



## POCKLINGTON SCHOOL FOUNDATION

### ADMISSIONS POLICY

#### GENERAL

The Pocklington School Foundation (“Pocklington”, “School” or “Foundation”) which includes the Pre-School at Pocklington Prep School, Pocklington Prep School and Pocklington School 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 2-18 years. From the Pre-School at Pocklington 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.

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 Pocklington School. We usually hold a number of open events throughout the year, which give a general introduction to the School. Details are published on our website. We are also very happy to welcome prospective parents and their children at other times. Please contact the School’s Admissions Officer, Gemma Briggs on 01759 321255 or [admissions@pocklingtonschool.com](mailto:admissions@pocklingtonschool.com) to arrange a visit. If it is not possible to hold open events or arrange school visits because of circumstances beyond the School’s control alternative arrangements will be published on the School’s website.

The Foundation upholds a non-discriminatory admissions policy and is committed to equal treatment for all, regardless of a candidate’s sex, race, ethnicity, religion, disability, gender reassignment, sexual orientation or social background or any factor which is unlawful or unreasonable. The 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 to make it possible for as many as possible to attend the School. The School’s provision for bursaries is described below.

#### ENTRY PROCEDURE

##### [a] Entry points

The Foundation usually accepts new pupils into school in September of each year. A small number of places may also be available at non-standard entry points.

##### [b] Admissions Process

Parents are requested to complete a Registration Form, which should be returned to the Admissions Officer together with a non-refundable registration fee to cover administration costs. The registration cost is advertised on the Foundation’s website. The completion and signing of a Registration Form does not guarantee admission



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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 assessment date for entry into the senior school. The Admissions Officer will write to parents of pupils registered for entry giving detailed information about the schedule for the assessment process.

1st September is normally used as the birthday watershed for determining the applicant's year for entry. Applicants for admission should register by the end of November of the year preceding the desired year of admission, in advance of any required entrance assessment dates. The School's Registration Form is available on the School's website and from the Admissions Officer.

Letters offering places and scholarships or other awards will be sent out usually within two weeks of the Entrance Assessment. 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 upon which the deposit will be deducted from the final term's bill. The Acceptance Form upon which the offer is based sets out, in detail, the Terms and Conditions on joining the Foundation.

### **[c] Assessment Process**

The aim of the process is to identify potential. Pocklington 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. No specific preparation for our entrance assessments is needed; all candidates start on an equal footing, with identical opportunities to display their academic aptitude. Further information about the assessment process is available on the School's website or on request from the Admissions Officer.

Entrance assessments usually take place in January/February but may also be possible later in the School 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 as soon as all the necessary arrangements have been made.

### **i. Entry to Pocklington Prep School**

Admission into **Reception to Year 6** is subject to vacancy. There is an informal assessment session for Reception to Year 2 where pupils spend part of a morning in school with the Head of Pre-Prep undertaking some age-related tasks. Admission into Year 3 to Year 6 is through online examinations in Mathematics and reading, as well as a written assessment in non-verbal reasoning and creative writing. These will be used to judge each prospective pupil's ability to meet the demands of the Pocklington Prep School curriculum. Places offered are subject to a satisfactory school report.

### **ii. Entry to Pocklington School**

Admission into Year 7 - 11 is subject to vacancy and is by assessment in Mathematics, English and Verbal Reasoning Tests, as well as an interview with a senior member of staff. Assessments will be used to judge each prospective pupil's ability to meet the demands of the Pocklington School curriculum. Places offered are subject to a satisfactory school report.

### **iii. Entry to Sixth Form**

Entry to the **Sixth Form** (from Pocklington or other schools) is usually conditional upon achieving 6 passes at GCSE with at least 4 at grade 6 or equivalent, entry onto certain courses may require a higher grade. Pupils failing to reach this minimum standard will be considered on an individual basis by the Headmaster.

## **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 and does not unlawfully discriminate in any way regarding entry. The School welcomes pupils with disabilities and/or special educational



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needs, provided we can offer them the required support, can cater for any additional needs and provided our site can accommodate them. We aim to ensure that all our pupils, including those with disabilities and/or special educational needs, are provided with a safe and inclusive environment in which to learn.

Our policy is to apply our admission criteria to all potential pupils. We require parents of children with special educational needs or physical or mental disabilities to discuss their child's needs with the School before they sit the entrance exam so that we can make adequate provision for them. Parents should provide, with the Registration Form, a copy of an educational psychologist's report or a medical report if available. This is to enable the School to assess their child's needs and consult with parents about the adjustments which can reasonably be made and so that the School can ensure, for example, that their child will be able to access the education offered and that we are able to ensure their health and safety as well as the health and safety of others.

Where a prospective pupil is disabled, the School will discuss with parents (and their child's medical advisers, if appropriate) the adjustments that can reasonably be made for the child if they join the School, to ensure that the prospective pupil is not put at a substantial disadvantage compared to a pupil who is not disadvantaged because of a disability.

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 their health and safety or those of other pupils or staff may be put at risk, we may not be able to offer a place at the School.

### **RELIGIOUS BELIEFS**

The Foundation welcomes applications from prospective pupils of all faiths and of no faith. Although Pocklington School has a Christian foundation, the School does not select for entry on the basis of religious belief.



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### SCHOLARSHIPS

Pocklington School offers a number of scholarships for excellence in academic, music and sporting ability. Scholarships are designed to reward excellence and to celebrate exceptional talent. A scholarship may be withdrawn in accordance with the terms upon which such award is made or in accordance with the School's Terms and Conditions.

**Academic** scholarships and exhibitions are available for candidates entering into Pocklington School at Year 7, Year 9 and for entry into the Sixth Form. At Year 7, they are awarded to the best performing candidates in the Entrance Assessment. At Year 9, there is a Scholarship Examination which is also open, by invitation or request, to internal candidates. Sixth Form academic scholarships are awarded to the highest performing students at GCSE (internal and external). Academic scholars are offered a reduction in fees throughout their time at School (10% for scholarship, 5% for exhibition).

**Music** scholarships are available for candidates entering into Pocklington School at Years 7, 9, 10 or Lower Sixth. They are awarded to outstanding musicians with exceptional ability. They will be assessed by performance and interview. Music scholars are offered a 5% reduction in fees throughout their time at School and are expected to make a significant contribution to the musical life of the School.

**Sport** scholarships are available for candidates entering into Pocklington School at Year 9 and Lower Sixth. Sport scholars have access to the Sports Scholar Programme throughout their time at School and are expected to make a significant contribution to the sporting life of the School.

### BURSARIES

Our means tested bursary scheme exists to give financial help with school fees (up to 100%). Preference is given to Sixth Form candidates with recognised potential who could not otherwise attend the school, however pupils can apply for bursary support from Year 7 and this will be considered where funds allow. Details are available from the Admissions Officer.

### INTERNATIONAL PUPILS

A number of places are available for pupils aged 10 - 18 whose first language is not English. Details of the admissions procedures for candidates for these places are contained in the International Admissions Policy which can be obtained from our International Admissions Officer via [InternationalAdmissions@pocklingtonschool.com](mailto:InternationalAdmissions@pocklingtonschool.com).

### BOARDING

Pupils and families interested 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.

### SCHOOL'S TERMS & CONDITIONS

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.



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**Withdrawal:** The notice required to withdraw a pupil following acceptance of a place is detailed the School's terms and conditions, which can be found on the School's website, will be made available to parents as part of the admission process or directly from the Admissions Officer.

### **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's website should you wish to consult it.

### **RECORDS AND REVIEW**

Applicants' details will be held on file with due regard to data protection legislation and the School's Privacy Notice and Data Protection Policy.

The School will not hold your personal data for longer than is necessary for a lawful purpose. This will generally be up to 3 years after the entrance assessment process if a place is not progressed at the School, but reasons to retain for longer might include: if parents express an interest in the candidate re-applying at a later date, or in the potential candidacy of another sibling; or to deal with any ongoing matters or queries arising from the application.

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.

Reviewed and updated May 2022 (S McNamee – External Relations Director)