

## A1 – Admissions

Policy Lead: Leila Gold	Creation Date: 12.01.18	Revision due: 01/04/2022
Date of Amendment:	Staff Initials:	
12.1.18	LG	
30.05.19	LG	
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**WORKSOP COLLEGE**  
AND  
**RANBY HOUSE**

## **ADMISSIONS POLICY**

**School Tier:** Whole School

**Related Policies:** WSNL SEN Policy

### **POLICY AIMS**

Through the operation of this policy we aim to:

- Identify the terms and conditions for admission to the school.
- Clarify the school's position on the admission of children with Special Educational Needs.
- Provide details of the systems the school has available to support pupils who require additional financial assistance to access the school's education.
- Detail how we handle complaints relating to this policy and its implementation.

Workshop College accepts pupils from a range of academic and social backgrounds, proud of its heritage as a non-academically selective school. It adheres to current, appropriate and relevant policies, procedures consistent with current legislation.

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### I. GENERAL

Admission to Worksop College depends upon a prospective pupil meeting the criteria required to maintain and, if possible, to improve the educational and general standards for all its pupils, commensurate with the ethos to which the school aspires. The school must also feel reasonably sure that it will be able to educate and develop the prospective pupil to the best of his or her potential and in line with the general standards achieved by the pupil's peers, so that there is every chance that the pupil will have a complete, happy and successful school career and emerge a confident, well-educated and well-rounded adult with a good prospect of a satisfying life. The school must also be confident that the admission and continued progression of a child through the school will not, in any way, impact adversely on the learning, safety or progress of any other pupil, through significant behaviour or learning needs that the school cannot reasonably support. These criteria must continue to be met throughout the pupil's time at the school and pupils are expected to fulfil their obligations and commitments. Worksop College is a Woodard School and Christian values are a central tenet of its ethos and pupils are expected to attend chapel services.

#### i. Entry Procedure

Each year we hold a number of Open Mornings which give a general introduction to the school. Details of these are published on our website. We are also keen to arrange individual visits for prospective pupils and their parents throughout the year. To arrange such a visit please contact our Marketing and Admissions Team on 01909 537100 or [admissions@wsnl.co.uk](mailto:admissions@wsnl.co.uk). Please refer to the appendices section for details of the step-by-step entry procedure.

#### ii. Equal Treatment

Our aim is to encourage applications from candidates with as diverse a range of backgrounds as possible. This enriches our community and is vital in preparing our pupils for today's world. Generous bursaries are offered in order to make it possible for as many as possible who meet the school's admissions criteria to attend the school.

Worksop College is committed to equal opportunities for all, regardless of gender, pregnancy or maternity, race, religion and belief, cultural background, linguistic background, sexual orientation, gender reassignment, SEN and disability.

#### iii. Special Educational Needs and Disabilities

We do not discriminate in any way regarding entry. We welcome pupils with special educational needs, provided that the school can confidently meet a child's needs within the constraints of the resources available to us and with due regard to the safety, welfare, needs and wellbeing of all pupils, including the pupil with needs. We welcome pupils with physical disabilities, where possible making reasonable adjustments to accommodate them. However, we advise parents of children with special educational needs or physical disabilities to discuss their child's requirements with Worksop College before he or she sits the entrance examination so that we can make adequate provision for him/her. Parents should provide a copy of an Educational Psychologist's report or a medical report to support their request, for example for extra time or other special arrangements.

We will discuss thoroughly with parents and their medical advisers the adjustments that can reasonably be made for the child if he/she becomes a pupil at the school.

### II. THE ASSESSMENT PROCESS

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The aim of the process is to identify potential. We are looking for well-rounded pupils with a genuine interest in education in the broadest sense of the word, with interests that stretch beyond the confines of the academic curriculum. The school has strong traditions in music, drama, art & design, CCF, community activities and sport. There are many extra-curricular activities, all of which are important in developing a well-balanced, confident individual.

We interview all candidates as part of our assessment process for each age group.

The dates for the assessment process for the current year are published on our website.

Full details of the assessment process is available in the appendices section.

### III. SCHOLARSHIPS AND BURSARIES

We are able to offer remissions on fees either through our Scholarships/Awards programme or through bursaries. Scholarships and Awards are offered to pupils of outstanding ability on entry to the school, from Year 7 upwards. The maximum value of a Scholarship is usually up to 25% of the termly fee, although the school reserves the right to increase this percentage in the case of an outstanding candidate. Bursaries, in line with our aim as a Charity to provide public benefit, are offered to outstanding pupils who would not otherwise be able to benefit from the education we provide. These bursaries are means-tested and can be for the full fees. Pupils may receive a scholarship discount, in addition to a bursary.

#### i. Scholarships and Awards

Scholarships are usually held for the duration of a pupil's time at the school provided his/her conduct is satisfactory.

We offer scholarships across the following curriculum areas:

Music  
Sport  
Academia  
Art

#### Process

Assessments are usually held in January and February each year, although the school does accept applications in-year and will award scholarships and awards to outstanding candidates.

Please visit the school's website ([wsnl.co.uk](http://wsnl.co.uk)) and following links to the scholarship pages for the most up-to-date information, including the assessment process across each curriculum area.

Downloadable application forms are also available online.

#### ii. Bursaries

Applications for bursaries should be made to the Head through the Admissions team. Those responsible for paying the fees will be asked to complete a standard means test, details of which are kept strictly confidential. Written evidence of income will need to be provided. The level of support varies according to parental need; it can extend to full fee remission in cases of proven need. Bursaries are normally reviewed on a yearly basis when the family will be required to provide fresh information regarding financial circumstances. Further details of our bursaries can be obtained from

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the Marketing Admissions Team or by visiting our website [wsnl.co.uk](http://wsnl.co.uk). Please call 01909537100 or email [admissions@wsnl.co.uk](mailto:admissions@wsnl.co.uk)

**Clergy Bursaries:** these are available to the sons and daughters of Clergy; means testing will be applied.

**Armed Forces Bursaries:** We understand that serving members of HM armed forces may have to relocate from time to time as part of their duties. We aim to assist those families by helping to provide stability with a single place of education and offer a boarding bursary to the value of 15% of the termly fee.

### IV. OVERSEAS APPLICANTS

We welcome overseas pupils as boarders. We encourage parents to visit with their son or daughter in the same way that UK residents do. However, we are willing to consider applicants without a visit providing that we have access to the most recent school report, a confidential testimonial from the current school and, if possible, the candidate can sit an entry test. Our agent in the country of residence would normally arrange this. Pupils will also be required to take part in a Skype interview with the Head.

In order to cope with the academic and social demands of Worksop College, pupils must be fluent English speakers. A pupil should be able to communicate readily with teachers at the College without the help of an interpreter. Tuition in English as an Additional Language (EAL) is offered at the College.

Although Worksop College is an Anglican school within the Woodard Corporation, we do not select for entry on the basis of religious belief; indeed, we welcome pupils of all faiths. However, parents should be aware that attendance at Chapel is obligatory.

### V. CONTRACTUAL TERMS AND CONDITIONS

Copies are available from the Marketing and Admissions Department, and will be made available to parents as part of the admissions process.

### VI. COMPLAINTS

We hope that you and your child do not have any complaints about our admissions process; but copies of the College's Complaints Procedure can be made available on request.

#### A Legal Requirement and an ISI Reporting Standard

##### References:

- A. Education Act 2002,
- B. School Standards and Framework Act 1998
- C. SI 2003/1910 (as amended).
- D. ISI Regulatory Checklist (0907)
- E. <http://www.isi.net/documentation/docindex.htm>
- F. <http://www.dcsf.gov.uk/sacode/docs/RevisedSchoolAdmissionsCode041208.pdf>

#### Appendix:

#### APPENDIX ONE: ADMISSIONS ENTRY PROCESS

The school asks parents to complete a Registration Form and an Acceptance Form (including reference to any relevant medical and educational information) in respect of a prospective pupil at the time of application. In assessing any pupil or prospective pupil the school may take such advice and require such assessments as it regards as appropriate. Subject to this, the school will be sensitive to any requests for confidentiality.

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Full details concerning special educational needs, religious, dietary, domestic, welfare and / or health concerns must be declared if they are likely to affect the academic, social or personal development of the pupil, without prejudice to the overall admissions policy.

Parents interested in applying for a place for their child at Worksop College or Ranby House School are invited to register their intent by completing a Registration Form. A registration fee, determined annually by the Governing Body, is payable for all pupils of whatever age. This fee covers the administration of registration and assessment/pre-school visit.

Parents may register a son or daughter at any age on the understanding that completion of the registration form and payment of the non-refundable registration fee does not constitute a contract for admission. After completion of the registration process, the admission procedure depends on which level the pupil is entering the school. The Head reserves the right, without stating any reason, to cancel any registration.

The school should be notified of any change of address and telephone number. Offers of places are subject to availability and the admission requirements of the School at the time offers are made. A copy of the current edition of the standard terms and conditions, together with other relevant school publications, will be supplied on request.

As an Early Years Foundation Stage (EYFS) provider, the school accepts Nursery vouchers towards the education of children in Nursery and Reception as detailed by the DFE through the Children and Young People's Services Department of Nottinghamshire County Council.

The Head is ultimately responsible for all decisions relating to the admission of pupils. He will have the advice of the Custos responsible for Worksop College and other governor representatives to assist him if admissions questions arise where the best way forward for the child is unclear.

If there is a waiting list for entry to a particular age group, applicants will be considered strictly according to the fulfilment of the criteria and according to the date order of registration for each child. All offers of places are made in writing, by the Head.

Although it is expected that all pupils wishing to transfer to Worksop College at the end of Year 6 will be accepted, there may be circumstances in which transfer is not automatic, the circumstances of which will be discussed with the pupil's parents at an early stage.

## APPENDIX TWO: ADMISSIONS ASSESSMENT PROCESS

### EARLY YEARS FOUNDATION STAGE (Nursery and Reception Classes)

2.1.1 Children spend two sessions in school on a visit prior to starting. In Nursery we encourage a parent to stay for one of these visits. During this time the staff in the classes will observe and play with the children. The EYFS staff may also make a home visit as part of the child's assessment process.

#### 2.2 KEY STAGE 1 (Years 1 and 2)

2.2.1 Children usually spend a day visiting the school. The child's potential for settling into the school is assessed. Whether or not a place is offered is at the discretion of the Head in conjunction with the Head of Pre-Prep.

#### 2.3 PREP SCHOOL (Years 3- )

**2.3.1 Years 3 and 4:** children spend a whole day in school and, during this time, usually have assessments in English, Mathematics and possibly Verbal and Non-Verbal Reasoning. We also look carefully at how the child integrates into the group.

**2.3.2 Years 5 and 6:** children spend a whole day in school and, during this time, usually have assessments in English, Mathematics and possibly Verbal and Non-Verbal Reasoning. We also look carefully at how the child integrates into the group.

#### 2.4 SENIOR SCHOOL (11-18 YEAR OLDS)

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**2.4.4 Years 7 and 8:** children spend a whole day in school and, during this time, may have assessments in English, Mathematics and possibly Verbal and Non-Verbal Reasoning. We also look carefully at how the child integrates into the group. Sample assessment papers are not made available in advance. A reference from the current school is requested prior to a place being offered.

### **2.4.5 Year 9 (13+), Year 10 (14+) and at Year 12 into the Sixth Form (16+)**

Pupils may be assessed by way of verbal reasoning tests, school reports or on the basis of GCSE results. Whilst minimum GCSE requirements are not defined, it is essential that pupils are able to meet the criteria set out above in that they must be able to make progress within mainstream teaching and contribute to the life of the community in a positive fashion. It is expected that pupils will be entered for GCSE examinations in the core curriculum and be able to demonstrate an aptitude to do so. Pupils entering the sixth form are expected to have obtained 'C' grades in most core subjects and at least a grade B in their chosen A Level subjects. They will be expected to be able to cope with the demands of A Level courses in at least three subjects. Some A Level courses require higher GCSE grades, specific details on request from the Marketing and Admissions Team.