

LVS ASCOT

ADMISSIONS POLICY & PROCEDURE

LVS Ascot is a non-selective, Co-Educational, Day and Boarding school for children aged 4-18yrs and is based on Christian principles. The school was established for the education of children from the licensed trade and although it is now open to include children from all backgrounds and a wide range of academic abilities, offering support for those in the licensed trade is still central to the school's aim. LVS remains true to the aims of its Royal Charter granted in 1836 and accepts pupils on the following basis:

- Children of distressed members of the LTC
- Children whose parents are members of the LTC
- Siblings of children currently in the school

The school's mission statement is available on the school website www.lvs.ascot.sch.uk.

There is no entrance exam at any level, though a visit to meet Senior Staff and a confidential report from the previous school (where appropriate) enables us to offer places to those for whom our style of education seems most appropriate and for those who are most likely to benefit from what we offer. LVS tries to maintain a 50/50 balance of boys and girls and this is also taken into consideration when offering a place as well as maintaining a broad balance of academic ability. Boarding places also take priority with the other groups listed above.

The usual points of entry are Reception, Year 3, Year 7 and Year 12, although children may enter the school in any year subject to a place being available. Except in unusual circumstances where setting dictates, class sizes will be of 20 or below.

Limited numbers (about 10% per year group) of places are available for those needing Additional Learning Support and these will be allocated after the submission of a previous school report and/or a current Educational Psychologist's report, as well as a possible in school assessment if considered necessary. LVS is committed to Equal Opportunities for all and will strive to provide the best support available.

Similarly, pupils for whom English is a second language will be admitted, provided they can access the mainstream curriculum with appropriate support from the EAL department. The school reserves the right to ask for an English test to be completed before offering a place for such pupils. On entry to school, EAL students will be assessed further under the supervision of EAL staff and if the support identified at this point exceeds the recommendation from the unsupervised test, the place may be withdrawn or additional charges applied to support the student's need.

Parents and prospective students can attend any of the Open days and Saturday tours as advised and may also request a personal tour at any other time by contacting the Registrar directly.

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Registration

Registrations will be processed in the order in which they are received, however members of the LTC, children in the current LVS Year 6 and siblings of older children currently in the Senior School will be given priority. The registration form must be accompanied by the registration fee of £75 which is non refundable regardless of whether a child is offered a place. Registration can take place at any time, including prior to visiting the School. A Registration form is available to download from our website or in the prospectus.

Once the completed Registration form and fee is received, the child's name will be added to the relevant age group list. There will be circumstances where a child might be placed in a year group contrary to their age and this will be discussed at interview prior to offer of a place.

Although LVS is committed to a non-selective process, there are Academic Scholarships available as well as scholarships for Music, Art, Drama and Sport. These scholarships are available to children entering into the school at Year 7 only and there are no other scholarships available in Years 8-11. There are also Scholarships available for the Sixth Form. Both existing and new students are eligible to apply for these scholarships and details as well as deadlines for application are available from the Registrar.

Offer and acceptance of a place

LVS Ascot is committed to equal treatment for all, regardless of a candidate's race, ethnicity, religion, sexual orientation or social background.

Places may occasionally be offered to students out of year group where there is good reason for this.

Priority will be given to applicants with siblings already at LVS Ascot, and to those requiring a boarding place. Allocation of places will also take into account availability of Special Needs teaching, EAL teaching and the balance of male and female students.

Reception

Places for Reception are offered on a first come first served basis unless there are any significant needs which require further consideration. The implications of these needs will be further discussed with the parents of the child, Head of Junior School and the Junior School SENCO.

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Year 1-6

All applications will be dealt with as soon as possible. Parents may confirm their place by completing the relevant paperwork and sending it to the Registrar with a cheque of £300 to secure the place.

Year 7

Existing year 6 LVS students will be required to re-register for a place in the Senior School. Under normal circumstances each child has a right to transfer to the senior school. The only exception is where the educational needs cannot be satisfied by the standard provision offered. There will be no further registration fee or deposit payable.

In Year 7 places will be held open until the 11+ results are published and state school places offered. Parents may confirm their place by completing the relevant paperwork and sending it to the Registrar with a cheque for £1000 to secure the place.

Years 8 -11

LVS will not enforce the Registration fee if a place is not available but will accept the £75 fee if a parent wishes to secure a place on the waiting list. Once a place is available, the Registrar will request reports from the previous school and arrange an interview with Senior Staff. The offer of a place depends on satisfactory reports and successful interview as well as an assessment as to whether we can provide the right education for the child. Parents may confirm their place as for Year 7 above.

Years 12-13

(i) External Students

It is desirable for external Sixth Form applications to be received in the Autumn Term prior to year of entry to ensure best curriculum choice and to allow LVS the time to plan the curriculum effectively to suit all students' needs. The application process is as above but there will be an interview arranged with the Head of Sixth Form and Director of Studies. There are no specific entry requirements although it is expected that the student will have at least a Grade B at GCSE in their chosen A level subject.

External students are eligible to apply for Sixth Form scholarships. Further details are available from the Registrar. Parents may confirm their place as for Year 7 above.

(ii) Internal Students

Existing Yr 11 students will be required to apply for a place in the Sixth Form but no registration or additional deposit is required. Places will only be offered where deemed appropriate by the Head of Sixth Form, Director of Studies and Head. Although it is hoped that entry to the Sixth Form is automatic, conditions for a place will be based upon on a successful interview with a member of the Sixth Form Team and a positive reference from the student's current Head of House. Prior behaviour and attitude to study will be taken into consideration and a place may be declined at the discretion of the Head of school.

Internal students are eligible to apply for Sixth Form Scholarships. Further details are available from the Registrar.

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Terms and conditions

All children at LVS are committed to being part of our vibrant, respectful and happy environment. Those children who do not adhere to school rules will follow a Behaviour Management process which could result in being asked to leave LVS.

The school will make enquiries to any previous independent school to ensure there are no fees outstanding before offering a place at LVS.

Overseas students must have a UK based guardian if parents are absent from the UK. Failure to provide a guardian may result in the student being withdrawn from school until suitable provision has been made.

Inaccurate, false or misleading information on the application form or given during the application process may result in the student being asked to withdraw from LVS

Further details including Financial Agreement, Medical forms and Pupil Information forms will be sent to parents on with an offer of a place. Places are not confirmed until the required paperwork and deposit are returned.

Appeals Procedure

Parents have the right of appeal if a place is refused and should follow the Complaints Procedure available on the school website www.lvs.ascot.sch.uk

Reviewed: January 2012

Reviewer: C Cunniffe/ H Donnelly

This policy must be reviewed no later than: January 2013