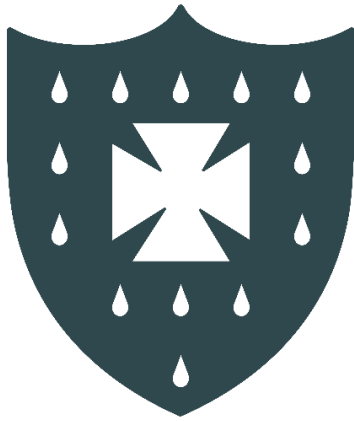




S. Anselm's Prep School Peak District

Policy Title: Admissions Policy

Policy Category: Pastoral

Policy Number: P2

Policy Owner / Author:	Head of Admissions
Approved by:	Head
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Contact for Queries:	

 This document is controlled and reviewed as part of the School's policy management process. Please refer to the school's website or Teams to ensure you are using the most up-to-date version.

Appendices

1. International Student Guardianship Policy
2. Child Student Visa Attendance Monitoring Policy
3. International Student Travel Arrangement Policy
4. Admission to the Early Years (Little Puddings, Age 0–3)

1. Introduction

S. Anselm's School currently provides education from Little Puddings through to Year 8. Subject to approval by the Secretary of State of the School's material change application, the School intends to extend its provision progressively to include Years 9, 10 and 11.

Children are admitted to Little Puddings from 3 months old. The School provides Early Years, Pre-Prep and Prep provision, with the proposed senior provision extending the School through to Year 11.

When vacancies are available, admission to the School is at the discretion of the Head.

2. Admission Process

We understand the importance of choosing the right school and parents are encouraged to visit S. Anselm's for open days, personalised visits and tours or discussions with the Head prior to applying.

Before a formal offer of a place is made, a report is requested from the child's current school, where applicable, to help us understand their educational background. It is our responsibility as professionals to ensure that any decision we come to about entry into the School will be the best for that individual child. We need to ensure that they will be able to access our curriculum at the relevant stage and advance happily through the School. We are happy to discuss decisions with parents.

For children applying to join Little Puddings (age 0–3), where no previous school report is available, admission is instead informed by a discussion with parents about the child's development, health and any known additional needs, and by settling-in visits (see Appendix 4).

For pupils applying for entry into Years 9–11, once this provision has been approved and opened, the School will also consider the pupil's previous programme of study and whether the School can provide an appropriate curriculum pathway. For entry after the beginning of Year 10, particular consideration will be given to GCSE subjects already studied, examination specifications and the pupil's ability to access and complete an appropriate programme of study.

When the decision has been made by the Head to formally offer a place, parents are asked to complete and sign a Parent Contract to accept the offer based on the Terms and Conditions detailed in the contract. At this stage we ask for a deposit of £500 to secure the place. This will be deducted

from the final invoice as the pupil leaves the School. Once the signed contract is returned, parents are asked to complete admission forms.

Parents are advised that they should keep any current school informed of the intended move to S. Anselm's and must observe their regulations regarding the giving of due notice. We expect anyone moving from another independent school to meet their commitments to the previous school, in full, prior to joining us.

The School has a Christian ethos but welcomes children from many different ethnic groups, backgrounds and creeds. All candidates for admission will be treated equally, irrespective of their or their parents' race, colour, language, religion or other opinion, national or social origin, association with a national minority, orientation, property, birth or other protected characteristic.

It is important that all parties are content that a child will cope with a diverse and rich curriculum, feel safe and happy in our learning environment and make a positive contribution to the School. We would also like parents to develop an understanding of the School's ethos, policies and procedures so that the working partnership between future S. Anselm's families and the School can begin. Human rights and freedoms are respected but must be balanced with the lawful needs and rules of the School community and the rights and freedoms of others.

3. Disability and Special Educational Needs

For the purposes of this policy, the School has regard to its duties towards pupils and prospective pupils with special educational needs and/or disabilities (SEND), including its duty to make reasonable adjustments for disabled pupils.

We welcome pupils with special educational needs and disabilities. The School will consider the individual needs of each prospective pupil and what reasonable adjustments, where required, can be made to enable them to access the education and opportunities provided by the School.

Parents of a child who has any known special educational need, disability or medical condition must provide the School with full written details during the admissions process. The School needs to be made aware of any known need that may affect the child's ability to take full advantage of the education provided at the School.

With this information, the School will assess the child's needs and consult with parents about any reasonable adjustments that may be required so that the School can determine how it can appropriately meet the child's needs.

Learning Support provision may incur an additional charge where this represents additional specialist provision beyond the reasonable adjustments the School is required to make. Any such provision and associated charges will be discussed with parents.

Similarly, if a learning difficulty, medical condition or disability becomes apparent after admission, the School will consult with parents about the pupil's needs and any reasonable adjustments that may be appropriate.

We expect parents of all prospective and current pupils with special educational needs or disabilities to provide relevant medical, educational psychology or other professional reports regarding their child's needs. This information may also be used to support applications for access arrangements in public examinations, where applicable and in accordance with the relevant examination regulations.

In assessing the needs of any pupil or prospective pupil, the School may take appropriate professional advice and may ask parents to seek further assessment where this is reasonably required. The School will discuss this with parents on a case-by-case basis.

In addition, if there have been any significant pastoral or disciplinary issues at a previous school, we would expect full disclosure.

Failure by parents to disclose relevant information may prevent the School from properly assessing or providing for a pupil's needs and may affect the School's ability to offer or continue to provide an appropriate place.

4. Financial Assistance

We have a limited number of Scholarship and Bursary places available each year for those joining the School, or for parents experiencing a significant change in circumstances. The demand for financially assisted places is generally oversubscribed, however, so we operate a fair and transparent system for those who wish to apply.

All assisted places are subject to an annual review of parental means and may be varied upwards or downwards depending on changing parental circumstances.

More details can be found in our Bursary Policy.

A child in receipt of a financially assisted place will not be eligible for any other form of fee remission, such as Sibling Discount, even if they would ordinarily meet the criteria for such discounts.

The School offers sibling discounts. The eldest child at the School will be full fee paying and then a 10% discount will be offered for each subsequent child that attends.

The School offers a 10% discount for children with serving or ex-military parents.

Discounts cannot be combined. If a child qualifies under more than one category, only the highest discount will be applied.

A 5% discount will be applied if annual fees are paid prior to the start of the academic year.

5. International Pupils

We warmly welcome international pupils to S. Anselm's, provided that they have suitable guardianship arrangements in the UK. Please refer to Appendix 1 of this document.

In order to cope with the academic and social demands of S. Anselm's, pupils must have a reasonable standard of English before coming to the School, which will be assessed at interview. However, tuition in English as an Additional Language (EAL) can normally be arranged at the parents' expense.

Pupils who normally reside outside the UK are required to have appropriate immigration permission to study in the UK. Where applicable, this may include a Child Student visa. It is the parents' responsibility at all times to ensure that their child has the appropriate immigration permission to live in the UK and study at the School. The School will advise whether a pupil requires sponsorship.

The School reserves the right to:

1. request further information and sight of documentation in support of declarations regarding immigration; and
2. share information with UK Visas and Immigration (UKVI) and the Home Office where required for the purposes of complying with the School's responsibilities as a licensed sponsor.

Please refer to Appendix 2 of this document.

Regarding international pupil travel arrangements, please refer to Appendix 3.

6. Safeguarding in Admissions

The Admissions Department is committed to safeguarding and promoting the safety and welfare of every child at the School in line with the School's Safeguarding & Child Protection Policy, with which every member of the department must be familiar.

We aim to ensure that at each stage of the admissions process we are aware of the learning and pastoral needs of the children with whom we come into contact. In order to do this we gather, record and appropriately share information about a child who may join the School as a pupil.

In the event of a safeguarding concern, the Designated Safeguarding Lead will be notified.

When children leave or join the School at non-standard points, the School will provide the relevant information to Derbyshire County Council where required.

7. Additional Information

Although every effort will be made to notify parents, the School reserves the right to amend its admissions policy and procedures when necessary.

Prospective parents should be aware that the School reserves the right to vary the entry procedures after registration has taken place, or to vary or waive them in individual cases where appropriate. It also reserves the right to introduce an assessment as a condition of admission.

The information on the School's website is not part of any agreement between parents and the School. Although correct at the time of writing, certain statements may go out of date from time to time. Parents wishing to place specific reliance upon any statement on the website should seek written confirmation before accepting an offer of a place.

Appendix 1: International Student Guardianship Policy

1.0 Introduction

All international pupils for whom guardianship is required are expected to have suitable guardianship arrangements whilst studying at S. Anselm's.

Guardianship provides another means of support for an international pupil whilst they are in the UK and allows them to have an adult outside the School who they can turn to for assistance or advice and who can provide appropriate accommodation when the School is closed and it may be impractical for the pupil to travel home.

The role of the guardian complements the role of Boarding House Parents and the School's pastoral provision. Effective partnership between staff concerned with pastoral care, parents and guardians helps to safeguard the welfare of international pupils.

The School does not appoint guardians for pupils. Some parents choose to appoint a family friend or relative but, where this is not practicable, professional guardians can be appointed using reputable and, ideally, AEGIS-accredited guardianship agencies.

2.0 The Purpose of a Guardianship Policy

2.1 To provide the parents of international pupils, and the guardians they appoint, with a clear explanation of the School's expectations relating to educational guardianship.

2.2 To provide parents with a clear explanation of the responsibilities of the educational guardian they appoint.

2.3 To make known to parents that the School reserves the right to determine the acceptability of arrangements made for their child when they are residing away from School. Should arrangements prove unacceptable, parents and guardians will be advised and given reasonable opportunity to change those arrangements.

2.4 To provide a pro-forma for the registration of an educational guardian.

2.5 To provide details of how communications between the School, international parents and educational guardians will operate.

3.0 Guardianship Requirements

3.1 It is the primary responsibility of parents to appoint an educational guardian and the selection of an appropriate person or organisation rests with the parents. Parents must satisfy themselves as to the suitability of their chosen guardian.

3.2 The appointed guardian may be a nominated friend of the family, another family member or may be employed by a professional guardianship agency.

3.3 The appointed person must be over 25 years of age and should not be a full-time student.

3.4 The designated guardian should have a permanent place of residence in the UK and ideally should reside within two hours' travelling distance from the School by car or public transport.

3.5 They should be English speaking and able to provide a point of contact for the School 24 hours a day in case of emergency.

3.6 The guardian should liaise with the School over school holiday and exeat weekend arrangements, including providing details of travel arrangements for pupils leaving during authorised breaks and at the beginning and end of term. This information must be provided in writing at least three weeks before departure or arrival. Please refer to Appendix 3.

3.7 The guardian must provide accurate contact information, including telephone, email and full address details, to the School and update this information whenever necessary.

3.8 A guardian must provide safe and suitable accommodation and appropriate care and supervision for the pupil during periods when they cannot be accommodated at the School, including periods of long-term illness or disciplinary measures. Regardless of the child's age, the School does not consider unsupervised stays in hotels, bed and breakfast accommodation or university halls of residence to provide an adequate level of accommodation or care.

3.9 If guardians are going to be away from their UK home, they must notify the Senior Boarding House Parent and provide full contact details for the period of absence and details of a responsible person in the UK authorised by the parents to act on their behalf.

3.10 Guardians are encouraged to attend Parents' Evenings and School events where possible and to maintain regular contact with their charge. End-of-term reports can be sent to guardians at the request of parents.

3.11 Guardians should be familiar with the School's rules, regulations and policies and support S. Anselm's School's aims and values.

3.12 All guardianship arrangements must promote the welfare, physical wellbeing and emotional wellbeing of the pupil.

3.13 Guardians should support parents and pupils in ensuring that relevant immigration and other documentation is kept up to date where applicable.

3.14 A change of guardian must be communicated promptly to the School in writing, providing all necessary details to facilitate continuous care.

4.0 Appointing an Educational Guardian

4.1 Where a pupil requires a Child Student visa sponsored by the School, any required Confirmation of Acceptance for Studies (CAS) will only be issued when the School is satisfied that appropriate arrangements are in place and the relevant sponsorship requirements have been met.

4.2 Additional information can be obtained from AEGIS (The Association for the Education and Guardianship of International Students), an organisation that inspects and accredits guardianship providers in the UK and works to promote the welfare of international pupils.

Appendix 2: Child Student Visa Attendance Monitoring Policy

The following policy applies only to pupils sponsored by S. Anselm's School under the Child Student route.

1.0 Introduction

1.1 This policy outlines the additional attendance monitoring undertaken by S. Anselm's School as part of its responsibilities as a licensed Child Student sponsor.

1.2 This policy should be read in conjunction with the Boarding Handbook, which outlines expectations during boarding hours, including registration at meal times and bedtimes.

2.0 Child Student Visa – Attendance and Non-Attendance

2.1 S. Anselm's School is required to monitor the attendance of pupils it sponsors under the Child Student route, maintain appropriate records and make reports to UKVI where required by its sponsor duties.

2.2 Sponsored pupils are expected to attend all compulsory teaching sessions and other compulsory School activities applicable to their year group.

For the current School provision, this means attendance in accordance with the published School timetable.

Subject to approval and opening of Years 9–11, pupils in those year groups will be required to attend all compulsory sessions in accordance with the timetable applying to the senior provision.

2.3 Pupils must also attend any compulsory enrolment and induction sessions.

2.4 The School will monitor whether a sponsored pupil enrolls and begins their course as expected and will make any report to UKVI required under the sponsor guidance where a pupil fails to enrol or commence their studies.

2.5 The School will maintain appropriate attendance records for sponsored pupils, including the School's normal registration records.

2.6 Where there are concerns about attendance, the School will investigate the reason for absence, maintain appropriate records and provide support where there is a genuine need.

2.7 Parents and guardians will be contacted where attendance gives cause for concern.

2.8 Where a sponsored pupil's attendance or circumstances reach a threshold which the School is required to report under its sponsor duties, the School will make the appropriate report to UKVI within the required timeframe.

2.9 Where the School withdraws sponsorship, ceases to sponsor a pupil or a pupil ceases to study at the School, the School will make the notifications required of it as a licensed sponsor.

2.10 Decisions concerning a pupil's immigration permission are made by the Home Office. The School cannot determine or guarantee the immigration consequences of a report or withdrawal of sponsorship.

2.11 Where a sponsored pupil defers, interrupts or ceases their studies, the School will consider and undertake any action or reporting required under the sponsor guidance.

2.12 Parents and guardians remain responsible for ensuring that the pupil holds appropriate immigration permission throughout their time at the School.

3.0 Expectations of Pupils with Child Student Visas

At S. Anselm's School we take pupil attendance very seriously. We expect attendance at all compulsory lessons and School sessions unless there is an authorised absence.

We also expect pupils to be punctual. Registration will take place in accordance with the School's published timetable and attendance procedures.

If a pupil expects to miss registration for another School obligation, they must advise their Form Tutor in advance where possible. They must ensure that their Form Tutor or the School Office knows that they are present in School.

3.1 Attendance Concerns

Where attendance gives cause for concern, the School will normally use a graduated response appropriate to the circumstances. This may include:

1. a discussion with the pupil and contact with parents and/or guardian;
2. a first written warning to parents and/or guardian;
3. a second written warning;
4. a final written warning; and
5. consideration of further action where attendance does not improve, including any notification to UKVI required under the School's sponsor duties.

Nothing in this procedure prevents the School from making a report to UKVI at an earlier stage where it is required to do so by the applicable sponsor guidance.

Appendix 3: International Student Travel Arrangement Policy

Parents and guardians should inform the Senior Boarding House Parent of all travel arrangements no less than three weeks before the travel date.

Where passports or other important documents are held by the School for safekeeping, arrangements will ensure that they can be accessed when required, including in an emergency.

It is the responsibility of parents or guardians to make arrangements for airport or station pick-up and drop-off at the start and end of term. Appropriate arrangements must be made having regard to the pupil's age, maturity and individual circumstances.

The Senior Boarding House Parent may book taxis if requested, the cost of which will be added to the pupil's bill. Any specific arrangements for collection from or accompaniment within an airport or station should be agreed in advance.

The School will use appropriately vetted transport providers in accordance with its safeguarding procedures.

Weekend Outs, Half Terms and Holidays

International pupils are expected to arrange flights and travel so that they arrive and leave on the correct dates and times, as published in the School calendar.

International pupils may remain in School over exeat weekends where the School offers this provision and appropriate notice has been given.

The School will ensure that travel and handover arrangements for boarders are managed in accordance with its safeguarding responsibilities and the National Minimum Standards for Boarding Schools.

Parents are recommended to make suitable travel insurance arrangements for their child's travel to and from School.

Appendix 4: Admission to the Early Years (Little Puddings, Age 0–3)

1.0 Registration and Statutory Framework

Little Puddings Nursery is registered with Ofsted and operates in accordance with the statutory framework for the Early Years Foundation Stage.

All admissions to Little Puddings are made with regard to the School's duties under that framework, including safeguarding, staffing requirements and the safe and healthy development of each child.

2.0 Application and Settling-In

Parents are invited to visit Little Puddings Nursery with their child prior to application and are given the opportunity to meet the staff who will care for their child.

Before a place is confirmed, parents are asked to provide relevant details of their child's health, development, allergies, dietary needs and any known additional needs, together with relevant information from health or other professionals where applicable.

A key person will be allocated to each child in accordance with EYFS requirements. Settling-in arrangements will be agreed with parents and tailored appropriately to the individual child.

Parents will be asked to complete all necessary consent and information forms, including emergency contact and collection arrangements and relevant medical information.

3.0 Ongoing Communication

Parents of Little Puddings children receive regular updates on their child's development and wellbeing, including through the EYFS progress check at age two where applicable and regular key-person feedback.

Any safeguarding, health or welfare concern arising during the admissions process will be handled in accordance with Section 6 of this policy and the School's Safeguarding & Child Protection Policy.

4.0 Fees and Attendance

Little Puddings places are offered on a sessional or full-day basis as agreed with parents at the point of admission.

Little Puddings is fee-paying and the School offers government-funded early years hours where applicable and in accordance with the relevant eligibility and funding requirements.