

# Admissions Policy



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## **Admission Criteria**

Lucton School welcomes pupils to the school from all backgrounds and all walks of life, including pupils of all faiths and none. The criteria for admission to the school are applied equally and fairly to all applicants. The final decision as to whether a pupil is accepted for entry rests with the Heads of School.

The school accepts applications from pupils who are of average or above-average ability who, in the opinion of the Heads, have the potential to benefit from the kind of education that Lucton School provides. In view of the small class sizes, pupils with mild learning difficulties can be accommodated and there is provision for parents to request one-to-one tuition at extra cost. The school is not able to provide for those with acute learning difficulties.

There are three routes to entry:

- most pupils join the school after an interview with the Heads and a taster day or days spent at the school, during which their suitability is informally and formally assessed. Pupils following this route may join the school at any time during the year;
- entrance examinations and interviews are held in January each year for entry into Year 7;
- entrance examinations and interviews are held in January each year for academically able pupils wishing to gain a scholarship. Academic, Music, Art and Sport scholarships worth up to 25% are on offer for Year 7 pupils and also The Pierrepoint Scholarship worth up to 50% (only available to those who live in the “nine favoured parishes” of Lucton, Croft, Yarpole, Bircher, Luston, Eyton, Kingsland, Aymestrey or Shobdon). Other minor exhibitions worth 10% may be available.

Parents of potential pupils must complete an application form and pay the registration fee before entry can be considered. If a place is available, a formal letter of offer is then sent and the application process is completed by the return of the acceptance form.

Some financial support is available in the form of means-tested bursaries. Application forms are available from the Finance Manager. The school has a policy of ensuring that pupils are taught for the majority of subjects in classes of no more than 20 pupils.

## **1 Policy**

Lucton School is an all-through, independent day and boarding school located in the rural countryside of Herefordshire. The School admits male and female pupils between the ages of 0 and 19.

Deciding on the right school for your child is very important, and we believe that a personal visit is invaluable. We very much hope that you and your child will visit Lucton School. We hold three open events throughout the year, which give a general introduction to the School. Details of these

are published on our website. We are also very happy to welcome prospective parents and their children at other times. Please contact, the School's Registrar, on 01568 782000 or email on registrar@luctonschool.org to arrange a visit.

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For admission to the Nursery, please refer to the separate Nursery Admissions Policy.

The main entry points to the School are at 4+ (Reception), 7+ (Year 3), 11+ (Year 7), 13+ (Year 9) and 16+ (Year 12), generally at the beginning of the Academic Year.

- Admission at other times and into other years can often be accommodated.
- Entrants will normally be placed in a class appropriate to their age. Entry into Reception from the Nursery is automatic.
- Transfer from Year 5 into Year 6 is automatic for both boys and girls - see terms and conditions. Transfer from Year 11 into the Sixth Form is automatic – see terms and conditions (subject to satisfactory performance at GCSE and the availability of appropriate courses of study at A Level).

### **Equal treatment**

Lucton School aims to encourage applications from candidates with diverse backgrounds; this enriches our community and is vital in preparing our pupils for today's world.

We are committed to equal treatment for all, regardless of a candidate's sex, race, ethnicity, religion, disability, sexual orientation or social background.

### **Special Needs**

The School will do all that is reasonable to comply with its legal and moral responsibilities under the Special Educational Needs and Disability Act 2001 in order to accommodate the needs of applicants who have such disabilities for which, with reasonable adjustments, the School can cater adequately.

The School welcomes pupils with special educational needs (SEN) providing that its learning support department can offer them the support that they require. We welcome pupils with disabilities provided that the setting and site appropriate to the child's age can accommodate them. Nevertheless, we strongly advise parents of children with special educational needs or physical or mental disabilities to discuss their child's requirements with the appropriate Heads of School. Parents should provide a copy of an educational psychologist's report or a medical report if they have one at this stage.

The School will discuss thoroughly with parents and their medical advisers the adjustments that can reasonably be made for the child if s/he becomes a pupil at the School. In addition to these arrangements, and at the parent's request, further additional support funded by the parent may be deployed to assist the child to make more rapid progress.

As appropriate, the School will assist parents where learning differences are developing to the extent the child is unable to make good progress, in their application to the local education

authority (LEA) for an Education, Health and Care Plan (EHCP). Lucton School makes available its local offer through the LEAs within which our pupils are normally drawn.

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### **Pupils with Statements of SEN (Statement) or EHC Plans**

Once the LEA has agreed that a child is best placed at Lucton School under Statement or EHCP, it will be financially responsible for those elements of the school tuition and/or additional supplementary fees described in the statement/plan. Where there are additional costs to the School over and above LEA funding, the School will require parents to meet these additional costs.

### **Fluency in English**

In order to cope with the academic and social demands of their academic studies, pupils will normally be fluent English speakers. For those whose skills are less developed, tuition in English as an Additional Language (EAL) will need to be provided to ensure their English language skills are rapidly developed. For overseas pupils two free lessons of EAL will be given each week but more can be arranged at the parents' expense.

### **Religious Beliefs**

Although Lucton School has Christian roots, the School does not select for entry on the basis of religious belief. Our school values underpin all that we do, and we expect all to follow the principles enshrined therein, namely compassion, courage, initiative, integrity, responsibility and respect. Our assemblies, celebrations and services at school and elsewhere are inclusive and all pupils are expected to attend.

### **Academic Selection Criteria**

Nursery setting - No academic selection criteria

Into main school: between age 4 and 11 - visit to Lucton School, Taster Day and assessment, plus present school report/reference

Entry into Year 7 and above - visit to Lucton School, Taster Day, Scholarship Day including interview and assessment.

The purpose of applying an academic assessment filter on entry is to ensure that the child concerned is capable of working at an academic level appropriate to the age and key stage. Children working towards GCSEs are expected to gain at least grade C/4 and at A Level have gained sufficient higher grade GCSEs or international equivalents to permit appropriate study leading to grade C/4 pass or better.

The interview is conducted internally by the Headteacher. The style of the interview is intended to be natural and non-threatening, and provides an opportunity for the family to take its own decision over the education on offer as well as for the School to learn about the family and the applicant.

The School sets other criteria for entry which it may explore at interview. These are that:

- the applicant is of the appropriate age and sufficient maturity;
- the applicant enjoys satisfactory general health;

- the applicant's learning difficulties and other special needs (if any) can, in the opinion of the Heads, be managed within the School's normal provision; where such an admission would not create an imbalance of needs within the year group

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- the applicant's present school reports satisfactory attitudes and conduct on the part of parents and applicant;
- where such an admission would not jeopardise the performance and progress of their peers;
- fees (if applicable) at the applicant's present school have been paid and the parents are able, if required, to satisfy the Heads that they are in a position to pay the fees.

The School will take no heed of an applicant's skin colour, race, nationality or ethnic or national origin, religious faith, area of residence or socio-economic group in any admission assessment. The School is not obliged to state its reasons for rejection of an applicant.

#### **Procedure**

On receipt of a request, the School will provide a copy of the School Prospectus which contains up to date information about the School including a current fees scale. Although the School opens to prospective families on several occasions each year, parents are encouraged to make an appointment to see the Heads and Registrar to look around the School (preferably with their child), to watch the children at work, to meet teaching staff and to experience the ethos and atmosphere of the School. Generally, no child is admitted until personal contact has been made.

If parents wish to proceed with entry, they will be asked to complete a Registration Form and pay a Registration Fee. The School will then confirm that the name of the child is on the Entry List but this confirmation does not constitute the offer of a place at the School.

The School has a Scholarship programme for Secondary entry and for entry into the Sixth Form. The School's expectation is that parents will not require further financial support throughout the time that their child attends Lucton School except in wholly unforeseen circumstances.

The School will write to the parents with an offer of a place, asking them to confirm their acceptance of a place for their child by returning the accompanying Acceptance Form together with an Acceptance Deposit.

The Acceptance Form is attached to a copy of the School's Terms and Conditions which will form the basis of the contract with Lucton School and which parents are asked to retain for their records.

We hope that parents and pupils do not have any complaints about the School's admissions process but a copy of the School's complaints procedure can be sent to parents on request and is available on the website.

Elmien Niblett and John Goode  
Heads of School  
Last review date: September 2020

Next review by: August 2021

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