



Admissions, Scholarship and Bursary policy

Preamble

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

Admissions

Entry to Early Years, Pre-Prep and Prep is by individual family appointment. The family would visit the school, have a tour and an interview with a senior member of staff. School reports are sought, if appropriate, and then an offer for a place is potentially made. Taster Days play an important part of the entry process in the Pre-Prep and Prep and the School insists that one of these is attended before an offer can be made. For Early Years, children visit with their parents just before starting so that key workers have time to get to know them. During the Taster Days, there is a snapshot assessment, an opportunity to observe a child's interaction in lessons and a written report is provided to parents.

These applications can occur at any time of the year.

Entry to the Senior School, for all entries, including international, follow a clear timeline:

Sixth form

- Apply for a place (and a scholarship and/or bursary if appropriate) before the published date in November in the year before entry
- Assessment week is the first week in December (scholarships only)

All other entries to the Senior school:

- Apply for a place (and a scholarship and/or bursary if appropriate) before December in the calendar year of entry
- Interview with the Headmaster and complete a written task: English and Maths questions
- Reference from previous school
- Scholarship assessments take place in early/mid-January
- Offer letters are sent out to parents at Lent half term
- Acceptances are required by the end of the Lent term

The Senior School will accept applications after December on a case by case basis. Please refer to the section on "Scholarships" for more detail.

Applications to the Sixth form have to be received by the published date in November. Offers will be made after the Taster Day/Assessment week and a reference received from the

current school; the latter will contain details on current academic position and potential, as well as an ability to access the wider Langley education.

It is the aim of the admissions department to ensure Heads of Year meet ALL applicants prior to acceptance, on a tour, in a more formal meeting or on an Open Day.

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 has left the School. Any remaining will be refunded to parents/guardians/carers.

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.

Overseas admissions

The same standard procedure applies to overseas applicants. Where it is not possible for the pupil to be able to attend interview and assessment with the Headmaster the School relies on agents who work on our behalf to interview candidates and forward handwritten transcript, copy of current passport, together with records of recent academic achievements. We also offer Skype, Zoom and WeChat meetings and interviews as appropriate.

The applicants' level of English will be assessed to ensure appropriate access to the curriculum. This will include a piece of writing and an online interview. Tuition in English as an additional language is offered at an additional charge.

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 as many as possible 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, pregnancy or maternity, disability, race, ethnicity, religion or belief, cultural background, linguistic background, special educational need, sexual orientation, gender reassignment or academic or sporting ability.

EYFS Admissions

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.

Early Education is offered within the national parameters –

- no session to be longer than 10 hours
- not before 6.00am or after 8.00pm
- a maximum of two sites in a single day

Early Years Funding is offered to families for approximately 34 weeks of the year dependent upon the school term dates. Funded hours are applied for in the term after a child turns 3, until the term a child turns 5. At Langley Prep School the funded hours can be claimed (to the maximum available):

- Mon 08:30 – 13:30
- Tues 08:30 – 13:30
- Wed 08:30 – 13:30
- Thurs 08:30 – 13:30
- Fri 08:30 – 13:30

SEND EYFS

We aim to follow the requirements of the EYFS (2017), although we have opted out of the curriculum requirements of EYFS, and provide an inclusive environment for all children and their families. We are required to comply with the requirements of the Equalities Act 2010 and the Special Educational Needs code of practice - 2015.

We monitor and review the progress and development of all children. However, where a child appears to be behind expected levels of development or where a child's progress gives cause for concern we adopt a graduated approach with 4 stages of action: Assess, Plan, Do & Review. We work in partnership with parents and provide information on how we are supporting their child's development and will seek consent to request support from outside agencies where necessary.

We have a responsibility to identify groups of disadvantaged children who attend the setting and will apply for additional funding available locally, if families meet certain criteria. If successful we will use this funding to ensure support is in place to improve children's outcomes. We will work with the local authority via 'SEND Local Offer' to ensure information is available locally to parents to ensure they are able to make choices about the right childcare provision for their child with SEND.

Complaints

The School's Complaints Policy can be sent to prospective parents on request. This policy contains all the relevant contact details.

Parents may complain directly to Ofsted or to ISI if they believe the provider is not meeting the EYFS 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 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 EYFS requirements.

School's Terms & Conditions

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

All families will be issued an invoice termly. The invoice will be itemised to provide clear and transparent information concerning the charges as agreed in the parent contract. It will allow parents/carers to see that the entitlement is received completely free of charge and understand additional fees that have been applied.

Bursaries

These means tested awards are designed to support families for whom a Langley education is too much of a financial commitment. 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. At the Senior School, favour will be given to those who have performed well in the January scholarship assessments.

All Bursary applications are assessed by an external provider. All Bursaries will be assessed on an annual basis and can be increased or decreased in terms of remission.

Bursary applications are invited from families with children from Reception 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 bursary awards: Forces (12%) and Clergy (12%). There is a fee remission for siblings: of 5% for a second child, 10% for a third, 15% for a fourth and further children. We also have

Scholarships

Scholarships are awarded to pupils who have shown excellence in a specific area. They are awarded in the following categories: Academic, Music, Sport, Drama, Art and D&T. Academic scholarships can be awarded from year 3 upwards; assessment for this is in year 2.

Prep school pupils who show exceptional academic talent can be awarded a scholarship to commence in year 3 (assessment in year 2). Other Prep school scholarships are awarded from year 4 onwards; assessment for these is in the preceding year.

Pupils in the Prep School, who have been awarded scholarships, will have to re-apply for the scholarship in year 8 for year 9 transition to the Senior School. If the transition is at another earlier point, scholarships held will still have to be re-assessed.

There is an expectation that, once the award has been made, the pupil will remain in the school until the end of the U6.

In the Senior School, pupils awarded a subject specific scholarship will have to study that subject up to, and including, GCSE. They will also have to show a commitment to the department and a willingness to be involved in promoting the subject in the wider community.

In the Senior School, scholarships can only be awarded after an assessment in January. They are awarded in the Prep school on an individual basis after the Taster Day, which includes an assessment and interview. The Taster Days give an indication whether the pupil is of scholarship potential; if it is believed that a scholarship could be forthcoming, pupils are invited back for a scholarship assessment.

There is a programme of extension and development for scholars in their discipline.

Senior School scholarship entry points for Academic excellence, Music, Sport, Art, Technology and Drama are: 10+, 11+, 13+ and 16+ entry. Internal, as well as external candidates can apply for these scholarships at those points. For Languages this is at 11+ and 13+ only.

As well as the 2 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.

Sixth Form Academic ~~Scholarship~~ Awards are made to recognise exceptional academic talent; those who have achieved 63 points in their best nine GCSE exams. (This the equivalent to nine GCSE grades at 7 or above). Awards are also given to those who have an average added values (AV) score of at least one grade per subject. (The AV is calculated as the difference between grades predicted from Year 9 cognitive ability test and actual grades awarded.) These awards are comprised of £25, a letter home, a recognition certificate and a Sixth form scholar's tie/badge. These awards are for both internal and external candidates.

Academic scholarships are/can be broken down into subject disciplines; that will allow for more targeted extension and development, eg MFL scholarship, etc.

There is also a Local Scholarship worth 10% off the day fee. This is awarded for talent in any sphere and open to pupils from within a 10 mile radius of the school. This is open for Year 6, Year 7, Year 9 or L6 entry.

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.

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

JEP

Oct 20

Review: Aug 21