



Admissions, Scholarship and Bursary Policy

This policy is in line with the strategy of the school. Our purpose at Langley is to enable every young person to flourish and positively contribute with confidence. This is achieved by ensuring that the school is a **community of opportunity and excellence**. We celebrate achievement and encourage all pupils to take ownership, contribute, expect high standards and make good things happen for themselves and everyone around them. Policies give the framework and procedural guidance to allow this to happen.

This policy outlines the admissions process for entry to Langley School, as well as the timeline for application. This policy is to aid parents, pupils, students, and staff so there is transparency and coherence.

Admissions

Visits

Deciding on a school is an important step and we recommend that prospective families visit the school prior to admission. We hold a number of Open Events throughout the year which are advertised on our website and social media. We also strongly encourage all prospective parents and pupils to visit for a personal tour at a mutually convenient time. We can also arrange meeting parents online via Teams or Zoom, particularly when the family is based overseas.

Entry Points

The usual entry points are Nursery (6 months – 3 years), 4+, 7+, 10+, 11+, 13+ and 16+ however applicants may be accepted into other year groups if places are available.

Admissions Process

Pre-Prep, Prep, Senior School and Sixth Form:

Entry to Langley School follows a clear process as outlined below:

- Applicants should apply for a place, in the appropriate year group of entry, via the application form on the School's website. A Registration Fee of £100 is made during the online application. [Apply To Langley - Langley School](#)
- Parents are required to submit their child's latest school report and passport or birth certificate. References are also sought from previous school. For EYFS children claiming funded hours a birth certificate is required to confirm that the child has reached the eligible age for the funding entitlement. A copy will not be retained but may be requested again later by the local authority for audit or fraud investigation purposes.
- Applicants (7+ entry upwards) will be invited for an interview with the Head of Senior/Head of Prep and invited to attend a Taster Day (if applicable).

During Taster Days for entry into the Prep School, there is a snapshot assessment which is an opportunity to observe a child's interaction in lessons and a written report is provided to parents. Scholarship assessments will be carried out if applicable (see Scholarships section for further detail).

Offer letters are sent out to parents and acceptance is then made by the family and a deposit paid on invoice. Following acceptance, we will issue our joining paperwork which must be completed before a start date is confirmed.

Prep School pupils who are not transferring to the Senior School are required to give notice to the Head of Prep by the end of the Michaelmas term.

NB - in the case of pupils/students with Specific Learning Difficulties (SPLD) the Special Educational Needs Coordinator (SENCO) will determine as to whether the school is able to provide support for the pupils/students in question, through interview and consideration of their files, Educational Health Care Plans (EHCP) or Educational Psychologist reports.

Overseas Admissions Process

Entry to Langley School for overseas applicants, follows a clear process:

- Applicants should apply for a place, in the appropriate year group of entry, via the application form on the School's website. A Registration Fee of £100 is made during the online application. [Apply To Langley - Langley School](#)
- Parent's or Agents working on behalf of the family are asked to submit the child's latest school report, IELTS certificate (if applicable) and copies of passports for the parents and the applicant. References are also sought from previous schools.
- Applicants, where English is not their first language, will be invited for an interview with our English as an Additional Language (EAL) department who will assess the child's English and ability to access our curriculum. They will also be asked to complete a piece of writing as part of this process. The EAL team will assess the level of support is required which can be provided at an additional charge to the basic school fee.
- Scholarship assessments will be carried out if applicable (see Scholarships section for further details).
- Applicants who do not need EAL support will be invited for an interview with the Head of Senior/Head of Prep/Deputy Head.
- Offer letters are sent out to parents and acceptance is made by the family and deposit paid.
- Following acceptance, we will issue a Confirmation of Acceptance for studies (CAS). Newland Chase manage Visa applications on behalf of the School, they will get in touch with families to begin the process.
- It is a requirement of the School that a UK guardian is arranged for all overseas pupils.
- Joining paperwork will be sent and should be completed and returned following confirmation that the child's visa has been issued.
- Parents, the UK guardian and child will be invited to an online welcome, meeting prior to arrival, to agree travel arrangements and a start date.

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NB - in the case of pupils/students with Specific Learning Difficulties (SPLD) the Special Educational Needs Coordinator (SENCO) will determine as to whether the school is able to provide support for the pupils/students in question, through interview and consideration of their files, Educational Health Care Plans (EHCP) or Educational Psychologist reports.

Deposit

Details of the deposits/application costs are set out in the Schedule of Fees. On acceptance of the offer of a place, the deposit (as set out in the offer letter) is payable. Any refundable deposit is held over until the end of the last term and used to pay any additional charges outstanding once the pupil/student has left the School. Any remaining will be refunded to parents/guardians/carers as appropriate.

If, for any reason, following acceptance of the offer, the place is not taken up at the beginning of the stated term, the deposit will not be returned. The deposit is transferred from Reception onwards, each year, including from Prep to Senior School, so no further deposit is necessary. An additional deposit would be required if a pupil changes to a weekly or full boarder.

Nursery Admissions

Applications for Nursery places can be made throughout the year.

Parents are encouraged to visit the Nursery setting and meet with the Nursery team before making an application. Applications are made online and follow the standard Admissions process (as detailed above). [Apply To Langley - Langley School](#)

Information about the setting is accessible, in written and spoken form and, where appropriate, provided in different community languages and in other formats on request.

The Admission and Charging Policies are issued to all families as part of the registration process. They are also available on the school website.

The Nursery waiting list is arranged in birth order and, in addition, may take into account the following:

- The age of the child with priority being given to children eligible for the free entitlement.
- Length of time on the waiting list.
- The vicinity of the home to the setting.
- Siblings already attending the setting.
- The capacity of the setting to meet the individual needs of the child.

As part of the registration process, parents/carers are required to provide documentation to evidence their child's date of birth. This is to confirm they have reached the eligible age for the free entitlements.

Langley School offers the 2-year-old Working Parent Funding entitlement, along with the 3-and-4-year-old Universal Funding entitlement

Early Education is offered within the national parameters:

- Sessions are 10 hours maximum and no longer

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- The session runs from 08:30 – 17:30
- Children can arrive at 08:00 for early birds
- Children can stay from 17:30 – 18:00 for late birds

Early Years Education is offered to families for 48 weeks of the year.

If you are unable to pay our charges, please speak with the finance officer to discuss the alternative options available.

Funding cannot be claimed during our lunch period.

To ensure a smooth transition for the child, we will work closely with families to discuss and agree how a child's overall care will work in practice where an entitlement is split across different providers, and where possible when families transfer their funding claim to a new setting.

We have arrangements in place to support children with Special Educational Needs and/or Disabilities (SEND). These arrangements should include a clear approach to identifying and responding to SEND.

This means we will:

- follow the requirements of the Early Years Foundation Stage Statutory Framework to provide an inclusive environment for all children and their families, together with the requirements to comply with the Equalities Act and the Special Educational Needs and Disability Code of Practice.
- monitor and review children's progress and development in partnership with families. Where a child appears to be behind expected levels of development or where a child's progress gives cause for concern a graduated approach will be adopted with 4 stages of action: Assess, Plan, Do & Review.
- provide information to families on how their child's development is being supported and in agreement, consent will be sought to apply for additional funding and request support from outside agencies where necessary.
- utilise the SEN inclusion fund and Disability Access Fund to deliver effective support.
- publish our contribution to the 'SEN Local Offer' in Norfolk. This is available on the Norfolk Community Directory to ensure information is available to parents so they can make choices about the right childcare provision for their child with SEN

We aim to identify all children that may attract any additional funding such as EYPP, DAF, SEND Inclusion Fund and any locally available funding streams with a view to submit a claim/application to support and improve their outcomes. This will be in partnership with families and consent will be sought prior to submitting a claim/application.

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We will work with parents to ensure that as far as possible the hours/sessions that can be taken as funded provision are convenient for parents' working hours.

Where it is financially viable to do so, a place is kept vacant for an emergency admission.

Children visit with their parents for two settling sessions just before starting so that key workers have time to get to know them.

Once a childcare place has been offered the parent will be asked to complete our joining paperwork which is filed on the child's personal file.

Places are provided in accordance with Childcare terms and conditions issued to every parent when the child takes up their place. Failure to comply may result in the provision of a place being withdrawn.

We will work in partnership with parents, carers, childcare providers, the local authority, and other organisations to improve provision and outcomes for children in their setting. Where required we will seek parent / carer consent to collect, share and use your information in accordance with the Data Protection Act and General Data Protection Regulations.

Funding for EYFS

Funded places are offered in accordance with the Early Years Entitlements: Operational Guidance for local authorities and providers (DfE 2018) and any local conditions in place at the time. These include:

- No session to be longer than 10 hours.
- Sessions are not accessible before 08:30 or after 17:30.
- A maximum of two sites claim funding in a single day.
- Only 3 hours of funding to be used per day.

Please note, we are not registered to offer 9-month funding or 30 hours funding

Early Years Funding is offered to families of children in Nursery, Transition and Reception, with each child being entitled to a maximum of 570 Early hours per year. Funded hours are applied for in the term after a child turns 3, until the term a child turns 5.

Further guidance

Early Years Entitlements: Operational guidance for local authorities and providers (DfE 2018)

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/718181/Early_years_entitlements-operational_guidance.pdf

As part of the registration process, parents/carers are required to provide documentation to evidence their child's date of birth. This is to confirm they have reached the eligible age for the free entitlements. A copy will not be retained, but may be requested again at a later date.

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Bursaries

These means tested awards are designed to support families for whom a Langley education is too much of a financial burden. They can also be used to support children of families who have fallen on hard times, through no fault of their own. In these cases, the remission starts the term after application.

All Bursary applications are assessed on the Langley online portal, and we reserve the right to refer applications to an outside agency (BAL). All Bursaries will be re-assessed on an annual basis and can be increased or decreased as necessary.

Bursary applications are invited from families with children from Y3 to U6 and should be part of the school application. Parents are encouraged to make it clear early in the process if a means tested bursary award is to be requested.

Bursary arrangements are an agreement between the school and the parent; details should not be disclosed to any third party.

There are other discounts awarded:

- Forces (12%)
- Clergy (12%).

There are fee remissions for siblings:

- 5% for a second child.
- 10% for a third.
- 15% for a fourth and further children.

Scholarships

Scholarship's at Langley reward excellence and celebrate outstanding potential across a number of different areas. Each year, we offer scholarships to pupils demonstrating outstanding ability in their chosen field for 11+, 13+ and 16+ admission.

Successful pupils are rewarded with an amount deducted from their tuition fees. Scholarships are re-assessed at 13+ and 16+. Scholarships can be withdrawn if the pupil is no longer working at the level expected or contributing to the area/department their talents have been recognised by.

Criteria

Scholarships are offered at 11+ (Year 7), 13+ (Year 9), 16+ (Year 12) entry points. 11+ scholarships are available at both Taverham and Loddon sites.

Scholarships are available in Academic, Art, Computing, D&T, Drama, Food and Nutrition (16+) Languages (11+ & 13+ only), Music, Photography (13+ & 16+ only) and Sport. A Langley scholarship offers fee remissions at 15% alongside enrichment and educational opportunities designed to maximise potential in our scholars.

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A Langley exhibition offers 5% fee remission and recognises applicants with ability and potential in their chosen field. Opportunities for Exhibition holders are similar but less extensive than those of a Scholar.

The Scholarship programme runs alongside the means-tested bursary programme. Those receiving a scholarship or exhibition will be able to apply for a bursary if they need assistance in paying school fees.

Scholarships are based on interviews, performance and assessment.

Scholarships Assessment

All applicants will be invited to take part in a Scholarship assessment week in January. (Late applications may be considered on an individual basis). Applicants will be invited to their relevant assessment day, depending on the category of their scholarship e.g. Sport, Art, Drama.

Computing, Sport, Art, Drama, Food & Nutrition, Music & D&T scholarship assessments will be held at our Senior School and Sixth Form campus in Loddon. Academic & Languages scholarships will take place at the site of application.

All Scholarships will be reviewed during Year 8 and Year 11. The School reserves the right to remove the scholarship if there is insufficient interest or application in the specific discipline and may ask the pupil to re-apply, and be re-assessed (along with the other year 11 applicants) if they wish for the scholarship to be continued into the Sixth Form. A pupil can apply to transfer their Scholarship to another discipline.

Sixth Form Scholarships

Nelson Scholarship

The Nelson Scholarship offers fully-funded and partially-funded places in to Lower Sixth with leadership and mentoring support from Nelsonspirit. This Scholarship award covers the tuition fees only. The aim of the scholarship is to grow leaders of tomorrow through providing access to a Langley education alongside mentoring and leadership development and inspiration from leaders of today.

Applications for the Nelson Scholarship will be assessed through an assessment day in the Michaelmas term.

Anthony Arthur Coward Scholarship

The Anthony Arthur Coward Scholarship is a fully-funded scholarship into the Sixth Form, and covers all fees and costs.

This scholarship celebrates outstanding academic potential with the criteria for this award is based on both academic ability and socio-economic need. Applicants will follow the bursary process to assess financial need as well as sit an assessment and interview to assess academic potential.

Headmaster's Awards

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As well as the two fee remission funds (Bursaries and Scholarships), there is also a

Headmaster's award. This is for those who apply late in the cycle who are of either exceptional talent and appear to be of scholarship standard.

The School reserves the right to remove bursary and/or scholarship remissions if there are behavioural issues deemed inappropriate.

Special Educational Needs

The School welcomes applications from pupils/students with disabilities and any Special Educational Needs, or Specific Learning Difficulties.

Before application and during, SENCOs are asked to assess the School's ability to cater to the needs of these potential pupils/students to ensure that we are able to provide them with the necessary support and safety to make Langley a welcoming and inclusive environment.

If available, Educational Psychologist's reports, or reports from previous school's SEN departments are sought.

Families are asked to declare any Learning Support needs on our application form to ensure that we are able to provide the support needed.

Nursery Children with SEND

The Nursery Manager must seek to determine an accurate assessment of a child's needs at registration. If the child's needs cannot be met from within the setting's core budget, then an application for SEN inclusion funding must be made immediately.

Children with identified SEND must be offered a place when one becomes available as with any other child. However, the start date for children with more complex SEND will be determined by the preparations made to ensure the child's safety, well-being and accessibility in the setting. If a child's needs determine that adjustments need to be made, the Manager must outline a realistic timeframe for completion, detailing the nature of adjustments e.g. risk assessment, staff training, health care plan and all other adjustments required. The child's safety at all times is paramount.

At the time of registration, the Manager must check to see if a child's family is in receipt of Disability Living Allowance, if so, the manager must ask for evidence to enable them to claim the Disability Access Fund directly from the local authority. If the family is eligible but not in receipt of the allowance, the setting manager will support the family in their application. More information can be found at www.gov.uk/disability-living-allowance-children/how-to-claim.

Preparation for admitting a child with SEND must be made in a reasonable amount of time and any delay in the child starting is scrutinised by the setting manager to avoid discrimination and negative impact on the child and family. During a preparation period the family and relevant agencies and the local authority must be regularly updated on the progress of the preparations.

Safeguarding/child protection

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If information is provided by the parents or previous school/nursery that a child who is starting at the setting is currently, or has had involvement with social care, the designated person will contact the agency to seek further clarification.

Parents are advised on how to access the setting's policies and procedures.

Equal Treatment

Langley School's 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. Bursaries are offered in order to make it possible, for those who meet the School's admission criteria, to attend the School.

Langley School is committed to promoting equal opportunities and treatment for all, regardless of gender, disability, race, ethnicity, religion or belief, cultural background, linguistic background, special educational need, sexual orientation, gender reassignment or academic or sporting ability.

Across all settings we are welcoming and make it clear that fathers, mothers, other relations and carers and childminders are all welcome. The setting and its practices operate in a way that encourages positive regard for and understanding of difference and ability, whether gender, family structure, class, background, religion, ethnicity or competence in spoken English.

The needs and individual circumstances of children joining the setting are monitored on the application form, to ensure that no accidental or unintentional discrimination is taking place and that reasonable adjustments are made as required.

Parent Terms & Conditions

The Parent Terms and Conditions will be made available to parents as part of the admissions process.

All families (excluding all-year round Nursery children) will be issued an invoice termly. Nursery families that attend all year round will be invoiced monthly.

The invoice will be itemised to provide clear and transparent information concerning the charges as agreed in the Parent Terms and Conditions. In the case of Nursery children, it will allow parents/carers to see that the entitlement is received completely free of charge and understand additional fees that have been applied.

Complaints

The School's Complaints Policy can be sent to prospective parents on request and is readily available on the School's website, however only parents of registered pupils can make use of this policy framework. This policy contains all relevant contact details.

Parents may complain directly to Ofsted or to ISI if they believe the School is not meeting the requirements. Additional requirements apply for the EYFS setting beyond those which apply to the rest of the school. Written complaints about the fulfilment of the EYFS requirements are

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investigated and the complainant notified of the outcome of the investigation within 28 days. The record of complaints will be made available to ISI on request. Details of how to contact ISI will be made available if the parent believes that the School is not meeting the requirements.

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