

## Millfield Schools Admissions Policy

This policy applies to Millfield, Millfield Prep School and Millfield Pre-Prep School (including EYFS), together referred to in this policy as “Millfield”.

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### 1. General

Millfield is a co-educational independent boarding and day school for pupils aged 2-18 (this includes EYFS pupils). Millfield Pre-Prep pupils are aged 2-7, Millfield Prep pupils are aged 7-13 and Millfield pupils are aged from 13 to 18.

The aims of this policy are:

- to ensure compliance with the school's charitable purpose;
- to identify and admit children who will benefit from an academic education and who will contribute to and benefit from the ethos and activities of our School community.

We will only admit a child who has met the relevant admissions criteria as set out in this policy.

### 2. Visiting

Open Days are held throughout the year and details about these are on our website. Prospective parents and their children are also welcome to visit for a tour at other times. Please contact our Admissions team, who will be pleased to help you.

Senior School: +44 (0)1458 444296 [admissions@millfieldschool.com](mailto:admissions@millfieldschool.com)

Prep School: +44 (0)1458 832446 [admissions@millfieldprep.com](mailto:admissions@millfieldprep.com)

Pre-Prep School: +44 (0)1458 837750 [admissions@millfieldprep.com](mailto:admissions@millfieldprep.com)

### **3. Registration**

#### **Registration at Prep and Senior School**

Registration is understood to be an expression of interest in Millfield School. It does not commit a parent or parent(s) to accepting a place, nor does it commit the school to the offer of one. Early registration is recommended and registrations will be considered in the order in which they are received. A non-refundable registration fee is payable, details of which are included on the annual fee sheet which is available on our website or from the Admissions Office.

Registration is required prior to commencement of the admissions procedures set out in this policy.

### **4. Entry Requirements**

Our selection process is designed to identify pupils who are able to benefit from our balanced and well-rounded education and to make a positive contribution towards the life of the school, as well as meeting our academic entry requirements. We are looking for well-motivated pupils with a genuine interest in education in the broadest sense of the word.

Where applicable, as part of the school's entry requirements we will ask for a written reference to be given by the Head of the candidate's current school.

#### **Pre-Prep (including EYFS)**

##### **2+ Applicants**

Children who enter at 2+ are not assessed on entry; however the Early Years Foundation Stage Statutory 2 Years of Age Check will take place during the child's first term and any issues are addressed at this point.

##### **4+ Applicants:**

Millfield Pre-Prep School welcomes pupils during the academic year they turn 5. Children are invited to spend a day in the appropriate year group where informal assessments take place. The Pre-Prep School is non-selective academically; however, each child's needs are assessed informally prior to entry to ensure that the school's provision is adequate to meet any known individual need.

#### **Prep School**

##### **7+ Applicants:**

Prospective pupils are interviewed by the Head of Year and will take an online assessment. For pupils with AEN and/or EAL please refer to the appropriate section of this policy.

#### **Senior School**

##### **13+ Applicants:**

#### **Common Entrance candidates**

Candidates from preparatory schools come for interview and sit a computer based verbal and non-verbal assessment by arrangement with the Registrar. They sit the Common Entrance Examination at their school in June of the year of entry to assist with setting in Year 9.

## **Non Common Entrance candidates**

Those who have not followed the Common Entrance syllabus come for interview and sit a computer based verbal and non-verbal assessment by arrangement with the Registrar.

### **16+ Applicants:**

The minimum entry requirement is a satisfactory academic and character reference from the Head of the candidate's current school, indicating that the pupil is likely to gain the published GCSE (or other) requirements for the individual courses and overall programme which they wish to study. Further information is available in the Sixth Form course documentation.

Following receipt of a satisfactory reference, candidates will be invited to visit Millfield for an interview; borderline entry candidates may be required to sit a computer-based verbal and non-verbal assessment by arrangement with the Registrar. After the interview visit, applicants may be offered a place conditional on the required GCSE results.

## **International Students whose first language is not English**

### **Millfield Prep:**

Applicants will be assessed on their level of English. A detailed school report will be requested for all overseas candidates. The Prep School EAL assessment will be completed either in the UK or overseas if the candidate has sufficient English. The Head of EAL will normally meet any prospective overseas pupils if they visit the school.

### **Millfield:**

Pupils must have a good level of written and spoken English in order to cope with the academic and social demands of Millfield. Applicants whose first language is not English will be required to take the Millfield English Language test as part of the Assessment Process. If candidates are unable to travel to the UK for testing and interviews, then an interview will be conducted with them by Skype and if they are not taking GCSE/IGCSE they will be required to sit the UKiset tests at an approved examination centre in their country (e.g. The British Council).

### **Travelling 'Out of Year'**

In exceptional circumstances pupils at Millfield schools may 'travel out of year'. The Headmistress or Headmaster will consider each request on an individual basis and decide if the school supports the child concerned repeating a year or accelerating a year. The maturity and confidence of the pupil concerned will be carefully considered along with the academic arguments for moving children so they travel 'out of year'.

## **5. Equality, diversity and disability**

All candidates for admission will be treated equally, irrespective of their, or their parents', race, sexual orientation, religion or belief, pregnancy or maternity, gender reassignment or any disability. Candidates will also be treated equally in respect of their parents' age, gender or marital or civil partnership status.

The school is inclusive and welcomes applicants with disabilities and special educational needs. The school currently has limited facilities for the disabled but will do all that is reasonable to comply with its legal and moral responsibilities under the Equality Act 2010 and Special Educational Needs and Disability Act 2001 in order to accommodate the needs of applicants who have disabilities for which, with reasonable adjustments, the school can cater adequately.

Parents of a child who has any disability or special educational needs should provide the school with full details on registration. The school needs to be aware of any particular requirements which may affect a child's ability to participate in the admissions procedure and to take full advantage of the education provided at the school.

The school shall determine the reasonable adjustments that are required for the applicant based on the information provided, in accordance with the school's obligations under equality legislation. The school will consult with parents about the adjustments which can reasonably be made to ensure that the application procedure is accessible for the child and that the school can cater adequately for the child should an offer of a place be made.

## **6. Siblings**

Whilst we make reasonable effort to accommodate siblings, we assess each child individually and cannot guarantee that the sibling of a current pupil will be offered a place at Millfield.

### **Sibling Discounts**

Sibling discounts are available on a discretionary basis, subject to financial need, when three or more children from the same family attend Millfield simultaneously. They are not available where pupils already receive fee discounts through scholarships, bursaries or other discounts. Sibling discounts are applied to the youngest child's fee. Where applicable, the discount for a third child is 15% and for the fourth and subsequent children, the discount is 20%. When an older sibling leaves Millfield, the sibling discount will be reduced accordingly. Sibling discounts are only available from Year 3 onwards.

## **7. Scholarships, Exhibitions and Awards**

Each year Millfield offers a wide range of scholarships to candidates aged 10 years and up who are exceptionally talented in a number of disciplines. Scholarships may be honorary or carry a fee reduction of up to 15%. A small number of Headmistress or Headmaster Scholarships carry reductions of up to 50% in recognition of exceptional excellence in a particular area or areas. Candidates who meet the criteria at a scholarship day to be considered for a Headmistress or Headmaster Scholarship will be invited to return for further assessment.

Millfield will consider bursary applications from parents of children who have been awarded a scholarship but might not be able to consider Millfield for financial reasons. Parents can apply to have the scholarship augmented by a bursary, subject to a means test. Bursaries take the form of a fee reduction (of up to 100% in exceptional circumstances) to a level dependent on the parents' financial resources. All awards are subject to the school's ability to fund them within the context of its overall budget and therefore levels cannot be guaranteed.

A limited number of bursaries may also be available for entry to Millfield in cases where a pupil does not meet the requirements for a scholarship. Bursary forms are available on request from Admissions. Our Bursarial department will then make recommendations to parents based on our available resources and the financial situation of parents; Bursarial awards are reviewed annually.

Scholarships are awarded for the duration of the pupil's time at Millfield, subject to annual monitoring and review at key stages, at 13+ for Year 9 entry and 16+ for Lower Sixth entry. It is a condition of any offer that the value of an award must remain strictly confidential between parents and the school and pupils should not be told the actual percentage. Candidates may apply for more than one scholarship

however this will not affect the total fee reduction. The Headmistress or Headmaster has the right to withdraw a scholarship at any time if behaviour, commitment and progress are not being maintained.

### **Forces Allowance**

We are pleased to confirm that a Forces Allowance equivalent to 15% of the fees is available at Millfield School from Year 3 upwards for children of all eligible service personnel. Further details can be obtained from the Admissions Department.

### **Application**

Scholarship assessment takes place in the academic year before a pupil intends to join Millfield and parents are usually notified of a decision within two to three weeks of assessment. Pupils must be recommended by their current head teacher. Before being considered for a scholarship, parents must register their child with Millfield after which a report from the pupil's current school will be requested.

Application forms for Millfield Prep Scholarships are available from the Tutor for Admissions on 01458 832446 or [admissions@millfieldprep.com](mailto:admissions@millfieldprep.com).

Application forms for Millfield 13+ and 16+ Scholarships are available from the Senior Admissions Office on 01458 444296 or [admissions@millfieldschool.com](mailto:admissions@millfieldschool.com) or on the website at [www.millfieldschool.com](http://www.millfieldschool.com).

## **8. Overseas Pupils**

### **Visas**

Pupils living outside the EU should consult the Home Office UK Border Agency website [www.ukvisas.gov.uk](http://www.ukvisas.gov.uk) to find out whether a student visa is required, and, if so, how to apply for one in your country of residence. It is the responsibility of parents to obtain, and to renew as necessary, the appropriate student visa before arriving at Millfield. Millfield holds a Tier 4 sponsor licence.

## **9. Trustees**

The Chairman of Governors can be contacted at Millfield School. A list of members of the school's Trustee body can be found on the school's website.

## **10. Charitable Status**

Millfield School Registered Charity No 310283. Company limited by guarantee registered in England and Wales No 00522385.

Policy owner	MKS/JRP/FG
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Audited by Governor Committee	Yes
Audited on	23 February 2018
Audit by date	
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