



Admissions, Scholarship and Bursary Policy

Preamble

This policy outlines the admissions procedures for entry to Langley 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. 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. For Nursery, children visit with their parents for two settling sessions just before starting so that key workers have time to get to know them. 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 December in the year before entry
- Assessment week is the third week in January (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 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 need to be received by the published date in November, should they wish to receive their chosen options – after this date, it becomes more difficult to timetable their choices. 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, Taster Day, in a more formal meeting or at an Open Day.

Prep School pupils transferring to the Senior School must complete a transfer form and be interviewed by the Headmaster.

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.

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 unless a pupil transfers to a boarding place.

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 transcripts, copies of current passport, together with records of recent academic achievements. We also offer Skype, Zoom, Teams and WeChat meetings and interviews as appropriate; these will be conducted by the Head(s) of the EAL Department.

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 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.

Nursery 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.

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

Early Education is offered within the national parameters -

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

Nursery Funding is offered to families of children in Nursery, Transition and Reception for approximately 38 weeks. Funded hours are applied for in the term after a child turns 3, until the term a child turns 5.

Complaints

The School's Complaints Policy can be sent to prospective parents on request and is readily available on the School's website. 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 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.

Parent Terms & Conditions

The Parent 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 Terms and Conditions. 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 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. 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 (BAL). All Bursaries will be re-assessed on an annual basis and can be increased or decreased in terms of remission.

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:

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

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There are fee remissions for siblings:

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

Scholarships

Senior School 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 Photography), Languages and D&T.

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/A Level/BTEC (or appropriate contribution has to be provided). 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 Day gives 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.

Scholars are provided with appropriate extension and stretch activities by the Head of Department or Leader responsible for their development.

Senior School scholarship entry points for Academic excellence, Music, Sport, Art, Photography, Technology, Languages 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; for Photography this is 13+/16+ entry.

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.

Sixth Form Academic 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 badge. These awards are for both internal and external candidates.

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Nelson Scholarship – This is a new award from September 2022, with first applicants submitting for January 2022. This is for internal and external students and is based on the schools values

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.

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.

Fluency in English

In order to cope with the academic and social demands of Langley School, pupils must be fluent English speakers. Normally pupils should have been educated in the English medium before coming to the School. Tuition in English as an Additional Language (EAL) can be arranged at the parent's expense, at the Senior School.

Nursery (Registered Setting 6 months to 2 years)

- Information about the setting is accessible, using plain English, in written and spoken form and, where appropriate, provided in different community languages and in other formats on request.
- Children with disabilities are supported to take full part in all activities within the setting and the setting makes reasonable adjustments to ensure that this will be the case from the time the child is placed on the waiting list.
- The 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
- Where it is financially viable to do so, a place is kept vacant for an emergency admission.
- The setting and its practices 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 a

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Childcare registration form, to ensure that no accidental or unintentional discrimination is taking place and that reasonable adjustments are made as required.

- Equality procedures is shared and widely promoted to all.
- 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.

Admissions to Nursery

Once a childcare place has been offered the relevant paperwork is completed by the Admissions Registrar and filed on the child's personal file. Forms completed include:

- Privacy notice - explains what personal data we collect, why we collect it, how we use it, the control parent/carers have over their personal data and the procedures we have in place to protect it.
- Childcare terms and conditions - govern the basis by which we provide childcare.
- Childcare registration form - contains personal information about the child and family that must be completed in full prior to the child commencing.

Nursery Children with SEND

The 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

If information is provided by the parents 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.

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

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