



STONAR

STONAR SCHOOL

Admissions Policy & Procedures Including EYFS

A. INTRODUCTION

1. This policy has been authorised by the Directors of Stonar School and is to be read in conjunction with Stonar School's Terms and Conditions. Its status is advisory only. It is addressed to prospective parents and pupils and to all members of the teaching and administrative staff.
2. Stonar School is an Independent Co-educational Day and Boarding School. Stonar Senior School and Stonar Preparatory, including the Early Years Foundation Stage (EYFS), welcome pupils from age 2 up to the age of 18, provided that their parents agree that pupils and parents will conform to the School's policies and expectations.
3. The aims of this policy are:
 - a. To set selection criteria and procedures that are consistent with the School's purpose and fair to applicants.
 - b. To identify applicants whose academic and other abilities appear to match the ethos and standards of the School and whose personal qualities suggest they have the potential to contribute sufficiently to the School community and benefit from the many opportunities that are offered here.
4. The admissions process is overseen by the Head. The selection criteria and interview procedure are determined and reviewed biennially by the Directors of the School. Those involved in selection and interviewing have received appropriate training.

B. DISABILITY AND SPECIAL EDUCATION NEEDS

5. The School will do all that is reasonable to comply with its legal and moral responsibilities under the Equality Act 2010 and the SEND Code of Practice 2014 to accommodate the needs of applicants who have disabilities for whom, with reasonable adjustments, the School could cater adequately. Further information can be found in the School's "Educational and welfare provision for pupils with Special Educational Needs or Disabilities (SEND) and Provision for Pupils for whom English is a Second Language" policies.

6. Parents of a child who has any disability or special educational or medical need should give this information on the application form and then provide the school with further details as requested. The School's Head of Learning Support or will review the information and advise the Head about the child's suitability before taster days or entrance exams are arranged.
7. The School needs this information in order to assess those needs to ensure that the School can provide adequately for the pupil throughout the admissions process (including at interview, on attendance at the School, taster days and during the Entrance Examination, as appropriate).
8. Where there is an Educational Psychologist, medical or other professional report to support special arrangements, the School will make appropriate provision during entry assessments. This may take the form of (as applicable):
 - 25% extra time
 - Reader and/or scribe
 - Use of word processor
9. The School will consult with parents about the adjustments which can reasonably be made for the child, both during the admissions process and later as a pupil. However, the School is a mainstream school and not a special school and therefore teaching staff may not necessarily be trained in specific areas. It is the parents' responsibility to ensure that the provision matches their child's needs on admission.

C. SCHOLARSHIPS, BURSARIES AND AWARDS

A range of scholarships, means-tested bursaries and awards are available for children from Reception through to the Sixth Form. Please refer to the Scholarships and Bursaries information on the school website for further details.

SIBLING DISCOUNTS

Sibling discounts are available when two or more children from the same family attend Stonar simultaneously. Sibling discounts are applied to the younger child's fees. The discount for a second and subsequent child is 5% per child. When an older sibling leaves Stonar, the sibling discount will be reduced accordingly. Sibling discounts are only available from the Reception Class onwards.

FORCES DISCOUNT

We are pleased to confirm that Forces Discounts are available at Stonar for day and full-boarding children of eligible service personnel.

D. ENTRY POINTS, ENTRANCE AND PROGRESSION PROCEDURES

The usual entry points to the School are to the nursery or Prep School or Years 7, 9 or 12 although pupils may be accepted at other points if places are available.

Stonar School admits pupils from a wide range of ability but a small number may have more complex needs which require more specialist provision than Stonar provides. Progress to the next key stage of education at Stonar is dependent on a pupil making sufficient progress and the school judging that it can meet the pupil's needs for the following key stage. If there is any doubt about this the School will initiate a discussion with the parents as early as possible before the end of their penultimate year in the Key Stage, e.g. at the end of Year 5 for Year 7 entry.

Nursery and Prep School

Places are offered subject to availability following successful taster days and, where applicable, reports from the previous school.

Senior School

After parents have applied for a place, and the application form has been reviewed, most pupils will be invited to spend a day in school, have an informal interview with the Head and take the Stonar Online Entrance Assessment. Stonar will also request information from previous schools before making an offer of a place.

Age 16+

Existing pupils may progress to the Sixth Form subject to satisfactory progress at GCSE. New applicants at 16+ are assessed on the basis of their last school report and on the strength of a reference from their present school as well as an interview. Pupils who are taking GCSEs will be offered places subject to satisfactory results in their examinations. Pupils are normally expected to have achieved at least 6 GCSEs at grade 5 and above and a minimum of a grade 7 in GCSEs relevant to their A level choices. Pupils not taking GCSEs will be required to take an Online Entrance Assessment and to have an informal interview with the Head. If it is not possible for an overseas pupil to visit the School, this interview will be carried out by Teams or Zoom.

E. ADMISSIONS PROCESS

School Visits and Open Days

Prospective parents are encouraged to attend at least one open event in order to assess the suitability of the school for their children. The school is also very happy to arrange individual tours and meetings with the Head for prospective parents. Open days are held at least twice a year and supplemented by Nursery and Prep School open days. A special taster day is offered to prospective Year 7 entrants in the autumn term where they can experience a day in the Senior School.

Application Form

Parents are asked to fill in an application form and pay the registration fee. The School will then seek any additional information needed before inviting the pupil to a taster day and to take the entrance examinations, if applicable. The entrance examinations for Year 7 are held in January and parents of registered pupils will be contacted in the preceding November to confirm the arrangements and procedures for this day. Alternative arrangements can be made for pupils who are registered after the

Entrance Examination Day in January. Parents will be asked to confirm attendance of pupils at the examination and upon confirmation, details of scholarships, dates and criteria will be sent to all entrants.

Candidates taking entrance examinations for other years will do so on a mutually agreed date. Results of the entrance examination are confidential to the School and are not normally released.

Overseas Applications – or candidates who do not speak English as their first language

External candidates who do not speak English as their first language will be required to take an EAL assessment and an online cognitive abilities test and will have to provide a recent school report.

When it is not possible to meet applicants from overseas, the applicant will be interviewed by Teams or Zoom by a member of staff. Pupils represented by an agent will follow the same process.

It is the responsibility of the School to ensure that the applicant, to the best of its knowledge, meets the requirements of the rules for a valid visa to study in the UK. Further information on the Visa Compliance process is detailed in Appendix I.

Interviews

- **General interviews:** General interviews are conducted by a senior member of staff. The style of the interview is intended to be informal and natural. The aim of the interview will be to explore the candidate's interests and to answer any questions the candidate has about the School.
- **Scholarship Interviews:** These formal interviews are conducted by the Head and will explore what the scholarship candidate has to offer the School in their chosen field and more generally.

References

The School will ask for a written reference to be given by the Head of the candidate's current school as to the candidate's academic ability, attitude and behaviour, involvement in the school community, talents and interests, and any other special circumstances such as special education needs, or a disability. The reference may also include the results of tests taken at the school (such as SATS, NFER or CEM tests) and predicted grades at GCSE (if appropriate).

Letters offering places and scholarships will normally be sent out within three weeks of the entrance assessment. Parents will usually be asked to accept the offer, complete and return the Admissions Form and pay the acceptance deposit within two weeks. If no response to an offer has been received within three weeks, the School will assume that the offer has been declined and the place and (where applicable) award may be offered to another family.

Letters will also be sent out to those parents whose child has not gained a place and to those whose child's name has been placed on the waiting list.

F. SELECTION

The **preconditions for admissions** are that:

- The applicant is of the appropriate age and sufficient maturity;
- The applicant has the ability to access the full curriculum;
- The School is able to provide adequately for any learning difficulties, disabilities and other special needs (if any) the applicant may have;
- The present school reports on a satisfactory attitude and conduct on the part of parents and applicant;
- Fees (at the present school) have been paid.

The **academic criteria** for selection are:

- Success in the Stonar Entrance Assessments (as appropriate);
- Candidates for whom English is an additional language meet the required standard of English for their entry point;
- A satisfactory interview at Stonar and/or satisfactory feedback from staff at the taster day;
- A positive recommendation from the Head of the applicant's present school;
- Good recent school reports.

The **preference factors** subject to the above sections are:

- The applicant has a sibling at Stonar School;
- That the applicant has special aptitudes or gifts.
- Date of registration.

Applicant's age: very occasionally, we may offer places to pupils one year ahead or behind their standard year group if we consider as a matter of professional judgment that this would be in the best interests of the pupil and the School.



Special circumstances: we recognise that a candidate's performance in the assessment or taster day may be affected by particular circumstances and will take these into account when making a judgement for example:

- If the candidate is unwell when taking tests or has had a lengthy absence from school;
- If there are particular family circumstances such as a recent bereavement;
- If there is a relevant educational history, e.g. education outside the British system;
- If the candidate has a disability or specific learning difficulties;
- If English is not the candidate's first language.

Factors that are protected characteristics under the discrimination act will not be taken into account in the assessment of a pupil for admission. These include gender; the applicant's skin colour; race; nationality or ethnic or national origin; religious beliefs and sexual orientation.

Admissions Record: a confidential form of Admissions Record will be completed for each applicant.

Reviewed by the Advisory Body (date): May 2016, May 2018, May 2019, May 2020

Signed:  (Director)  (Head)

Due for review by the Advisory Body: May 2021

APPENDIX I: INTERNATIONAL PUPIL VISA COMPLIANCE

Stonar School - Sponsor Licence Number: JG8P0F28

A. INTRODUCTION

Stonar welcomes pupils from all over the world and values their contribution to the life of the School.

Prior to proceeding with the application process it is important that families check if the child will require a visa to study in the UK. Full up-to-date information for the UKVI (United Kingdom Visas and Immigration)/Home Office may be found at <https://www.gov.uk/apply-uk-visa>

This policy details and ensures regular review of the administration of Tier 4 visas for the School's eligible international pupils, as well as detailing information on the requirement and responsibilities of guardians for all international pupils.

B. TIER 4 INTERNATIONAL PUPILS

Stonar has partnered with Newland Chase Education who are a UK Immigration law firm that specialises in Tier 4 (www.education.newlandchase.com) NCE works for and on behalf of Stonar to help in all immigration and visa matters to make sure that their visa application is likely to succeed.

Newland Chase Education contact details are:

Newland Chase Education
Capitol house
1st Floor West
Russell Street
Leeds
LS1 5SP
Tel +44 (0) 1133401515

Stonar and NCE will make all reasonable efforts to assist pupils and parents to comply with the UK Government's requirements on visa entry for international pupils who wish to come to the UK to study. However, responsibility for making a visa application to allow their child to attend Stonar rests with the parents. Stonar or NCE cannot assist with resolving visa related issues other than those under Tier 4 (or any subsequent scheme) either for a current pupil or for a pupil who is proposed to be admitted.

Stonar and NCE generally will issue a Tier 4 (Child) pupil CAS (Confirmation of Acceptance for Study) and may issue a Tier 4 (General) CAS in exceptional circumstances.

On first application to Stonar

Each eligible pupils needs to be individually sponsored by the School via the issue of a CAS certificate. It is the responsibility of the School to ensure that the applicant, to the best of its knowledge, meets the requirements of the rules for a valid CAS. A CAS application that is refused will count against the school's annual statistics which are monitored and reviewed by UKVI. It is the responsibility of the School to ensure that every applicant is genuine. This includes checking and verifying the following:

- Identification documents, e.g. passport and birth certificates, with certified English translations where required
- Academic reports and certificates
- That the level of English spoken and understood is acceptable and genuine
- That the entrance assessments and interview are genuine and have been invigilated under exam conditions
- Parental consent has been provided and the relationship between the children and parent(s) or legal guardian(s) are genuine by requesting the adult passports, birth certificates and any associated legal documents

In addition parents are expected to provide the School with the following prior to the commencement of the CAS process:

- A signed copy of the acceptance form, along with payment of the acceptance deposit
- A completed guardian agreement.

It is the responsibility of the School to ensure that the following scenarios are explained to the family:

- If a Tier 4 (Child) pupil turns 18 years old during their studies at the school they can carry on with their course until their permission to stay ends. Should they wish to carry out further studies in the UK, they will have to apply under another category, for example Tier 4 (General).
- Pupils joining from another School in the UK must have a visa application sponsored by this School in place, before they arrive at school. If the pupil is transferring from another School, Stonar Admissions will contact NCE and NCE will complete the new visa application sponsored by Stonar.

Following confirmation from the School to NCE that a CAS is requested, NCE will contact the parents directly and request the following:

- Scanned copies of documents to be emailed to them. Parents will need to submit the original documents to the visa application centre at their visa appointment.
- Passport (this must have two blank pages back to back)
- Birth Certificate (or national equivalent)
- Parental Consent Letter signed by both biological parents. Where there is sole custody or one parent signing. There needs to be documentation to support this e.g. divorce
- IELTS, Secure English language test (SELT) certificate (if applicable)
- Any documents that are not in English must be accompanied by a full certified English translation.
- Confirmation that the applicant has sufficient funds available to pay the fees for boarding and tuition for the first year in full prior to applying for the CAS. This may include requesting bank statements for dates and funds to be checked unless they are from a low-risk country listed in Appendix H of the Immigration Rules: <https://www.gov.uk/guidance/immigration-rules/immigration-rules-appendix-h-tier-4documentary-requirements>. Please note that UKVI reserves the right in some cases to request financial evidence even from applicants from low-risk countries. Therefore, NCE may still ask to see their financial evidence even if it is not submitted at the appointment to ensure compliance.
 - The financial evidence provided must be issued no later than 31 days before submitting the online application, and must show that they have access to any outstanding course fees for 28 continuous days. If the pupil is a Day pupil, they will also need to show access to maintenance of £9135 or £11385, depending on where the School is based.
- Tuberculosis (TB) Screening certificate - if they are from a country where this is required – please check here: <https://www.gov.uk/tb-test-visa/countries-where-you-need-a-tb-test-to-enter-the-uk>
- Please note that the above list is not exhaustive and NCE will advise them further by email if any other documents are needed depending on individual circumstances.

NCE will then assist with:

- Completion of the pupil's online visa application form
- Ensuring that all of the documents they need for a successful application are discussed and prepared before their appointment
- Liaising with the School regarding the issuing of the CAS
- Helping the pupil book an appointment to attend their chosen visa application centre
- Ensuring that upon successful completion of their visa, their Biometric Residence Permit is delivered to Stonar before their arrival in the UK

The application is made online and a CAS number and form will be issued to parents. A CAS number is valid for six months but may not be used more than 3 months before the course begins. The CAS number will be issued by NCE for parents to apply for a visa. If a visa application is refused, a copy of the refusal letter must be sent to the school and NCE prior to the issue of a new CAS.

For continuing pupils

Once the pupil has joined the School, Stonar is required to regularly monitor attendance and record progress of the pupil's level of English language and their achievements in education. The School must meet these requirements for inspection by the UKVI who will expect all records for every sponsored pupil to be immediately available upon request. Stonar is expected to provide:

- Evidence of the continuing provision of attendance records and regular school reports
- Records showing how and where the pupil has entered and exited the UK
- In exactly whose care and where they were for any weekend or school holiday if remaining within the UK to prove their duty of care to the sponsor
- Continued data and monitoring of BRP, passports, police registrations (where applicable) and CAS renewals.

The school has a duty to notify UKVI within 10 days if the sponsored pupil:

- Is refused a CAS
- Does not arrive to enrol on their course, or is late arriving to enrol, or is absent without permission for more than a minimum period
- Leaves their course without completing it
- Is asked to leave the course and the school
- Changes course, e.g. applies for a two-year A Level but subsequently has to repeat Year 12.
- Parents are expected to adhere to the term dates of the School when booking all flights and to notify the Travel Department (travel@stonarschool.com) of all flight and transport details. Also the location details if they remain in the UK.

C. NON TIER 4 INTERNATIONAL PUPILS

On first application to Stonar

It is the responsibility of the School to ensure that every applicant is genuine. This includes checking and verifying the following:

- Identification documents, e.g. passport or birth certificates, with certified English translations where required
- Academic reports and certificates
- That the level of English spoken and understood is acceptable and genuine
- That the entrance assessments and interview are genuine and have been invigilated under exam conditions
- Parental consent has been provided and the relationship between the children and parent(s) or legal guardian(s) are genuine by requesting the adult passports, birth certificates and any associated legal documents .

Brexit: Through the Withdrawal Agreement Bill the UK will be taken out of the EU on 31 December 2020. All EU citizens arriving in the UK before 31 December 2020 will have until 30 June 2021 to register, through the EU Settlement Scheme. Pupils arriving after 31 December 2020, will be subject to a future immigration scheme.

For continuing pupils

Once the pupil has joined the school, Stonar is required to regularly monitor attendance and also be able to clearly demonstrate progression of the pupil's level of English language and their achievements in education. Stonar is expected to record:

- Evidence of the continuing provision of attendance records and regular school reports
- Records showing how and where the pupil has entered and exited the UK
- Continued data and monitoring of passports and police registrations (where applicable).

Parents are expected to adhere to the term dates of the school when booking all flights and to notify the Travel Department (travel@stonarschool.com) of all flight and transport details.

D. GUARDIANS

It is essential that all parents who are not permanently resident in the UK must appoint a guardian in the UK to act with their full authority. Those who undertake this role are providing a generous commitment to the education and wellbeing of the pupil. Guardians should be provided by the pupil's own family. The guardian may be a nominated friend of the family, another family member or guardianship agency.

The Guardian

- The guardian should not be a full-time pupil and must be over the age of 25
- The guardian must live in the UK, 2 hours from School and should not be required to travel regularly overseas
- Should be able to correspond with the school in English
- Should be open to an annual inspection as required by the Agency or organisation responsible
- Should not be running a guest house or offering any other paid accommodation service
- If a Guardian Agency is used, the agency should be AEGIS accredited

If a family has difficulty in finding a guardian, the School the School advises parents seek an AEGIS accredited guardianship / those from the BSA accredited Guardianship scheme. The School is unable to arrange or recommend guardians. It is the responsibility of the parent to choose and pay for a guardian who can fulfil the role to the satisfaction of both the School and the parent.

It is the responsibility of the parent or agent to inform the School if the guardianship arrangements change.

The role of the Guardian

- To be a 24 hour point of contact in place of the parents throughout the school term
- To be the person with whom the School liaises on matters relating to the pupil
- To be able to accommodate the pupil in an emergency or if the pupil is for any reason required to be away from School or unable to be in School during term time
- To arrange travel to and from School at the beginning and end of terms and at half terms (if not arranged via School Transport)
- To communicate travel arrangements to travel@stonarschool.com at least two weeks before the pupil leaves or returns to School, giving exact flight, travel and accommodation details

- To arrange proper care and supervised accommodation for holidays and half-term holidays if the pupil will not be with their parents
- To ensure the pupil does not stay at a hotel during holidays or half terms unless directly supervised by a responsible adult (over 25)
- To ensure that arrival and departure times comply with the school's published term dates and times
- To make all decisions (including decisions relating to medical care and curriculum choices) in relation to the pupil that a parent could or should make, including the signing of consent forms as necessary
- To give permission for other arrangements where the pupil will be away from School, for example school trips or visits to friends
- To give permission for the pupil to participate in activities for which extra charges may be payable, for example music lessons
- To support the pupil in their academic progress, including attending parents' meetings, as required
- To communicate with the School regarding the pupil's welfare and wellbeing, including any medical matters that have occurred during their stay away from school