



POCKLINGTON SCHOOL FOUNDATION

Admissions Policy

[i] Aims

Pocklington is an inclusive, family focussed and academic day and boarding school that offers incredible experiences inside and outside the classroom for boys and girls aged 3-18 years. From Prep School, which nurtures children's natural curiosity, imagination and enthusiasm for learning, to the Sixth Form, where independent thought is prized, our pupils are encouraged to be resilient, resourceful learners.

Each pupil is encouraged to pursue their own interests to help develop the depth of character and self-awareness to tackle life's challenges on their own terms. Our sense of community, care for each other and pride in the school is tangible, and particularly evident in our outstanding boarding provision. Our Values and Virtues drive all that we do and mean our pupils leave with a deep sense of social responsibility and the ability to shape their own future.

The Foundation's academic structure and management systems are intended to provide for a wide academic ability range and pupils go forward to a range of appropriate higher educational courses. It devotes considerable care to the pastoral support of all of its pupils as well as specialised help for those with learning difficulties.

The Foundation upholds a non-discriminatory admissions policy in respect of disability, gender, race, religion or any factor which is unlawful or unreasonable.

[ii] Procedures

[a] Entry points

The Foundation usually accepts, in September of each year, around 15 children at Reception/Year 1 entry; 20 children at Year 3 to Year 6 entry; 25 children at Year 7 entry [in addition to those making an automatic transition from the Prep School]; 20 children Year 8 to Year 11 and 15 students at Year 12 entry. A small number of places may also be available at non-standard entry points. September 1st is normally used as the birthday watershed for determining the applicant's year for entry.

[b] Entry to Pocklington School

Admission **at ages 11 to 15** is subject to vacancy and is by assessment in Mathematics, English and Verbal and Non-Verbal Reasoning Tests. Candidates for Year 9 from preparatory schools may opt to sit the Common Entrance Examination in May as an alternative.

All Pocklington Prep School pupils normally progress to Year 7, but may choose to sit the Pocklington School Entrance Assessments for the purposes of academic scholarship/exhibition awards.

Entry to the **Sixth Form** (from Pocklington or other schools) is usually conditional upon achieving at least 4 GCSEs at grade 6 or equivalent, and 2 GCSEs at grade 4 or equivalent. Pupils failing to reach this minimum standard will be considered on an individual basis by the Headmaster.

[c] Entry to Pocklington Prep School

Admission at ages 5 to 10 is subject to vacancy and is by an informal assessment session for Reception to Year 2 and by examination in Mathematics, English, Reading and Non-Verbal Reasoning for Years 3 to 6. Pocklington Prep Year 2 pupils automatically progress to Year 3.

[d] Registration

Parents are requested to complete a Registration Form, which should be returned to the Admissions Secretary at Pocklington School or Pocklington Prep School, as appropriate, together with a non-refundable registration fee to cover administration costs, within the prescribed timescales. The registration cost is advertised on the Foundation's website. The completion and signing of a Registration Form does not guarantee admission to the school, nor does it in any way bind parents. No priority is given to applicants based on the order in which applications are received, up to the school's entrance examination date.

[e] Admission Procedures

The Foundation will write to parents of pupils registered for entry giving detailed information about the schedule for the entrance procedure.

Letters offering places and scholarships or other awards will be sent out usually within one week of the Entrance Examination. Parents will be asked to accept the offer and pay the acceptance deposit within the stated period or decline the offer by the stated deadline which will be agreed in advance by all independent schools. The deposit will be held until after the pupil's final term at school.

Parents of pupils new to the Foundation are required to complete the Acceptance Form, upon which the offer is based and which sets out, in detail, the Terms and Conditions on joining the Foundation.

[f] Examinations and Assessment

Examinations usually take place on Saturday mornings in January and February. Occasionally, testing may also be offered later in the year. It is sometimes possible to arrange for the tests to be taken at other locations, for example, at schools overseas.

Where pupils apply to join part way through the year, tests will be arranged at a mutually convenient time. Successful pupils will be able to join either school as soon as all the necessary arrangements have been made.

Advice about the entrance examination procedure and copies of past papers are available on the school website or on request from the Admissions Secretary at Pocklington School or Pocklington Prep School, as appropriate. Before making a decision to apply for entry, we strongly recommend that families come to one of our open events. Families are very welcome to make an appointment to meet the Headmaster or the Head of Prep and have an individual tour of the schools.

[g] Selection Criteria

New entrants will be accepted for entry to Pocklington Prep School based on their performance in the school entrance examinations in Non-Verbal Reasoning, Reading, Maths and English and informal interview/meeting with the Head of Prep. These will be used to judge each prospective pupil's ability to meet the demands of the Pocklington Prep School curriculum. Places offered are also subject to a satisfactory school report. There are no school entrance examinations for pupils entering Pre-Prep, although pupils are required to spend part of a morning in school with the Head of Pre-Prep undertaking some age-related tasks.

New entrants will be accepted for entry to Pocklington School based on their performance in the school entrance examinations in Mathematics, English, Verbal Reasoning and Non-Verbal Reasoning and interview with a senior member of staff. These will be used to judge each prospective pupil's ability to meet the demands of the Pocklington School curriculum. Places offered are also subject to a satisfactory school report.

[h] Bursaries and Scholarships

Scholarships are available for candidates entering Pocklington Prep School, Year 7, and Year 9 and for entry into the Sixth Form. At Pocklington Prep School, scholarships may be awarded to exceptional candidates. At Year 7, scholarships are awarded to the best performing candidates in the Entrance Examination. At Year 9, there is a Scholarship Examination which is also open, by invitation or request, to internal candidates. Sixth Form scholarships are awarded to the highest performing students at GCSE (internal and external).

Preparatory school candidates for Year 9 who wish to be considered for scholarship **must sit the school's Entrance Examination**.

Our means tested bursary scheme exists to give financial help with school fees (up to 100%) to Sixth Form candidates with recognised potential who could not otherwise attend the school. Details are available from the Admissions Secretary.

[i] Special Educational Needs and Disability

The Foundation is committed to providing equality of opportunity through the creation of an environment in which individuals are treated solely on the basis of their relevant merits and abilities.

Parents /guardians are required to disclose their knowledge of any specific learning difficulty or disability relating to their child on registration. Should a request be made regarding special conditions required to take the Entrance Examination, or any other special provision, then evidence of a formal diagnosis pertaining to that special educational need or disability will be required. In the event of such a request being made, the applicant's needs will be evaluated, with regards to making any reasonable adjustments to provide equality of opportunity.

[j] Boarding

Pupils who are expressing an interest in boarding may tour the boarding houses and meet with boarding staff. In addition to the standards described elsewhere in this document, the Foundation allocates places within the boarding community based on its assessment of how well the pupil is suited to boarding and how much they will benefit from being a boarder.

[k] International Students

A number of places are available at Pocklington School for students aged 11 - 18 whose first language is not English. Details of the admissions procedures for candidates for these places are contained in the International Students Admissions Policy which can be obtained from our International Admissions Officer.

[l] Withdrawal

A full term's notice is required by 12.00 noon on the first day of term in respect to withdrawal of a pupil from either school after acceptance of a place, or for removal at any time during the pupil's education. A full term's fees become payable in the absence of the notice period given above.

[m] Discipline and Exclusions

Each school has its own clearly defined set of School Rules which are published in their termly Calendar. Each operates a Rewards and Sanctions Policy which sets out the sanctions available to members of staff. If numerous misdemeanours accumulate, or a single serious disciplinary incident occurs, a pupil may be excluded from school or boarding, either temporarily (suspension) or permanently (expulsion). At Pocklington School, temporary exclusions are dealt with by the Pastoral Director and permanent exclusions are dealt with by the Headmaster. Temporary or permanent exclusions from Pocklington Prep School are dealt with by the Head of Pocklington Prep in liaison with the Headmaster. Records will be held by the Pastoral Director or the Head of Pocklington Prep, as appropriate.

[n] Complaints

We hope that you do not have any complaints about our admissions process, but a copy of the Foundation's complaints procedures is available on the school website should you wish to consult it.

[iii] Responsibilities:

The Foundation will:

- Ensure that those involved in the selection and interview of applicants have received appropriate preparation and training
- Retain documentation supporting each application for admission for at least one year after the entrance selection period, whether or not the applicant is offered a place
- Maintain admission and attendance registers in accordance with the Education (Pupil Registration) (England) Regulations 2006

Governors will:

- Determine the selection criteria and review them regularly

The Headmaster will:

- Take overall responsibility for admissions and for the operation of this Policy
- Supervise the admissions process
- Deal with correspondence regarding unsuccessful candidates

The External Relations Director is:

- Line managed by the Headmaster and will meet with him on a regular basis to discuss admissions policy.

Oversight of the Admissions Policy is undertaken by the External Relations Committee and will be undertaken by the External Relations Director in January/February of each academic year.

Written September 2008 (R Smith – Director of Studies)
Reviewed January 2010 (R Smith – Assistant Head (Academic))
Reviewed February 2011 (J M Webb – Director of Teaching and Learning)
Interim Review February 2013 (M E Ronan- Headmaster). L J Powell, Director of Teaching and Learning,
currently leading review of admission policy and pathway documents
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