



# **ADMISSIONS POLICY**

## Admissions

Date	Review Date	Coordinator	Nominated Governor
16/10/2019	01/09/2020	David Ward	Pete Gaskell

We believe this policy should be a working document that is fit for purpose, represents the school ethos, enables consistency and quality across the school and is related to the following legislation:

- Data Protection Act 1998
- Human Rights Act 1998
- Schools Standards and Framework Act 1998
- Freedom of Information Act 2000
- Education and Skills Act 2008
- School Information (England) Regulations 2008
- Equality Act 2010 (Statutory Duties) (Wales) Regulations 2011 & The Equality Act 2010 (Specification of Relevant Welsh Authorities) Order 2011
- School Admissions (Admission Arrangements and Co-ordination of Admission Arrangements) (England) Regulations 2012
- School Admissions (Appeal Arrangements) (England) Regulations 2012
- Education (Wales) Act 2014

The following documentation is also related to this policy:

- School Admissions Code (Wales)
- School Admissions Appeals Code (Wales)

We will consider all applications for admission as we are an inclusive school and will admit pupils without reference to general ability or aptitude. We believe we operate a fair and equal admissions policy.

We as a school community have a commitment to promote equality. Therefore, an equality impact assessment has been undertaken and we believe this policy is in line with the Equality Act 2010.

We believe it is essential that this policy clearly identifies and outlines the roles and responsibilities of all those involved in the procedures and arrangements that is connected with this policy.

A clear account of entry procedures (see the Education Act 2002, School Standards and Framework Act 1998, School Admissions Code 2014, and Education (Independent School Standards) (England) Regulations 2014).

## **St David's College Admissions Policy**

St David's College is an independent co-educational day and boarding school for years 5 to 13. Deciding on the right school for your child is very important. We believe that a personal visit to see the school in action on a normal working day will allow you to appreciate the very special provision that the school gives to all its pupils. Your visit will give you a relaxed personal tour of the school and a chance to chat with various members of staff who can answer any of the questions you may have. There are also a number of Open Days which give a general introduction to the school. Details are published on our website. For a visit to the school you should contact the Admissions Office.

### **The application process**

Parents/guardians and pupils are encouraged to visit the school on an Open Morning if possible prior to arranging an interview.

If the parents/guardians feel that St David's College may be an appropriate school for the education of their child, then they should contact our Admissions Office. You will be asked to complete a Registration Form and pay a Registration Fee of £150. Copies of recent school reports should be provided along with any ALN information as relevant. Educational Psychologist Reports and other documentation for Additional Learning Needs will be reviewed by our SEN Department. If appropriate our Admission Office will invite you to bring your son/daughter to visit the school and meet the headmaster.

St David's is a non-selective school that offers a mainstream curriculum but has a specific emphasis of facilitating the learning of students with Additional Learning Needs. We prefer to offer places to pupils who we feel will benefit from our whole person education approach, are capable of accessing a mainstream curriculum, will not be detrimental to the learning of other pupils in the school and are prepared to equally contribute to the life of the school.

Our 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. Bursaries available on application.

We welcome pupils with Additional Learning Needs. The school has an international reputation for its provision in Additional Learning Needs. Additional information is available from the school.

The headmaster or a representative will meet with the applicant and parents/guardians for around two hours and this will consist of a tour if required, meeting teachers and current

pupils, and an interview conducted by the headmaster or a representative in the presence of the parents or guardians.

St David's College is not academically selective so no exam or test is used as part of the application process.

The headmaster will make a decision on whether to offer a place based on the interview and the provided paperwork. The headmaster may call references from the applicant's current/previous school. The Headmaster may insist on some taster days before a decision can be made.

The headmaster will write to the parents shortly after the interview with the outcome of the application. If a place has been offered then a pack is sent that includes terms and conditions, data protection policy, child protection policy and formal contract.

If the parents wish to accept the offer of a place then the acceptance form needs to be returned along with the deposit.

The school is happy to offer 'taster days' to any parents who request this in order for them to make a decision about the placement.

### **Sibling Policy**

Discounts are available for siblings. These are currently 10% of gross fees and are allotted to the youngest sibling.

## **SCHOLARSHIPS**

St David's College offers a number of scholarships each year for excellence in:

- Academic subjects
- Cadogan Award
- Sport & Music

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

### **Purpose of Scholarships**

Scholarships are designed to reward excellence and to celebrate exceptional talent. In recognition of this achievement, the scholar is offered a % reduction in the fees throughout his/her time at St David's College. Parents are asked to indicate on the Registration Form whether they wish to apply for a scholarship. Details of the arrangements will be sent to all who express an interest.

We encourage parents of scholars who anticipate that they will experience difficulty in meeting the balance of the tuition fees to apply at the same as registration of their child for one of the School's means-tested bursaries described below.

### **Academic Scholarships**

Candidates who apply for academic scholarships are selected from the most outstanding performers in the year group.

Scholarships are held for the duration of a pupil's time at the School, provided his/her conduct is satisfactory. Further scholarships may be offered to entrants to Year 12.

All candidates will be interviewed in addition to their school reports:

### **Music Scholarships**

Music scholarships are awarded to outstanding musicians who play any instrument or sing with exceptional ability. Candidates must obtain a specialist reference from their current head of music in addition to a reference from their current Head. They will be required to perform short pieces on their instruments and to complete a written paper, together with aural and practical tests. They will also be interviewed with the Head of Music, or a member of the music department. He/She will be expected to demonstrate enthusiasm for and commitment to music and will be expected to make a contribution to the musical life of the School throughout their time at the School.

### **Sports Scholarships**

Sports scholarships are awarded to outstanding, all-round [sportsmen/women] who have achieved a high level of competence in one or more sports. He/She will be assessed and interviewed by the Head of Sport and will be expected to demonstrate qualities of leadership and team play of a very high order. Candidates will be required to provide a specialist reference from their current Head of Sport. They will be expected to make a contribution to the sporting life of the School throughout their time at the School.

### **BURSARIES**

St David's College bursary programme is designed to make it possible for as many as possible of those who meet the entry criteria to take up a place here. The School 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 on the School's website. Both parents are required to provide proof of their income and assets. The level of support varies according to parental need; but can extend to a significant % in cases of proven need. Before the offer of a bursary is confirmed, a member of staff will normally visit the family at their home.

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 School. Levels of support may vary with fluctuations in income or wealth. Bursaries are only offered to families who are resident in the UK. The School's practice is to allocate its entire available bursary funding on entry. The School'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 bursar/admissions secretary.

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

The School holds a bursary fund and applications for bursary assistance are made to the Bursar.

All bursary funds are made on a means tested basis.

Members of the armed forces are currently entitled to a 10% discount.

Old Davideans are currently entitled to a 10% discount.

Members of the clergy are currently entitled to a 10% discount.

## **Overseas applicants**

St David's College welcomes applications from overseas families. We offer English as a Foreign Language (EFL) to pupils whose English is not strong.

The headmaster is happy to speak on the phone/Skype to any overseas parents/guardians or prospective pupils prior to them arranging to view the school.

## **Fluency in English**

Pupils with a lower standard of English will need additional support to access the curriculum. It is recommended that any prospective pupils whose English is not strong should embark on intensive English lessons prior to arrival.

## **EQUAL TREATMENT**

St David's College 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. Bursaries are offered in order to make it possible for as many as possible who meet the School's admission criteria to attend the School.

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

## **SPECIAL NEEDS**

St David's 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 strongly advise parents of children with special educational needs or physical or mental disabilities to discuss their child's requirements with the School before [he/she] apply so that we can make adequate provision for [him/her]. Parents should provide with the Registration Form a copy of an educational psychologist's report or a medical report if they have one.

The School will discuss thoroughly with parents (and their child's medical advisers, if appropriate) the adjustments that can reasonably be made for the child if [he/she] becomes a pupil at the School.

## **OVERSEAS APPLICANTS**

We welcome overseas pupils, who can study at [School name] [as a boarder] provided that [he/she] has a relative or responsible adult living in the UK with whom he/she can stay for some weekends, more details of which are contained in the School's Terms and Conditions. However, parents of overseas pupils should appreciate that we do not run a short-term study programme and expects 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 [School name], pupils must be fluent English speakers. Normally pupils should have been educated in the English medium for at least [number] years before coming to the School. Tuition in English as an Additional Language (EAL) can be arranged at the parent's expense.

## **RELIGIOUS BELIEFS**

St David's College welcomes applications from prospective pupils of all faiths and of no faith.

Although St David's College has religion roots, the School does not select for entry on the basis of religious belief, and it offers the opportunity for Christians, Jews, Hindus, Muslims etc to practise their own faiths.

However, parents should be aware that there is compulsory Saturday morning school and that all pupils are expected to attend, e.g. the annual Founders Day service, assemblies and Chapel on Sundays.

Pupils of all faiths or none are welcome at St David's College.

St David's College seeks to be a distinctively Christian School on the basis of its Foundational Deeds and as registered with WG as a school of Christian Character.

"The aim of the Trust is the development of the whole person through a general education in the best and wisest sense, with a wide choice of interest and activity and an appreciation of moral and spiritual values. The presentation of the Christian faith showing the love of Christ both by example and teaching is to be an essential part of the school" (Trust Deeds).

## **Schools Contractual Terms and Conditions**

The School Parent Contract, which incorporates the School's Terms and Conditions, is forwarded to parent(s) together with the Offer Letter, Acceptance form, Fees Schedule, Complaints Procedure and Data Protection

Policy. The Acceptance Letter must be signed by the parent(s) as acknowledgement of the receipt of the Terms and Conditions and of their acceptance of the same

The School's Terms and Conditions are on the School's website and will be made available to parents as part of the admissions process. Both parents or whom is responsible for the payment of fees must sign the registration and application forms for admission to St David's College.

## **RECORDS AND REVIEW**

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

The School will not hold the personal data of you or your child for longer than is necessary for a lawful purpose. This will generally be e.g. no more than 6 months following an unsuccessful application, but reasons to retain for longer might include: e.g. if the parents express an interest in the candidate re-applying for any reason at a later date, or in the potential candidacy of another sibling; or to deal with any ongoing matters or queries arising from the application.

## **COMPLAINTS**

Copies of the School's Complaints Procedure are sent out with the School Parent Contract.

The School's Complaints Procedure is on the School's website and can be sent to prospective parents on request.