



**GIGGLESWICK**  
SCHOOL

## ADMISSIONS POLICY

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## **1 INTRODUCTION**

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Giggleswick School ('the 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, 60 in the Junior School, and 35 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. 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. These can be arranged through the School's Admissions Office on +44 (0)1729 893189 or email [admissions@giggleswick.org.uk](mailto:admissions@giggleswick.org.uk).

### **1.1 THE ENTRY PROCEDURE**

The School has a selective admissions policy and 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. Our admissions process is designed to identify pupils who are able to benefit from our balanced and well-rounded education and who will make a positive contribution towards the life of the School.

#### **1.11 ENTRY POINTS**

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 transition to Year 7 in the Senior School.

Although we are not an academically selective school, entry to the Senior School for Year 7 and Year 9 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. For Year 12 entry, there is an assessment only for those wishing to gain a scholarship; admission for all other Year 12 entrants is subject to satisfactory school reports and references.

#### **1.12 REGISTRATION**

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. For international applicants, 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.

At Mill House, no registration fee is required, but a refundable £50 deposit is required to secure a child's place. Further details of the Pre-School admissions procedures can be found in the Mill House Admissions Policy document.

Prior to enrolment, the previous school of each child will be contacted for any safeguarding records they hold and any behaviour logs and academic reports. These are logged and pursued if they not immediately forthcoming.

#### **1.13 POST-OFFER**

On the offer of a place, an Acceptance Form signed by those responsible for paying school fees is required. A deposit of £750 for UK pupils (£5,500 for international pupils) is then due and will be refunded when a pupil leaves the School, less any deductions incurred. New pupils to the School who require a Child Student Visa will incur a £250 administrative charge to offset the School's costs in relation to the management of the Confirmation of Acceptance for Studies (CAS) process with the United Kingdom Visa and Immigration Service. For our current pupils who need to reapply for their visa, when moving up to the Sixth Form or extending their time at Giggleswick, the fee will be £200.

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## **2 EQUAL TREATMENT**

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The School's aim is to encourage applications from candidates with as diverse a range of backgrounds as is 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.

The School is committed to a policy of equality and aims to ensure that no prospective pupil or other member of the school community is treated less favourably on the grounds of any characteristic.

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## **3 SPECIAL EDUCATION NEEDS AND DISABILITIES (SEND)**

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The School does not discriminate in any way regarding entry. The School welcomes pupils with SEND, 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.

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.

We ask parents of children with special educational needs or physical or mental disabilities to discuss their child's requirements with the School before they sit the entrance examination so that the School can make adequate provision for them. Parents should provide a copy of an educational psychologist's report or a medical report if they have one. This is so that the School can 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, and the health and safety of others.

The School will discuss thoroughly with parents and their medical advisers the adjustments that can reasonably be made for the child if they become a pupil at the School.

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 reserve the right to decline a place at the School.

The School's Terms and Conditions (paragraph 4.2) notes that additional charges incurred in the provision of special educational needs may be charged as supplemental to school fees.

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## **4 THE ASSESSMENT PROCESS**

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The aim of the process is to identify potential. The 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.

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. We always invite prospective pupils for a taster day before an offer of a place in the Junior School.

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.

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.

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## 5 SIBLING POLICY

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The School has a strong family ethos and many siblings join us at Giggleswick. However, admission is not automatic and there may be occasions when the school judges that a sibling is likely to thrive better in a different academic environment.

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## 6 SCHOLARSHIPS

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The Senior School offers a number of scholarships for excellence in:

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

Giggleswick Junior School does not offer scholarships.

Scholarships are designed to reward excellence and to celebrate exceptional talent(s). The value of a Giggleswick scholarship is the prestige of being awarded a scholarship, along with a combination of fee concession (in many, but not all cases) and additional support. For more information on what support is offered for scholars within the Scholarship Programme, please contact our Admissions team. The Scholarship Programme is about bringing excellence to specific areas of school life. It aims to nurture pupils with a specific talent to attain at the highest level. It is a recognition of their ability and marks a commitment by the School. In return, we ask that scholars fully engage with the additional support programmes made available to them and act as role models to others in the school. The *Expectations of a Scholar* document defines our expectations of a scholar's commitment. This is available on request.

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. We encourage parents of scholars who anticipate that they will experience difficulty in meeting the balance of the tuition fees to apply for one of the School's means-tested bursaries described below once a scholarship has been awarded.

Scholarships are held for the duration of a pupil's time at the School up to Year 11, provided their conduct and attitude to learning meets the expectation of a scholarship. An annual review process takes place. Details on all current scholarships available are published on our website. Further information about scholarships is available in the Fee Remission Policy available on the school website.

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## **7 BURSARIES**

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The School's bursary programme is designed to help those parents and guardians who would not normally be able to afford the full fees for an education at Giggleswick School. 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.

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.

Bursaries are only offered to families who are resident in the UK.

The School's practice is to allocate its entire available bursary funding on entry. The 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.

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. Further information about bursaries is available in the Fee Remission Policy available on the school website.

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## **8 INTERNATIONAL APPLICANTS**

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We welcome overseas pupils who can study at the School as boarders. International pupils are fully integrated into the School with boarding houses always open at weekends during term time and at Exeat weekends for those pupils unable to stay with their Guardian, friends or travel home. All international pupils require a UK-based guardian. More details are contained in the School's Terms and Conditions. Parents of international 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. All international pupils must demonstrate that they have a legal right to enter and study in the UK.

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## **9 FLUENCY IN ENGLISH**

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In order to cope with the academic and social demands of school life, 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.

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## **10 RELIGIOUS BELIEFS**

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The 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 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.

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## **11 SCHOOL'S TERMS AND CONDITIONS**

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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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## **12 COMPLAINTS**

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The School's Complaints Procedure is on the School's website and can be sent to prospective parents on request.

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## **13 ADMISSIONS REGISTER**

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All pupils are recorded on 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).

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.

The School will notify its 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).

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.