



## **Admissions, Scholarship and Bursary Policy**

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**

#### **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. We also strongly encourage all prospective parents and pupils to visit for a personal tour at a mutually convenient time. We can also begin by 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.
- Parents are asked to submit their child's latest school report and child's passport or birth certificate. References are also sought from previous school.
- Applicants (7+ entry upwards) will be invited for an interview with the Headmaster/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 deposit paid.

- Following acceptance, we will issue our joining paperwork which needs to be completed before we can confirm a start date.

Prep School pupils who are not transferring to the Senior School must 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.
- 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 school.
- Applicants, where English is not their first language, will be invited for an interview with our English as a 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. A suggestion will then be made by our EAL team as to what level of EAL support is needed. This is offered at an additional charge.
- Scholarship assessments will be carried out if applicable (see Scholarships section for further detail).
- Applicants who do not need EAL support will be invited for an interview with the Headmaster/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). We use Newland Chase to manage the Visa process. They will then be in touch to begin applying for the child's visa.
- A UK guardian will need to be arranged for all overseas pupils. Joining paperwork will then be issued and needs to be returned. Once we have received 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.

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**

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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 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).

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.

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.

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

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.

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.

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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.

### **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

- no session to be longer than 10 hours
- not before 08:30am or after 17:30pm
- a maximum of two sites in a single day
- only 3 hours of funding to be used per day
- we are not registered to offer 2-year-old 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](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.

### **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 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.

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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 awards 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.

Scholarships are offered 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 department.

### **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 the following areas: Academic, Art, D&T, Drama, 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.

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**

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All applicants will be invited to take part in a scholarships assessment week in January. (Late applications will 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.

Sport, Art, Drama, Music & D&T scholarship assessments will be held at our Senior School & 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 two fully-funded and two partially-funded places in to Lower Sixth with leadership and mentoring support from Nelsonspirit. These cover 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 November.

#### **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 and 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**

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**

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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 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](http://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.

### **Fluency in English**

In order to cope with the academic and social demands of Langley School, pupils should 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.

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### **Safeguarding/child protection**

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. This policy contains all relevant contact details.

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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 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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