



# Admissions Policy

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Document Owner: Jo Armstrong (**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.

There is selective entry for all stages of the School with the exception of Lingfield College Nursery (Nursery), although there is currently an informal assessment for children entering the Nursery.

Offers of entry to all other years will be subject to assessments and recommendations from previous settings (including Lingfield College Nursery). At all times, a child's ability to access our curriculum, and the welfare of the child, and those in the class, will be of paramount importance. The ultimate decision regarding the Offer of a Place rests with the Head of Lingfield College. They will use all available evidence, including consultation with external agencies and consideration of making reasonable adjustments to support, to reach a decision which is considered to be in the best interests of the child.

- 2.4 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.
- 2.6 Upon entry to the school the Registrar completes the admission register. Aside from full name, address, sex, date of birth, date of admission and last school attended, it must be clear who has parental responsibility and whether the child lives at another address, indicating which parent the pupil normally lives with. There must be more than one emergency number for each pupil 'where reasonably possible' to meet safeguarding standards.

### **3.0 LINGFIELD COLLEGE PREP ENTRY**

#### **3.1 Nursery**

Nursery pupils may enter the Foundation Stage from the age of 2 years. Prior to a child starting in Nursery, we invite the parent and child to attend an informal settling in and assessment session. 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. We also invite them to attend Lingfield Littlies as this is a good introduction to the Nursery and way to familiarise them.

During one of the settling in sessions, parents will be invited to meet with the Head of Prep School where they will complete a booklet together entitled, "All About Your Child". 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. While the parents are with the Head of Prep School their child will have a session in the Nursery where he/she will be encouraged to take part in the activities that are planned for that day.

Children should attend a minimum of 3 Nursery sessions per week.

#### **Reception**

Children joining the Reception classes at 4+ usually start at the beginning of the September term. All children in Reception are expected to do a full week; there is no staggered entry, however if we are due to return to school in the Autumn Term on a Monday then we may shorten the first week for Reception children.



Children hoping to join the Reception class in September will be invited to spend time in our Nursery at an informal assessment session, prior to joining.

A member of the Reception staff will also visit the child and their key worker at their Nursery setting in the summer term prior to a child starting in September, however this may not be possible prior to the start of any other term. All children starting in September will be invited to several induction sessions at the end of the summer term prior to commencing. This is to settle them in and provide a smooth transition. Those children who wish to join Reception once the academic year has started, will be invited to an assessment day. Should they be successful then they will be offered an opportunity to attend a settling in session prior to starting.

For those children joining us from overseas, who have attended a previous setting, such as a nursery, we will request a report of their progress and the Early Learning Goals they have achieved. Any relevant reports from other professionals would also be useful to ensure a smooth transition into Reception.

### 3.2 Lingfield College Prep (Years 1-6)

Entry to Years 1-6 in the Prep school is dependent on space availability and subject to an English and Maths assessment as well as an observation of behaviour. Candidates are invited to spend an assessment day in the Prep School in the year group appropriate to their chronological age and they may visit the classrooms in the year above so that they are aware of them. We also request a reference and reports from the previous school. Any relevant reports from other professionals would also be useful to ensure a smooth transition into the school.

Following the assessment day, parents will be informed whether or not their child will be offered a place in the Prep School, or be added to a Waiting List. All children starting in September will be invited to an induction session at the end of the summer term prior to commencing. Parents will be invited to an induction talk at the end of the summer term and if their children join at a later point in the year, they will have an induction with the class teacher/key stage leader.

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.

For those children joining us from overseas, we will request a reference and reports from their previous school and also we will send some assessments for them to complete. If they have not been able to visit the school prior to starting, we will aim to organise a settling in session where possible.

### 3.3 Key Stage Transfers

It is anticipated that the majority of children will transfer smoothly through the age ranges, except in rare cases where it is the opinion of the Headmaster after due deliberation that the pupil will not benefit from continuing to be educated at the school or has not attained a sufficiently high standard of work or behaviour for continuation or entry to the next stage. Ideally pupils entering KS2 should have a minimum standardised score of 100. A minimum of one term's written notice will be given and fees in lieu of notice will not be charged in respect of any pupil who has been sent a letter notifying them that transfer into the next stage may not be possible.

### 3.4 SEND

Where a Local Authority (LA) concludes that a child with a statement of special educational needs or Educational Health Care Plan should be placed at Lingfield College and names the School in the statement/EHC Plan, the Local Authority 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 deferred route, taken in January, whilst the students are in Year 6, or the standard route with tests taken whilst the students are in Year 8. 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 reimbursed 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 Year 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 during the day 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. The day also includes an assessment to determine their suitability to study A levels and BTECs and an interview with the Deputy Head of Sixth Form. We will also apply for copies of Year 11 reports and predicted grades from the student's current school.

Following the Taster Day, if the assessments are passed and the student is on track to achieve the required grades required for their chosen Sixth Form subjects, we will make an offer.

Prospective students should be on target to achieve 43 points from their best 7 GCSEs, which is what we ask from internal students. 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 issued at the February half term, requiring the £700 deposit.

**For students already at the School** to automatically enter the Sixth Form, they should achieve 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 gain a place. Advice will be offered for those that are below 43 points. Some students, who are close to the grades and have demonstrated a good work ethic, may still be offered progression to the Sixth Form, but may have to alter their subject choices accordingly, after their GCSE results are known. Some who have yet to demonstrate the work ethic required in the Sixth Form **must** achieve 43 points in their GCSE exams.

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.

<b>A Level, BTEC combination</b>	<b>Minimum Standard</b>
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.

## 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.

In the first instance, all interested candidates should contact our Admissions Registrar, Mrs Jo Armstrong, by emailing her at [admissions@lingfieldcollege.co.uk](mailto: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.



## **7.0 EXIT PROCEDURE**

Full details of pupils leaving the school are emailed to Surrey County Council on the next working day following their last day on roll at Lingfield College. The destination school is emailed to check that pupils have started and relevant pupil information, including attendance record, SEND provision, latest school report, parents' contact details/address and safeguarding information, is sent to the new schools by post.

Last reviewed October 2019

Next review due September 2020