Admissions Policy and Procedures



Ellesmere College

1. Aims of this Policy

1.1 To ensure compliance with the College's charitable purpose as a school providing independent education within the traditions of the Woodard Corporation for boys and girls between the ages of 7 and 18.

1.2 To set selection criteria and procedures that are consistent with this charitable purpose and fair to applicants.

1.3 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 at the College.

2. Entry Points

2.1 The College accepts pupils at various entry points, with principal entry points at 11+, 13+ and 16+.

2.2 The College takes the applicant's age on 1st September to determine the entry point into the school. However, in line with the College's ethos of focusing on individual talents and abilities pupils may be offered a place into a year other than that suggested by their birthdate at the Headmaster's discretion, should he feel such an offer would be in the best interests of the pupil and the school.

3. Admissions Timetable

Years 3 to 5

3.1 Entry into Years 3 to 5 is by individual assessment made during a "taster day" spent in College at times throughout the year.

Years 6 to 8

3.2 The College sets an entrance examination in late January or early February. Places are offered following this examination. When places are not filled following this date further supplementary dates are set until all places are filled.

Year 9

3.3 For applicants in preparatory schools the method of assessment is via the Common Entrance (CE) examination in the summer term. It should be noted that the College does not normally offer places to CE candidates who have not named the College as their first-choice school.

3.4 For applicants not in preparatory schools the examination session of late January or early February also cater for Year 9 applicants, as do the supplementary examination dates.

Sixth Form

3.5 Places are offered into the Sixth Form subject to satisfactory performance in GCSE examinations; for entry to A level courses this is usually four to five grade 4's, but this should be seen as a minimum, and the school reserves the right to vary this grade criteria; for entry to the International Baccalaureate Diploma course the normal grade requirement is six grade 5's at GCSE or equivalent.

3.6 The wide range of international qualifications available world-wide means that it is not possible to specify a country-by-country standard for entry to the Sixth Form for international students. For students whose first language is not English a College-specified English test of English qualification will be required in addition to other appropriate evidence of academic ability.

Other Years

3.7 Places into other Years of the school other than those specified above are offered on a case-by- case basis, and will usually involve assessments in English and Mathematics.

Timescales

3.8 Parents should expect to hear from the school following an examination or assessment within seven days of the assessment.

3.9 Where it has not been possible to obtain a reference in advance of the examination or assessment being conducted places may be offered subject to reference.

3.10 Parents who have not heard from the College within seven days are requested to write to the Headmaster and, in case of doubt, also to telephone. The College does not accept responsibility for administrative errors or letters going astray.

3.11 Once a place is offered it remains open for fourteen days. If a place is to be taken up then an acceptance form and the appropriate guarantee deposit must be returned to the College within that period.

3.12 Once the acceptance form is returned the relationship between the College and parents is governed by the Terms and Conditions of the College, a copy of which is sent to parents with the acceptance form.

4. Pupils with specific learning difficulties

4.1 Applications from pupils with specific learning difficulties (specifically dyslexia, dyspraxia and dyscalculia) are welcomed. Where it is deemed appropriate an up to date

Educational Psychologist's report may be substituted as a form of assessment in place of other entrance examinations. In all cases an Educational Psychologist's report or a report carried out by the College will be required before an offer of a place will be made.

5. Scholarships & Bursaries

5.1 A number of scholarships in a variety of categories recognising a variety of talents and abilities are offered each year at various entry points. The maximum award based on merit is 20% reduction in fees (boarding or day), but in practice merit awards are usually less than the maximum possible. Further financial support can be offered through bursaries if eligible. For further information about Awards available please see the College Scholarship Booklet. The College is happy to provide guidance on the most appropriate award application for an individual candidate.

5.2 Means-tested bursaries are available. For details about eligibility, application and conditions, please contact the Deputy Head External Relations or the Director of Finance.

6. Responsibility for Admissions

6.1 The Headmaster is responsible for admissions and for the operation of this policy.

6.2 The selection criteria are determined and reviewed from time to time.

6.3 Documents supporting each application for admission, together with any assessment notes ("the records") are retained by the College for at least one year after the interview, whether or not the applicant is offered a place.

6.4 Each year the Governors review the admission statistics, via reports and or presentations.

7. Selection

7.1 The preconditions for admission are that:

- The applicant is of the appropriate age and sufficient maturity.
- The applicant enjoys satisfactory general health.
- The applicant's learning difficulties and other special needs (if any) can, in the opinion of the Headmaster, be managed within the School's normal provision.
- The present school reports good attitudes and conduct on the part of parents and applicant.
- The parents understand and accept that Ellesmere College is a Woodard School and educates children within the traditions of the Church of England.

- Fees (if applicable) at the present school have been paid and the parents are able, if required, to satisfy the Headmaster that they are in a position to pay the fees for Ellesmere College.

7.2 The academic criteria for selection are:

- An acceptable mark in the examination, sufficient to suggest ultimate success at A level.
- A positive recommendation from the head teacher of the applicant's present school.
- Wherever possible, a satisfactory interview, or assessment via a day in College.

7.3 Factors which are not taken into account in the assessment of a pupil for admission include: the applicant's skin colour, race, nationality or ethnic or national origin, religious faith, area of residence or socio-economic group. An acceptance and understanding that Ellesmere College is a Woodard School and provides an educational environment, including compulsory attendance at Chapel, consistent with the precepts of the Church of England is, however, vital.

7.4 The Offer of a Place

The parents of each applicant are informed in writing within seven days after examination or assessment whether a place is being offered or not. The College is not obliged to state its reasons for rejection of an applicant.

8. Monitoring and Review

The DH External Relations will review the wording of the policy every three years or following the issue of any new guidance from the Department of Education or ISI.

Authorised by	The Head
Date	September 2024
Reviewed by	DH External Relations
Date	September 2024
Review Date	September 2027