



ADMISSIONS POLICY & PROCEDURE

Whole school including the EYFS

Relevant Statutory Regulations:	ISSR part 6, para 32(3)(a) , Children Missing Education (September 2016).
Nominated member of SMT responsible for the policy:	Christine Cunniffe
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Contents

Introduction	2
Stages of education at LVS Ascot.....	4
Conditions of admission	4
Admissions process.....	5
Registration.....	5
Scholarships	5
Offer and acceptance of a place	5
Reception- Year 6.....	6
Year 7	6
Years 8 – 11.....	6
Years 12/13	6
(i) External Pupils.....	6
(ii) Internal Pupils	6
Appeals Procedure.....	7
Sharing information with the local authority	7
Records	7

LVS ASCOT

Introduction

LVS Ascot ('the School') is a co-educational, day and boarding school for children aged 4 - 19 years providing a through- school education based on Christian principles. LVS Ascot, formerly known as The Licensed Victuallers' School, was established in 1803 for the education of children from the licensed trade and continues to offer support for those in the licensed trade. LVS Ascot 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

Although LVS Ascot has a Christian foundation, the School does not select for entry on the basis of religious belief. Our assemblies, celebrations and services at school and elsewhere are inclusive and all pupils are expected to attend.

The School also accepts children from all other backgrounds, faiths (and no faith) and across a broad range of ability. The School recognises children progress at different times and offers a fully inclusive education to nurture the best possible outcomes for all pupils. 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 and the Special Educational Needs and Disability Act 2001.

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.

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.

For the purpose of this policy, "**parent**" shall include a guardian, carer or any other person with parental responsibility for a pupil or prospective pupil of the School.

The main entry points to the School are at 4+ (Reception), 7+ (Year 3), 9+ (Year 5), 11+ (Year 7), 13+ (Year 9) and 16+ (Year 12) but applications in other years are considered if there is a space in that year group. In- year applications are considered if space is available and for those with extenuating circumstances.

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 Admissions office admissions@lvs.ascot.sch.uk

The School will also obtain a confidential report from the pupil's previous or current 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 qualities suggest they have the potential to contribute sufficiently to the School community and benefit from the many opportunities that are offered.

LVS ASCOT

If parents consider that their child will require any additional support during the admissions process, as a result of a disability and/or special educational need, they should discuss this with the School as soon as possible.

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

Except in unusual circumstances where setting dictates, class sizes will be of 20 or below

Although the school does not select according to ability, the following should be considered by parents before registering for a place. We encourage prospective parents to talk to our admissions department before visiting the School, or registering for a place to ensure the School is a suitable learning environment for their child/children.

- All applicants will be expected to access the School's curriculum or access the curriculum with reasonable adjustments for those who have additional learning needs.
- The School is not a specialist school and has limited resources to support pupils with mild learning needs.
- 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 has limited provision to support mild learning needs. Applications are taken on a first come first served basis and applicants will be placed on a waiting list once the school has reached capacity in so far of specialist support is concerned.
- 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. It may be the School requests more up to date or recent assessments to be able to offer a School place.
- We require that all education/schools are declared on the application from the start of school education from Reception class where appropriate to the country of origin.
- School places offered with support as a condition of entry may be withdrawn if parents fail to adhere to the conditions either at the point of entry to the School or in later years where the support is still identified as a need by the school.
- Taster days will not be offered to prospective pupils until the admissions team are satisfied that conditions of entry can be met to ensure the wellbeing of the child.
- Taster days are not an offer of a place at the School.
- For pupils for whom English is an Additional Language (EAL) offers of places will be awarded to pupils who can access the mainstream curriculum, Pre-A level Course or satisfy the conditions of entry for the NCUK University foundation programme, with appropriate support from the EAL department, if required.
- Children wishing to join the School from outside of the UK must ensure that they have appropriate immigration permission and all required travel documents (if applicable) to study in the UK.

Failure to disclose all relevant information during the application process may result in a place subsequently being withdrawn.

LVS ASCOT

During the application process, parents and pupils will be interviewed by a member of the senior management team (includes the Head of Admissions), the Headmaster of the Infant and Junior School and/or The Principal. The application information will be discussed, and further themes explored such as whether:

- the applicant's learning difficulties and other special needs (if any) can, in the opinion of the Senior Management and Principal, be managed within the School's normal provision.
- the offer of a place would not create an imbalance of needs within the year group.
- the applicant's present school reports satisfactory attitudes and conduct on the part of parents and applicant.
- the offer of a place would jeopardise the performance and progress of their peers.
- whether the applicant's present school fees have been paid (if applicable) and that parents are in a position to pay school fees.

If, after reasonable adjustments have been considered, the School feels it is unable to adequately cater for the needs of those children with disabilities or additional needs, parents will be informed why an offer of a place will not be made.

Stages of education at LVS Ascot

- Entrants will normally be placed in a class appropriate to their age.
- Transition from Year 6 to Year 7 is generally automatic but all Year 6 wishing to progress will be assessed at the end of Year 5 to ensure he/she can access the senior school curriculum. External applicants are considered by the same criteria as internal pupils.
- From Year 7, the School sets out to offer a GCSE curriculum and our expectation is that all pupils should be able to attain 5 Grade 4-9 GCSE passes at the end of Year 11 study with or without reasonable adjustments. Where a child is unlikely to be able to access our curriculum, even with reasonable adjustments in place and intervention in the early years of secondary education, LVS Ascot senior school, would not be an appropriate setting.
- Transition from Year 11 into Sixth Form is subject to minimum requirements of 5 grade 4-9 GCSEs and minimum requirements of Grade 7 and above for some A Level subjects.

Conditions of admission

- All conditions of entry to the School are fulfilled.
- The School receives the full requested deposit.
- School places offered with support as a condition of entry may be withdrawn if parents fail to adhere to the conditions either at the point of entry to the School or in later years where the support is still identified as a need by the school.
- The School will ask for an English test to be completed for those EAL applicants who are not nationals of majority English speaking countries. 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. 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.

LVS ASCOT

- 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).
- On admission, parents are advised that termly fees are due on the first day of the new term and interest will be due on fees after this date. If the School fee account is not paid within 21 days into the new term, the School place will be withdrawn unless direct contact with the Principal and Director of Finance has been made and a payment plan agreed.
- Those pupils on roll under the tier 4 UKVI visa must adhere to attendance conditions as in their offer letter and failure to do so may result in their place being removed.
- Parents agree that they will attend meetings called by the Principal, or member of the senior management either in person or remotely to ensure the parent/child teacher/School relationship is productive and consultative leading to the best outcomes of their child.
- Parents understand that the use of social media to discredit the School and/or persons associated with the School directly or indirectly in any way whatsoever will result in their child's place being withdrawn.
- Parents agree to act respectfully and courteously at all times to all those in our School community and inappropriate behaviour including vexatious complaints, directly or passively aggressive written or verbal communication, will not be tolerated and will result in the School place being withdrawn

In all cases, admission to the School is at the Principal's discretion and parents will agree to sign the admissions conditions of acceptance prior to starting the School.

Admissions process

Registration

Applications for registration will be processed in the order in which they are received. A digital application form can be completed on our website. The Registration Form must be accompanied by payment of a Registration Fee 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. Registration does not constitute an offer or guarantee of a place.

Scholarships

Details of all scholarships, bursaries and discounts are available on the School's website.

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 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. While most siblings will join us at

LVS ASCOT

the School, admission for a sibling is not automatic and there may be occasions where the School judges that a sibling is likely to thrive better in a different academic environment. Allocation of places will also take into account the aim to retain a broad balance of male and female pupils.

Reception- Year 6

All applications for entry into Years Reception - Year 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 BACS payment for the sum of £1000 as an Acceptance Deposit (the Acceptance Deposit for International pupils is one term's fees).

Year 7

For the academic year 2023, Year 7 places will be offered w/c 6th December and **places will be secured on a first come first served basis** secured by a £1000 deposit for external pupils, with £700 being credited to the autumn term account. Internal applicants to Year 7 need to confirm their Year 7 place with a £700 deposit which will be credited to the autumn term account as they already have a £300 deposit. Offers will expire on 1st March 2023 if they have not been confirmed and places will be offered to those on the waiting list. There may be an exception to this rule for internal Year 7 applicants and contact should be made directly with the Principal, to discuss. The Acceptance Deposit for International pupils is one term's fees.

Years 8 – 11

Where the School offers a place, parents accept by sending the completed Acceptance Form to the Registrar with an Acceptance Deposit BACS payment for £1000 for a day or boarding place, or an Acceptance Deposit of one term's fees for International pupils.

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 Ascot the time to plan the curriculum effectively to suit all pupils' needs. The minimum requirements for the A Level programme of study are five 9 to 4 grades at GCSE, with at least a Grade 6/7 for the subject to be studied at A Level. This is a guideline only and the Principal and Head of Sixth Form may, at 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 with a BACS payment of £1000 as an Acceptance Deposit. For Day places, £700 of this sum will be credited to the autumn term account. The Acceptance Deposit for international pupils is one term's fees.

Year 12 Scholarships must be declined/accepted and place confirmed by 1st February each year. . All other offers expire on 1st March each year and if not confirmed by this date, places may be offered to those on the waiting list.

(ii) Internal Pupils

LVS ASCOT

All prospective Sixth Form pupils will be interviewed by the Principal/Head of Sixth Form or member of the Senior Management Team. The Principal will 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.

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

Sharing information with the local authority

The School is required to notify the local authority within five days when a pupil's name is added to the admission register at a non-standard transition point. The School will provide the local authority with all the information held within the admission register about the pupil.

The School will notify the local authority when we are about to remove a pupil's name from the school admission register. This duty does not apply when a pupil's name is removed from the admission register at standard transition points (end of Year 6 and Year 11).

When removing a pupil's name from the admission register, the notification to the local authority must include:

- (a) the full name of the pupil
- (b) the full name and address of any parent with whom the pupil normally resides
- (c) at least one telephone number of the parent
- (d) the pupil's future address and destination school

Records

Applicants' details will be held on file in line with data protection legislation and the School's Privacy Notice and Data Protection Policy.