



ADMISSIONS POLICY

Giggleswick School is a co-educational independent boarding and day school for pupils from ages 2 to 18. The School has around 350 pupils in the Senior School, 70 in the Junior School and 28 in Mill House Pre-School. Deciding on the right school for your child is very important, and we believe that a personal visit is invaluable. We very much hope that you and your child will visit Giggleswick School. A separate Admissions Policy is available for entrants to Mill House Pre-School.

We hold open mornings throughout the year, which give a general introduction to the School, and a Sixth Form Open Event in the Autumn Term for Year 11 students looking to move to a new Sixth Form. Details are published on our website. We are also very happy to welcome prospective parents and their children for an individual visit at any time during the year. Please contact the School's Admissions Office on +44 (0)1729 893189 or email admissions@giggleswick.org.uk to arrange a visit.

1. THE ENTRY PROCEDURE

- 1.1 Giggleswick School has a selective admissions policy but gives consideration to all applications and to any reasonable adjustments that would be required to enable a pupil with Special Educational Needs and Disabilities (SEND) to access the curriculum.
- 1.2 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.
- 1.3 Entry to the Junior School and Senior School can take place at any time into any year group subject to availability of places. At the end of Year 6, the majority of Junior School pupils progress to Year 7 in the Senior School.
- 1.4 Although we are not an academically selective school, entry to the Senior School for Year 7, Year 9 and Year 12 for those pupils not already enrolled in the Junior or Senior School is normally based upon assessment through an entry examination, an interview at the School and references from the candidate's previous school.
- 1.5 Applicants for admission should register for a place by completing a registration form and paying a registration fee of £150. The registration form is available from the Admissions Office or from the admissions section of the school website. Proof of identity and nationality, such as a copy of a passport and/or birth certificate, is required to be sent with the registration form.
- 1.6 At Mill House no registration fee is required, but a refundable £50 deposit is required to secure a pupil's place. Further details of the Pre-school admissions procedures can be found in the MHP-S Admissions Policy document.
- 1.7 Prior to enrolment, the previous school of each child will be contacted for any safeguarding records they hold on the child and any behaviour logs and academic reports. These are logged and pursued if they not immediately forthcoming.

2. EQUAL TREATMENT

- 2.1. Giggleswick 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. Means-tested bursaries may be offered to scholarship award holders in order to make it possible for them to attend the School.
- 2.2. Giggleswick School is committed to equal treatment for all, regardless of a candidate's race, ethnicity, religion, disability, gender, sexual orientation or social background.

3. SPECIAL EDUCATION NEEDS

- 3.1 Giggleswick School does not discriminate in any way regarding entry. The School welcomes pupils with special educational needs providing that our learning support department can offer

them the support that they require. We welcome pupils with disabilities provided that our site can accommodate them.

- 3.2 Prospective applicants with known SEND meet with the Learning Support Co-ordinator (LSC) at the initial visit. At this stage the LSC makes an assessment of the reasonable adjustments that may be required. Additional advice may be sought from an Educational Psychologist or from other relevant health professionals.
- 3.3 We ask parents of children with special educational needs or physical or mental disabilities to discuss their child's requirements with Giggleswick School before he/she sits the entrance examination so that the School can make adequate provision for him/her. Parents should provide a copy of an educational psychologist's report or a medical report if they have one.
- 3.4 The School will discuss thoroughly with parents and their medical advisers the adjustments that can reasonably be made for the child if he/she becomes a pupil at the School.
- 3.5 There may be exceptional circumstances in which we are not able to offer a place for reasons relating to a child's disability. For example, if, despite reasonable adjustments, we feel that a prospective pupil is not going to be able to access the education offered, or that his/her health and safety or those of other pupils or staff may be put at risk, we reserve the right to decline a place at the School.

4. THE ASSESSMENT PROCESS

- 4.1 The aim of the process is to identify potential. Giggleswick School is looking for well-rounded pupils with a genuine interest in education in the broadest sense of the word, with interests that stretch beyond the confines of the academic curriculum. The School has strong traditions in music, drama, art, debating, community activities, sport and outdoor pursuits. There are many extra-curricular activities, all of which are important in developing a well-balanced, confident individual.
- 4.2 We do not require applicants to the Junior School to sit formal entrance tests, although they may be asked to undertake in-class assessments or meet with the Learning Support Co-ordinator.
- 4.3 No specific preparation for the entrance tests is needed. All candidates for entry (below 16+) sit papers in English, Maths and Verbal and Non-Verbal Reasoning which are designed for their age group.

Applicants for entry at 16+ are offered places based on school reports, predicted GCSE grades and interview. Our offer of places into Year 12 is conditional upon a candidate achieving a Level 6 Grade average at GCSE/iGCSE for A level and a minimum of four Level 4 Grades at GCSE for BTEC courses. Some individual courses may stipulate a minimum grade requirement. Where criteria are narrowly missed, we will consider individual cases on merit and may offer a degree of flexibility.

- 4.4 The dates for Year 7, Year 9 and Year 12 assessments for the current year are published on our website, together with the dates that results are posted to families.

5. SIBLING POLICY

- 5.1 Most siblings join us at Giggleswick School; however, admission is not automatic and there may be occasions where the School judges that a sibling is likely to thrive better in a different academic environment.

6. SCHOLARSHIPS

- 6.1 Giggleswick Senior School offers a number of scholarships each year for excellence in:

- Academic subjects
- All-Rounder (academic + either music, sport or drama)
- Music
- Sport
- Drama (Sixth Form)
- Art (Year 9 and Sixth Form)

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Design (Sixth Form).

- 6.2 Giggleswick Junior School does not offer scholarships.
- 6.3 Scholarships are designed to reward excellence and to celebrate exceptional talent. In recognition of this achievement, the scholar is offered a reduction in the fees throughout his/her time at Giggleswick School. In addition, music scholars may be offered free tuition in musical instrument[s]. Parents are asked to indicate on the registration form whether they wish to apply for a scholarship. Details of the arrangements will be sent to all who express an interest.
- 6.4 We encourage parents of scholars who anticipate that they will experience difficulty in meeting the balance of the tuition fees to apply at the same time for one of the School's means-tested bursaries described below, when they register their child.
- 6.5 Scholarships are held for the duration of a pupil's time at the School, provided his/her conduct and attitude to learning is satisfactory. An annual review process takes place.
- 6.6 Details on all current scholarships available are published on our website and our Fee Remission Policy is also available to view in the policy section of our website.

7. BURSARIES

- 7.1 Giggleswick School's bursary programme is designed to make it possible for as many as possible of those who are awarded a scholarship or exhibition to take up a place. Our Fee Remission Policy can be viewed on our website or can be obtained from the Bursar. Bursaries are means-tested in accordance with the criteria in the policy. Both parents are required to provide proof of their income and assets. The level of support varies according to parental circumstances. In most cases a maximum of 50% total remission can be expected for candidates entering the Senior School.
- 7.2 Bursaries are always offered for 12 months at a time. The family is required to provide fresh information about its circumstances for every year that their child attends the School. Levels of support may vary with fluctuations in income.
- 7.3 Bursaries are only offered to families who are resident in the UK.
- 7.4 The School's practice is to allocate its entire available bursary funding on entry. The School's expectation is that parents, who do not choose to apply for a bursary at the time that their child is being assessed, will not require financial support throughout the time that their child attends the School, except in wholly unforeseen circumstances.
- 7.5 A bursary may be withdrawn in accordance with the terms upon which such award is made or in accordance with the School's Terms and Conditions.

8. OVERSEAS APPLICANTS

- 8.1 We welcome overseas pupils who can study at Giggleswick School as boarders provided that he/she has a relative or responsible adult living in the UK with whom he/she can stay for some weekends, more details of which are contained in the School's Terms and Conditions. However, parents of overseas pupils should appreciate that we do not run a short-term study programme and expect overseas pupils to finish a complete course of study such as Years 9-11, or Years 12 -13.

9. FLUENCY IN ENGLISH

- 9.1 In order to cope with the academic and social demands of Giggleswick School pupils must understand and speak English to at least intermediate standard before coming to the School. Candidates entering the UK under a visa to study are required to take an English test to identify their level of English on application. Individual tuition in English as an Additional Language (EAL) can be arranged at the parent's expense.

10. RELIGIOUS BELIEFS

- 10.1 Giggleswick School is a Christian foundation and has a designated Church of England (Anglican) character. The School does not select for entry on the basis of religious belief

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but applicants should be aware that there is compulsory Saturday morning school and that all pupils are expected to attend Chapel services and assemblies. Our kitchens can provide for the dietary requirements of Jews, Hindus and Muslims, but owing to the rural location of the School access to places of worship for some faiths may be difficult. Roman Catholics may attend the local RC church.

11. SCHOOL'S TERMS and CONDITIONS

11.1 The School's Terms and Conditions are on the School's website and will be made available to parents as part of the admissions process.

12. COMPLAINTS

12.1 The School hopes that parents and pupils do not have any complaints about the School's admissions process but copies of the School's complaints policy are available on the website.

13. ADMISSION REGISTER

13.1 All students are recorded onto the admissions register on entry to the School, with their addresses and parent contact details, gender, their previous school (if any), their date of birth, their enrolment date and their boarding status (there will be two points of contact stored in the database).

13.2 Upon leaving the School, we record the destination school, when the pupil left, the reason for leaving and any relevant future addresses. We then confirm with the new school (where appropriate) that they have been added to their roll. We then share safeguarding records if we have not already been approached by the new school.

13.3 The School will notify the local authority when pupils are added or removed from the admissions register at non-standard transition points (i.e. where a pupil leaves the School before completing the School's final year or joins a school after the beginning of the school's first year). The School will also notify the local authority when a pupil fails to attend school regularly or is absent without leave for more than 10 school days (continuous).

13.4 Applicants' details will be held on file with due regard to data protection legislation and the School's Privacy Notice (available on the website). The School will not hold the personal data of you or your child for longer than is necessary for a lawful purpose.

Reviewed by: MZ Hodge, Bursar
A Simpson, Deputy Head (Wellbeing)
JR Mundell, Head of Junior School
AL Wood, Deputy Head (Academic)

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Related Policies:

Behaviour Policy

SEND Policy

Equal Opportunities Policy

Attendance Policy

Safeguarding Policy & Procedures

Data Protection Policy