

ADMISSIONS POLICY & PROCEDURE

LVS Ascot ('the School') is a non-selective, co-educational, day and boarding school for children aged 4 - 18 years providing primary and/or secondary education based on broad Christian principles. The School was established for the education of children from the licensed trade and continues to offer support for those in the licensed trade. LVS remains true to the aims of its Royal Charter granted in 1836 and has historically given priority in its Admissions process to:

- Children of distressed members of the Licensed Trade Charity
- Children whose parents are members of the Licensed Trade Charity
- Siblings of children currently in the School

The School also accepts children from all other backgrounds (and who now form by far the majority of the current pupils) and also with and a wide range of academic abilities. No applicant will be treated less favourably during the admissions process on the grounds of any of the relevant protected characteristics listed in the Equality Act 2010, namely disability, gender reassignment, pregnancy and maternity, race, religion or belief, gender and sexual orientation.

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

This policy can be made available in larger print or a more accessible format if required.

CONDITIONS FOR ADMISSION

It is a condition of admission that:

- All conditions of entry to the School are fulfilled
- The School receives payment of an acceptance deposit as detailed below
- The applicant is of appropriate age and maturity
- The School can adequately cater for and meet the needs of any disability and/or special educational needs

Sixth Form applicants may require specific GCSE grades for certain courses.

In all cases, admission to the School is at the Principal's discretion.

For entry to the School at any level, prospective pupils and their parents visit the School and meet with Senior Staff. Parents and prospective pupils 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: registrar@lvs.ascot.sch.uk

The School will also obtain a confidential report from the previous school (where relevant to year of entry). This enables the School to offer places to those for whom our style of education seems most appropriate; for those who are most likely to benefit from what we offer and who appear to match the ethos and standards of the School; and whose personal

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qualities suggest they have the potential to contribute sufficiently to the School community and benefit from the many opportunities that are offered. All applicants will be required to attend an interview with the Senior Management Team of the Senior School or Head of the Junior School.

There is no entrance exam at any level.

LVS tries broadly to maintain a 50/50 balance of boys and girls (having regard to any issues of gender reassignment) and this is also taken into consideration when offering a place, as well as maintaining a broad balance of academic ability.

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.

LEARNING NEEDS, DISABILITIES AND ENGLISH AS AN ADDITIONAL LANGUAGE

The School welcomes all applicants irrespective of any learning needs and/or disabilities. However, its facilities (physical and otherwise) for pupils with significant learning needs on this site are currently limited. Our owning charity (the Licensed Trade Charity, whose Patron is H.R.H. Prince Phillip). The School will do all that is reasonable to comply with the Equality Act 2010 so that the School may accommodate the needs of disabled applicants for which, with reasonable adjustments, the School can adequately cater.

The School will do all that is reasonable to ensure the application procedure (and any information about the School) is accessible for disabled applicants and will make such reasonable adjustments as may be necessary.

Parents must inform the School when submitting the Registration Form of any special circumstances relating to their child which may affect their child's ability to fully participate in the education provided by the School or this admissions process. The School may request further information, such as a medical certificate and/or a current Educational Psychologist's report, as well as a possible internal school assessment that the School considers necessary to make a fair assessment. If, after reasonable adjustments have been considered, the School is unable to adequately cater for the needs of those children with disabilities, parents will be informed why an offer of a place will not be made. Failure to disclose all relevant information during the application process may result in a place subsequently being withdrawn.

Similarly, pupils for whom English is an additional language ('EAL applicants') will be admitted, provided they can access the mainstream curriculum, with appropriate support from the EAL (English as an Additional Language) department, if required. The School will ask for an English test to be completed for those EAL applicants who are not nationals of

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majority English speaking countries¹. This is to ensure the prospective pupil's level of English is adequate for them to be able to access the School curriculum and benefit from the many opportunities that are offered here. On entry to school EAL pupils may also be further assessed, under the supervision of EAL staff, to ensure that any additional support that is needed is identified early. The School may charge for such additional support, subject always to the School complying with its equality obligations.

Where the School determines that it is unable to adequately meet the child's needs and it is not in the child's best interests to remain at the School, the Principal may ask the parents to withdraw the child from the School (subject always to the School complying with its equality obligations).

All overseas applications will require a Skype interview.

ADMISSIONS PROCESS

Registration

Applications for registration will be processed in the order in which they are received. The Registration Form must be accompanied by payment of a Registration Fee of £75, which is non-refundable regardless of whether or not a child is offered a place. Parents may register an interest in a place at any time, including prior to visiting the School. A Registration Form is available to download from our website or our prospectus. Registration does not constitute an offer or guarantee of a place.

There are academic and subject-related scholarships available for Years 7 and 12 only. The award of a scholarship is at the discretion of the Principal, whose decision is final. Both existing and new pupils 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

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 above or below their actual age and this will be discussed at interview prior to offer of a place. Places may occasionally be offered to pupils out of year group where there is good reason for this.

Priority of an offer of a place will be given to applicants with siblings already at LVS Ascot, members of the Licensed Trade Charity and those requiring a boarding place. Allocation of places will also take into account the aim to retain a broad balance of male and female pupils.

Reception

Places for Reception are offered on a first come, first served basis. If there are any significant needs affecting an applicant, these needs will be discussed with the parents of

¹ Majority English speaking countries, as determined by the Home Office, include Antigua and Barbuda, Australia and New Zealand, The Bahamas, Barbados, Belize, Canada, Dominic, Grenada, Guyana, Jamaica, St Kitts and Nevis, St Lucia, St Vincent and the Grenadines, Trinidad and Tobago and the United States of America.

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the child, the Head of the Junior School and the Heads of EAL and SEN before an offer of a place is made (see *Learning Needs, Disabilities and English as an Additional Language* for further information).

Where an offer of a place is made, parents accept the offer by completing the Acceptance Form and sending this to the Registrar together with payment of £300 as an Acceptance Deposit. Should a parent withdraw their child from the school, their deposit is only refundable when there is a natural break in education, i.e. Years 6, 11 and 13.

All Years

An offer will only be made when all requested information is supplied, including school reports and other relevant reports, i.e. Educational Psychologist reports. Failure to declare an additional learning need or previous behavioural issues may result in the offer of a place being withdrawn.

Years 1 – 6

All applications for entry into Years 1 - 6 will be dealt with as soon as possible upon receipt. Where the School offers a place, parents accept by completing the Acceptance Form and sending it to the Registrar, with a cheque for the sum of £300 as an Acceptance Deposit (the Acceptance Deposit for International students is one term's fees).

Year 7

Year 7 places will be held open until the 11+ results are published and state school places offered. The date to confirm acceptance will be stated in the offer letter, to reflect the state school deadline date. Where the School offers a place, parents accept by completing the Acceptance Form and sending it to the Registrar, with a cheque for £1,000 as an Acceptance Deposit (of which £600 is credited to the first term's fees, if the student starts with us in September) - the Acceptance Deposit for International students is one term's fees. Year 7 Scholarships must be declined/accepted and place confirmed by 1st February each year.

Years 8 – 11

Where the School offers a place, parents accept by sending the completed Acceptance Form to the Registrar with an Acceptance Deposit cheque for £300 for a day place, £600 for a boarding place, or an Acceptance Deposit of one term's fees for International students.

Years 12/13

(i) External Pupils

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 pupils' needs. The minimum requirements for the A Level programme of study are 5 A* - C grades at GCSE, with at least a B grade for the subject to be studied at A Level. This is a guideline only and the Principal may, in their discretion, accept a lower grade in exceptional circumstances.

External pupils are eligible to apply for Sixth Form Scholarships. Where the School decides to offer a place, parents accept by sending the completed Acceptance Form to the Registrar

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with a cheque for £1,000 as an Acceptance Deposit (the Acceptance Deposit for International students is one term's fees).

Year 12 Scholarships must be declined/accepted and place confirmed by 1st February each year.

(ii) Internal Pupils from September 2013

All prospective Sixth Form pupils will be interviewed by the Head of Sixth Form. The Head of Sixth Form will meet with parents and the pupil where they do not consider it appropriate for the pupil to progress into the Sixth Form. The Head of Sixth Form may take into account school reports from academic and pastoral departments and the pupil's attitude to study to help determine suitability for the Sixth Form.

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

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

Last reviewed: 10.12.2018
Reviewed by: C Cunniffe and SMT
Review no later than: 10.01.2019