islands or who would have been so born if their parents had not been employed for the time being abroad and who have either lost one or both parents or whose parents are divorced or separated".

The Lord Wandsworth Foundation helps to fund a boarding or day place at LWC for around 50 children in conjunction with other trusts and charities, to benefit from the support, structure and stability of LWC's boarding environment. Many of these children are bereaved of one or both parents, or have lost their support through other circumstances, such as divorce, disability, addictions or ill health.

We aim to award seven places for Year 7 entry (11+) each year (depending on funding available). Awards in other year groups are subject to availability and funding.

The family's financial situation is taken into consideration. Awards are means-tested and reviewed annually.

Priority is given to children who are bereaved of one or both parents and preference is given to children who were born in the UK.

The College considers the child's need for pastoral care and a supportive, structured environment in which to thrive. The candidate must be able to cope academically, integrate socially and contribute to the College community.

The parent must not have remarried or be cohabiting.

Application and Selection Procedure (Foundation Awards)

- Applicants send in completed forms and documentation between 1st April and 30th September in the year prior to entry. Late applications may be accepted depending on funding and places available.
- Reports and references are requested from the candidate's current school and other people involved in supporting the family.
- A representative from the College will visit the parent/guardian at home to discuss the application in more detail.
- A means-test is undertaken by an external agency.
- Children attend an Assessment Day in January with their parent/guardian, to sit tests and take part in group activities.
- The Trustees consider the circumstances of each application and make offers of awards by the end of February

There is no automatic entry into the Sixth Form for current Foundation pupils. Like all pupils, they need to meet the academic standards required and must be willing and able to take on the challenges of Sixth Form study.

Learning Support/Special Educational or Medical Needs

Lord Wandsworth College does not unlawfully discriminate in any way regarding entry. The School welcomes pupils with disabilities and/or special educational needs, provided we can offer them any support that they require and cater for any additional needs and that our site can accommodate them. We aim to ensure that all our pupils, including those with disabilities and/or special educational needs, are provided with a safe and inclusive environment in which to learn.

Our policy is to apply our admission criteria to all potential pupils. We require parents of children with special educational needs or physical or mental disabilities to discuss their child's needs with the College before they sit the entrance exam so that we can make adequate provision for them. Parents should provide with the Registration Form a copy of an educational psychologist's report or a medical report if they have one. This is so that the School can assess their child's needs and consult with parents about the adjustments which can reasonably be made and so that the School can ensure, for example, that they will be able to access the education offered and that we are able to ensure their health and safety, and the health and safety of others.

The College will discuss thoroughly with parents (and their child's medical advisers, if appropriate) the adjustments that can reasonably be made for the child if they become a pupil at the College, to ensure that the prospective pupil is not put at a substantial disadvantage compared to a pupil who has no disability.

There may be exceptional circumstances in which we are not able to offer a place for reasons relating to a child's disability. For example, if, despite reasonable adjustments, we feel that a prospective pupil is not going to be able to access the education offered, or that their health and safety or those of other pupils or staff may be put at risk, we reserve the right to decline a place at the School.

As with all applicants, a place will only be offered to a child who requires Learning Support if we are confident that they will truly thrive and flourish at the College.

International Applicants

We welcome international pupils who can study at the College as boarders, provided that they have an approved guardian living in the UK with whom they can stay for exets or any other times when the College may be closed. However, parents of overseas pupils should appreciate that we do not run a short-term study programme and expect overseas pupils to finish a complete course of study such as Years 9-11, or Years 12 -13.

Fluency in English

In order to cope with the high academic and social demands of the College, pupils must be competent English speakers. Tuition in English as an Additional Language (EAL) is offered by the College as part of the curriculum. Pupils are assessed by our EAL Department in order to establish the level of EAL support required. Any further EAL lessons over and above those provided in our curriculum and requested by parents will be charged as an extra on their termly bill.

All international applicants are required to sit the College's own English entrance examination plus any other entrance examinations the College deems appropriate for the intended course of study. There are no specific 'pass' marks for the entrance tests; they are designed for us to assess the candidate's ability to access our curriculum.

International applicants are required to have an interview, either in person or via Microsoft Teams or similar.

Religious Beliefs

We do not select for entry on the basis of religious belief, and we offer the opportunity for pupils to practise their own faiths. The College is non-denominational, although it does have a non-ordained Anglican Chaplain and follows Christian principles. Parents should be aware that all pupils are expected to attend College assemblies and services.

Sibling Policy

The College has a strong family ethos and actively encourages siblings to join the College.

Following a first child's entry to the College, subsequent siblings are given priority when offering places (subject to satisfactory performance in the appropriate entrance tests).

Waiting Lists

If the College is full, parents can add their child's name to the formal waiting list by completing a Registration Form and paying the non-refundable registration fee.

If a candidate is placed on a waiting list following entrance tests, the College will inform parents as soon as possible if a place becomes available. Waiting list places are held in no specific order; as vacancies arise places are offered to the candidate deemed most suitable to fill the vacancy. Academic performance, co-curricular skills and interests, interview assessment and the report from the candidate's current school are all taken into consideration.

College's Terms & Conditions

The terms upon which the School educates each child are set out in the School's Terms and Conditions which will be made available to parents as part of the admissions process.

Complaints

The College's Complaints Procedure is on the College's website and can be sent to prospective parents on request. The Complaints Procedure is not available for use by prospective parents.

Records and Review

Applicants' details will be held on file with due regard to data protection legislation and the College's Privacy Notice and Retention of Records Policy.

The College will not hold the personal data of you or your child for longer than is necessary for a lawful purpose.

This Admissions Policy is a non-contractual document.

Contacts:

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