



LORD  
WANDSWORTH  
COLLEGE

## ADMISSIONS POLICY

Staff Member responsible	Revision Date	Approved By	Approval Date	Reason
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## **Aim of this Policy**

This policy has been drafted to ensure that the activities of Lord Wandsworth 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 co-educational, independent school for pupils from 11-18 years. The College has 710 pupils, approximately 60% of whom are full, weekly or flexi boarders. Approximately 7% 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 several 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](mailto: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. We are mindful of our obligations under the Equality Act 2010 during the Admissions Process. This enriches our community and is vital in preparing our pupils for today’s world. Generous bursaries are offered in order to enable as many pupils as possible who meet the College’s admission criteria to attend. The College’s provision for bursaries is described below and detailed in the Bursaries Policy.

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.

## **Information Sharing**

We require parents to inform the College at the outset of the application process about any needs which their child may have or any other significant matters which the College should reasonably be aware of because, for example, it would necessitate tailored provision and/or would materially impact on their child’s attendance at LWC and/or ability to engage in day-to-day school life. The College may wish to discuss these matters with the parents and/or require some further information.

Parents must ensure that information provided is accurate, complete and not misleading and relevant details and information (or changes to them) are shared in a timely and transparent manner.

A failure to disclose relevant information and/or the provision of inaccurate, incomplete or misleading information may - in some cases - lead to the withdrawal of an offer or termination of the College’s Parent Contract.

## 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 (suspected and diagnosed) to discuss their child's needs with the College at the outset of the admissions process so that we can consider and make – to the extent reasonable – appropriate provision for them.

Parents are required to provide with the Registration Form full details of all relevant information, including any reports (including any educational psychologist reports, medical reports or other relevant expert third-party reports), materials or information about their child's needs, and this may include any final or draft EHC Plans. This is so that the College can assess their child's needs and consult with parents about any adjustments which can reasonably be made and so that the School can ensure, for example, that their child will be able to meaningfully access the education offered and that we are able to ensure their health and safety, and the health and safety of others. This information should be provided prior to the admissions assessment process.

Where parents of a prospective pupil feel their child requires adjustments (in respect of the admissions process and/or with regards to education at the College and participation in school life in the event they are offered and take up a place at the College), parents should raise these with the College at the outset and the College may – depending on the circumstances - require some further information from parents or request further assessments in respect of the needs identified and will discuss with parents (and their child's medical advisers, if appropriate) the adjustments proposed and whether they can reasonably be made for the child if they were to become a pupil at the School.

There may be exceptional circumstances in which we are not able to offer a place for reasons relating to a child's special educational needs and/or disability. For example, if, despite reasonable adjustments (in the case of disability), we feel that a prospective pupil is not going to be able to meaningfully access the education offered, or that their health and safety or those of other pupils or staff may be put at risk, or where the School cannot reasonably accommodate the adjustments required or reasonably provide the nature or level of the support required.

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 proactive in updating the College as to any significant changes which means 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.

In the event your child has an EHC needs assessment or EHCP (whether at the application stage, draft or final form) it is important that these (and the applicable supporting documentation, e.g. educational psychologist reports or other expert assessments) are shared promptly with the College and that the College is kept up to date with respect to any relevant decisions of the Local Authority or changes in provision.

## 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 1<sup>st</sup> 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 Head's discretion, if it is 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's learning requirements can, in the opinion of the Head, 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 Head 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.

## 1<sup>st</sup> Form

Entry into 1<sup>st</sup> 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 is 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 Head. A reference and other relevant information will be requested from the candidate's previous school.

### **3<sup>rd</sup> Form**

Entry into 3<sup>rd</sup> 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 Head. 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 six 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 1<sup>st</sup> 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 Head, 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

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 1<sup>st</sup> 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 Terms and Conditions for further information on all the above.

## Scholarships

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)

A 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 1<sup>st</sup> April and 30<sup>th</sup> 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.

## **Bursaries**

The College's bursary programme is generous and is designed to make it possible for as many as possible of those who meet LWC's entry criteria to take up a place. The College offers means-tested awards annually to entrants at the usual points of entry, where the parents have indicated on the Registration Form that they require financial support. Bursaries are means-tested in accordance with the criteria published in the College's Bursaries Policy. Parents are required to provide proof of their income and assets. The level of support varies according to parental need, but can extend to 50 per cent fee remission in cases of proven need. Before the offer of a bursary is confirmed, an external assessor appointed by the College will interview the family to discuss their financial position.

Bursaries are always offered for 12 months at a time. The family is required to provide fresh information about its circumstances for every year that their child attends the College. Levels of support may vary with fluctuations in income or wealth.

The College's practice is to allocate its entire available bursary funding on entry. The College's expectation is that parents who do not choose to apply for a bursary at the time that their child is being assessed will not require financial support throughout the time that their child attends the School, except in wholly unforeseen circumstances.

Our bursary policy can be viewed on our website or can be obtained from the admissions team.

A bursary 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.

## **Financial Information**

Any applicant for a place at the College, including those who apply for bursary support and overseas applicants, may at the discretion of the School be required to provide additional financial information and/or undergo checks to confirm that they are able to pay the School's fees (or any percentage of the fees still payable if a bursary or scholarship is granted).

## **Overseas Applicants**

We welcome overseas pupils who can study at the College as boarders, provided that they have the legal right to enter, live and study in the UK an approved guardian living in the UK with whom they can stay for exeats 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 Curriculum Support 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 overseas 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.

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

## **Religious Beliefs**

The College welcomes applications from prospective pupils of all faiths and of no faith.

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 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. However, admission is not automatic and there may be occasions where the College judges that a sibling is likely to thrive better in a different academic environment.

## **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 College educates each pupil are set out in the College's Parent Contract 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**

Applicant data is handled in accordance with data protection legislation, the College's Privacy Notice, and Retention of Records Policy. For details on data collection, use, and processing, please refer to the Privacy Notice. Following acceptance, applicant information is retained as outlined in our attendance policy, available upon request. The College will not hold personal data longer than necessary for lawful purposes.

This Admissions Policy is a non-contractual document.

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