



Admissions Policy

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Document Owner: **Maggie O'Neill (Registrar)**

Description: This policy outlines the School's approach to admissions.

OUR SCHOOL AIMS

- ❖ *To foster intellectual curiosity and a love of learning.*
- ❖ *To achieve high academic standards in a supportive but disciplined atmosphere.*
- ❖ *To equip pupils with the skills and knowledge to meet the challenges of our rapidly changing world.*
- ❖ *To instill an enthusiasm in interests and opportunities beyond the classroom.*
- ❖ *To support pupils' development of a sense of justice and an awareness of their rights and responsibilities as global citizens.*

1.0 INTRODUCTION

- 1.1 We admit boys and girls any time after their 2nd birthday. We are co-educational throughout the School right up to and including our Sixth Form (Year 13).
- 1.2 We are committed to equal opportunities in education. No applicant to Lingfield College incorporating Lingfield College Nursery, Lingfield College Prep and Lingfield College Sixth Form receives more, or less, favourable treatment on grounds of race, nationality, colour, ethnicity, religion or creed.
- 1.3 We seek to admit pupils who we consider to be capable of benefiting from the education provided at Lingfield College and of contributing fully to the life of the School, and who have the level of intelligence and the personal attributes to flourish in this environment. Our concern is to act in pupils' best interests and to foster good relationships with parents and carers.

2.0 ADMISSIONS PROCESS

- 2.1 We realise that choosing the right school for children is of the utmost importance and therefore recommend that prospective parents visit the School either at an Open Day event or by making an individual appointment to view the School on a typical working morning. This will also give them the opportunity of meeting either the Headmaster or Head of Prep.
- 2.2 There is an annual Open Day for Lingfield College and Lingfield College Prep. The Sixth Form has an Open Evening, to which we invite prospective pupils and their parents. We also hold working Open Mornings in the Prep School. Individual visits to see the School on a working day can also be arranged at mutually convenient times.



- 2.3 Early registration is advised for entry at all ages. Applications are only accepted on completion of the School's Registration Form, together with the non-refundable registration fee of £100 and a copy of the child's full birth certificate and passport.
- 2.4 There is selective entry for all stages of the School with the exception of Lingfield College Nursery (Nursery) and at the start of the academic year into Lingfield College Prep Reception class (Reception).
- 2.5 Following a child's successful assessment, parents receive a contract with our Terms and Conditions enclosed, requiring a holding deposit of £150 for children entering Nursery, £500 for Lingfield College Prep, and £700 for Lingfield College and Lingfield College Sixth Form (the Sixth Form). The contract also states a deadline for acceptance. In the event that the child does not take up their offer of a place, the deposit is forfeited; otherwise all deposits will be refunded on the settlement of the final term's account when the child leaves the School.

3.0 LINGFIELD COLLEGE PREP ENTRY

3.1 Nursery

Nursery pupils may enter the Foundation Stage anytime after their second birthday. During the term before the child is due to start, we invite the parent and child to attend two hour-long sessions and then an hour-long session without the parent. During these sessions they will be able to meet and chat with staff, familiarise themselves with the setting, and give the child the opportunity to play with children who will be in their class when they start. For new parents to the School, there will also be an opportunity for parents to meet with the Head of the Prep School. This will enable the parents to ask questions and discuss anything that maybe useful for the staff to know, so as to ensure the child makes a smooth transition into the Nursery.

Children are required to do at least one morning session

3.2 Reception

Children joining the Reception classes at 4+ start at the beginning of the Autumn term. All children in Reception are expected to do a full week; there is no staggered entry unless there is a specific need due to Special Educational Needs or Disability. For those children joining in the Autumn, a member of the Reception staff will visit the child and their key worker at their nursery setting in the Summer term prior to admission. All children starting in September will be invited to an induction session at the end of the Summer term prior to commencement.

If there are spaces available after the start of Reception in September, then children come in and spend an assessment day with us. Following this, references and/or a copy of the child's school report will be requested from their current setting, prior to an offer of a place. Spaces permitting, children may start at the beginning of the Spring and Summer terms.

3.3 Lingfield College Prep (Years 1-6)

Entry to Years 1-6 in our Prep School is dependent on availability and subject to an assessment day. When year groups are oversubscribed, the child will be placed on a waiting list. When spaces become available, children are invited to spend an assessment day in the Prep School in the year group appropriate to their chronological age. During this time at School, an assessment will be made of the child's personal and social development and behaviour as well as their progress to date in English and Mathematics. We do not provide specimen papers. The assessments for English and Maths are standardised tests relevant to the child's year.

Six extra places become available for entry into Year 5, primarily for those on the waiting list with siblings already in the School. The same assessment process applies.



If a child requires additional support beyond that which the School provides, this must be paid for by the parent unless there is an LEA funded EHC Plan attached to the child. Details of current additional SEND support within the child's year group can be requested from the School.

We are committed to making reasonable adjustments for pupils with English as an Additional Language and those children will be supported to the best of the School's capabilities on an assessment day.

3.4 Key Stage Transfers

As displayed in our Terms and Conditions, continuity of education is anticipated and the vast majority of children will transfer smoothly throughout each age range. In rare cases, when in the opinion of the Headmaster, after due deliberation, it is felt that the pupil will not benefit from continuing to be educated at the School or the pupil has not attained a sufficiently high standard of work or behaviour to continue, then the parents may be asked to seek an alternative school for their child which is more appropriate to their needs.

3.5 SEND

Where a Local Authority (LA) concludes that a child with a statement of special educational needs or EHC Plan should be placed at Lingfield College and names the School in the statement/EHC Plan, the LA retains legal and financial responsibility for ensuring that the provision specified in the child's statement/EHC Plan is made. This will include paying the fees charged by the School. The day-to-day practical responsibility of making provision rests with the School.

4.0 **LINGFIELD COLLEGE ENTRY**

4.1 Transfer from Lingfield College Prep at 11+

Unless otherwise indicated, transfer of Prep School pupils to Lingfield College is anticipated. There is no entrance examination for Year 6 children but they can elect to sit a scholarship examination alongside external candidates where Academic, Art, Drama, Music and Sport Scholarships and Awards may be given.

Contracts for the Senior School are sent out in the February preceding entry and a further deposit of £200 is required at this time to bring the total deposit amount to £700.

4.2 External entry into Lingfield College

Our main intake is at Year 7 and 9 but, places permitting, we may admit students into Years 8 and 10. External applicants for entry at 11+ (Year 7) and 13+ (Year 9) are selected following an Entrance Examination.

The Examinations consist of a standard Verbal Reasoning paper, an English comprehension/creative writing paper and a Mathematics paper (both of which are set by the School). The School does not issue practice papers.

The entrance examinations for Year 7 entry take place in January each year whilst the student is in Year 6.

There are two routes of entry into Year 9 (13+), either the standard route taken in November, whilst the students are in Year 8 or the deferred route, taken in January, whilst the students are in Year 6. Scholarship assessments have to be taken in the year of entry and cannot be deferred.

We prefer all candidates to visit the School and have an informal chat with the Headmaster, or member of our senior management team, prior to sitting the entrance examinations.



All candidates wishing to sit our entrance examinations will need to submit a Registration Form together with the £100 registration fee (£125 if sitting the examinations overseas), an Application Form and a copy of their full birth certificate and passport before the closing date. Once registered, references will be taken up from each candidate's current school.

Offers of places are awarded based on the results of the Entrance Examinations, together with an evaluation of a student's reference from their current school. Parents will be informed, in writing only, sent in the post. In order to secure and accept a place, parents will have to sign and return the contract with the required deposit (£700). An extra holding deposit of £800 is required to secure a deferred entry and this is re-imbursed on the first term's invoice. Spaces permitting, offers will then be made to candidates on the waiting list after this time.

We do not take into Yr 11 or 10 once GCSE examination courses have started.

Pupils with special educational needs, a disability, or English as an additional language should make this information available on their application form so that reasonable adjustments can be made for the Entrance Examination. Further details of these arrangements can be obtained from the Admissions Office.

4.3 Scholarship and Bursary Criteria

In the Prep School, Academic Scholarships are available to pupils moving from Year 3 to Year 4, and Sport and Music Scholarships are available for pupils moving from Year 4 to Year 5, with the condition that they remain in the School until the end of Year 8, when they may re-apply. Children can also apply at 11+ or 13+ for Scholarships in Lingfield College.

Academic, Art, Drama, Music and Sport Scholarships and Awards are available to students applying for entry to Year 7 (11+), Year 9 (13+) and Sixth Form (16+).

Each year we also allocate the prestigious Lingfield Award to the top academic scholar, who has applied for Year 7 entry from the local area and met the criteria for a means-tested bursary. The value of this Award can be up to 100% of tuition fees. There are also a limited number of means-tested bursaries which will be awarded to candidates who receive either a Scholarship or an Award and whose parents satisfy the financial criteria of the scheme.

5.0 LINGFIELD COLLEGE SIXTH FORM

- 5.1 Applications for entry into our Sixth Form are warmly welcomed. We recommend that all prospective students initially attend our Open Morning in the autumn term in order to see the School in daylight and then book a place at our Sixth Form Open Evening following this to meet subject teachers and Sixth Form staff. We also encourage students to make an appointment to tour the School during a typical working morning, meeting both the Headmaster and Head of Sixth Form.

Following registration, we run Taster Days in January, tailoring each student's timetable to their subject choices and the day also includes an informal interview with the Head of Sixth Form. After the Taster day, if both parties are happy to proceed, we will apply for copies of Year 11 reports and predicted grades from the student's current school.

If an offer is made, it will either be unconditional or it may stipulate which subjects the student has to take at Lingfield. Should the student not get the necessary grades at GCSE level to study the subjects of his or her choice, then they will need to make an appointment with the Head of Sixth Form to choose more appropriate subjects to study.

A minimum of an 8 grade is needed to study Mathematics, Science or MFL.

Contracts are then issued at the February half term, requiring the £700 deposit.

For students already at the School to automatically enter the Sixth Form, they need 43 points from their best 7 GCSEs (see table below). After the mock exams in Year 11, parents will receive a



letter indicating the requirements for their child to achieve a place in our Sixth Form. Some students, whom we are confident will achieve the grades and have demonstrated a good work ethic, will receive an unconditional offer. Some who have yet to demonstrate the work ethic required in the Sixth Form **must** achieve 43 points in their GCSE exams. We appreciate that for some students, achieving the 43 points may be challenging but if we are confident they have the right attitude and commitment they will be offered a place. This, however, is conditional on them taking the subjects recommended by us.

GCSE Grade	Lingfield Points
9	9
8	8
7	7
6	6
5	5
4	4

A minimum of an 8 grade plus an endorsement from the department are needed to study Mathematics, Science and MFL.

In order to progress from Year 12 to Year 13, students **must** achieve a minimum standard in their end of year internal exams (see table below). Students who do not achieve this will have an interview with the Headmaster and the Head of Sixth Form before returning to Year 13. The Headmaster may not allow them to return or may ask them to re-sit Year 12.

A Level, BTEC combination	Minimum Standard
3 A Levels	B, C, D
2 A Levels & 1 BTEC	C, C, Merit
1 A Level & 2 BTEC	C, Merit, Merit
3 BTEC	Merit, Merit, Merit

Please enquire at the Admissions Office for further clarification.

After the mock exams in Year 11, parents will receive a letter indicating the requirement for their child to achieve a place in our Sixth Form. Some students who we are confident will achieve the grades and have demonstrated a good work ethic will receive an unconditional offer. Some who have yet to demonstrate the work ethic required in the Sixth Form **must** achieve 43 points in their GCSE exams. We appreciate that for some students achieving the 43 points may be challenging but if we are confident they have the right attitude and commitment, they will be offered a place. However, this is conditional on them taking the A Level or BTEC subjects recommended by us.

In order to progress from AS to A2 study, students **must** achieve a minimum of CDD grades. Students who do not achieve this will have an interview with the Headmaster and the Head of Sixth Form before returning to Year 13. The Headmaster may not allow them to return.

5.2 Sixth Form Scholarships

Sixth Form Academic scholarships are awarded for 60 points from 7 subjects, granting a 15% discount. Additional Maths, which is only offered to our most able Mathematicians, does not carry a point tariff.



All Sixth Form Academic Scholarship holders take part in a weekly Scholars session and work towards an Extended Project Qualification (EPQ). The EPQ is open to other Sixth Form students if they wish to do it.

Students may gain Scholarships in more than one discipline; however, there is a cap on the discount available and combined Scholarships may not exceed 20% remission of fees.

5.3 International Entry

We welcome applications from international pupils into our Sixth Form.

Lingfield College is a UK Visa and Immigration Tier 4 sponsor and as such, we require international pupils to meet all legal obligations set by the UKVI authorities.

Our international pupils stay with host families in the UK under our Homestay programme which is overseen by Gabbitas Education, London. Together we liaise, find, inspect and approve suitable families for our students.

In the first instance, all interested candidates should contact our Admissions Registrar, Mrs Maggie O'Neill, by emailing her at admissions@lingfieldcollege.co.uk

All applications need to be supported by a copy of the student's latest school report and an academic reference from their current school. We take note of the details of all examinations taken or due to be taken including iGCSEs. We require a copy of the student's passport showing their photographic ID.

We need to see evidence of the standard of English achieved and to this purpose, we require students to sit an assessment and this can be taken in the students' home country.

Once applications have been reviewed, further testing and an interview via Skype may be required. Selected overseas students must complete an Application Form and return it to the agent or our Admissions Office with the required fee.

6.0 **STUDENT RECORDS**

All students' records and files are kept in accordance with the GDPR legislation and School's Data Protection Policy.

Last reviewed September 2018

Next review due September 2019