



ASHVILLE

Admissions Policy

Member of staff responsible:

Director of Marketing, Admissions and Communications

ISI Code 15

Last reviewed November 2025

Next review due November 2026

The policy requires ELT approval

Location: Office 365/Parent Portal/Website

Definition of Terms

A Level	GCE General Certificate of Education Advanced Level
Bursary	A grant from an educational establishment to help pay fees
CAT	Cognitive Ability Test
College	Ashville College, including the Boarding Houses, Ashville Acorns Pre-Prep (including Reception), Prep School, Senior School and Sixth Form
EYFS	Early Years Foundation Stage
GCSE	General Certificate of Secondary Education
Head	Head of the College
Reasoning	Non-Verbal Reasoning NVR or Verbal Reasoning VR
Parents	The father or mother or others with parental responsibility of a pupil in the College
Pupils	Pupils who attend the College including pupils in the Early Years Foundation Stage (EYFS)
SATs	Standardised tested used to assess attainment of pupils (age 7 or 11) against programmes of study of the National Curriculum at the end of Key Stages 1 and 2
Scholarship	A fund to finance the studies of gifted and talented pupils
SEND	Special Educational Needs and Disability
Teaching Staff	Any member of the teaching staff employed by the College in a teaching role

Policies to be read in conjunction with this policy

- English as an Additional Language Policy
- Fee Concession Policy
- SEND Policy

Other documentation to be read in conjunction with this Policy

- Appendix – Application and Admission Information
- Application Form
- Terms & Conditions and Acceptance Form

1. Introduction

The College is a caring community, founded on Christian principles in the Methodist tradition, whose purpose is to enable pupils to develop their full potential both individually and in society as a person of infinite worth to God.

The College is an academically selective school and the College also places emphasis on its pupils having a range of interests and aptitudes.

The College wishes to build up a community of pupils with a wide and diverse range of skills who can pursue an academic curriculum. This policy covers all stages of entry into the College.

2. Process of Admission

2.1 Most pupils will join the College in September for the start of the Autumn Term and new school year. Applications may be made at any time of year, and the College is able to consider mid-year entry where this is requested, subject to curriculum requirement and the availability of places.

2.2 Places

The Marketing, Admissions and Communications Department will be able to advise on the availability of places in any given year group and, where a year group is oversubscribed, a waiting list may be held. Entry to any year group is subject to an appropriate place being available and to a prospective pupil meeting the College's entry criteria. The College must also feel reasonably sure that it will be able to educate and develop the prospective pupil to the best of their potential. The Head makes the final decisions on the admission of pupils at all stages and reserves the right to reject applications. Places cannot be reserved and delays in receiving reports and references, attending taster days and completion of entrance tests may result in the place being offered to another applicant.

2.3 Application

Completion of the online application form and payment of the non-refundable registration fee does not guarantee a place at Ashville. Application does not automatically confer a place.

2.4 References, Reports and Identity Verification

Confidential references and reports from the current school form an important part of our admission process. Copies of school reports should be supplied with the application form for applications for Year 1 to Sixth Form and the College will request a reference from the Head of the applicant's current school. **The College will request identification documentation, namely a copy of the applicant's passport and/or birth certificate to confirm the validity of the application and determine any visa requirements.**

2.5 Taster Day

Where possible a Taster Day will be offered and we prefer prospective pupils to attend it, however we appreciate that for applicants and families who are based outside of the United Kingdom this may not be practicable.

2.6 Interview

Where an interview is a required part of the application process this will ideally take place in person conducted by a senior member of staff. Where a prospective pupil is overseas, an on-line video interview will be conducted.



2.7 **Applicants who are Non-UK Passport Holders and require Sponsorship**

For applicants who will require visa sponsorship to study in the United Kingdom and attend Ashville College, additional documentary evidence will be required, and all regulatory requirements will need to be met. Further guidance is available from the Director of Marketing, Admissions and Communications. The College retains the services of Newland Chase immigration advisors to assist with visa applications.

2.8 **Applicants who are Non-UK Passport Holders and Do NOT require Sponsorship**

For applicants who do not require sponsorship from the College e.g. those on a dependent visa, additional documentary evidence will be required, and all regulatory requirements will still need to be met. The College retains the services of Newland Chase immigration advisors to assist with UKVI compliance.

2.9 **Scholarships**

Scholarships may be awarded in the Senior School for entry to Year 7, Year 10 and Year 12. Please refer to the College's website for further information.

3 **Entry into Acorns (Little Acorns, Big Acorns)**

For entry into Acorns, prospective families are invited with their child to a meeting with the Acorns Lead who will discuss their child's interests and personality, and sessions required (if applicable). The Acorns Lead may conduct an informal observation to assess if the prospective pupil is at a level ready to access the opportunities available to them. A report from the current nursery setting (if attending) may be considered.

4 **Entry into Prep School**

4.1 For entry into Reception, Year 1 and Year 2 prospective pupils English and Mathematics ability is assessed to measure their performance against the range of standards in the existing year group. A school report and reference are also considered. A child entering the Prep School at this stage must be able to work with an appropriate degree of independence with the help of the class teacher.

4.2 Entry to the Prep School in Years 3 - 6 is by English, Mathematics and handwriting assessment and an informal interview with the Head of Prep. An online CAT test may also be used. A report and reference will be required from the prospective pupil's current school.

4.3 Where practicable prospective pupils for Years 3 - 6 to will be invited to attend a Taster Day so that they can experience the teaching and learning environment at Ashville College and meet their potential peers. A Taster Day provides teachers with the opportunity to gain knowledge of prospective pupils' personalities, social skills and attitudes to learning, as well as producing samples of work. The Taster Day will involve the prospective pupil being observed in the classroom setting by the class teacher. Depending on circumstances, assessment tests may also be completed on the Taster Day.

4.4 In all age groups the general social skills of the child are also assessed. The College wishes to offer places to children who would benefit from the structured and co-operative style of the Prep School's learning environment.

4.5 Class sizes reflect our policy of providing educational care of the highest quality. The Head reserves the right to place children on a waiting list if there are no available spaces.



Class sizes are not strictly set, but space, learning and social dynamics will be taken into consideration when determining whether a class is full or not.

5 Entrance into the Senior School

The Senior School is selective, and entry follows an initial assessment. This usually takes place in January for Year 7 entry in particular but may also take place at other times depending on the date of application, year group and space within the Senior School. A report and reference from the current school will be required.

Where practicable, prospective pupils for Senior School (including Sixth Form) will be invited to attend a Taster Day so that they can experience the teaching and learning environment at Ashville College and meet their peer group. A Taster Day provides teachers with the opportunity to gain knowledge of prospective pupils' personalities, social skills and attitudes to learning. Prospective pupils will be observed by teachers in the classroom setting, during activities and at breaktimes throughout the visit day.

5.1 Entry into Years 7-10:

- 5.1.1 Entry into Years 7 - 10 is by an examination which normally includes English, Mathematics and for Year 7 an additional online Reasoning test. A time allowance or any other additional provision may be provided in these examinations for applicants who have SEND requirements providing appropriate evidence is submitted prior to the examination. There is not a fixed pass mark in the examinations. In addition to the examination, each prospective pupil will meet with a senior member of staff for an individual interview.
- 5.1.2 It is the College's policy to allow pupils to progress from Year 6 in the Prep School into Year 7 in the Senior School. However, all Year 6 pupils will sit the Year 7 entrance examination to provide a baseline score. In exceptional circumstances, transfer to the Senior School may be conditional upon additional testing and consideration of additional support either within or outside College. Prep School pupils will be considered for an academic scholarship alongside external applicants sitting the entrance examination.
- 5.1.3 In deciding whom to award a place to, the Head considers evidence from the examination, report and reference from the pupil's current school, their performance in an individual interview, the Taster Day and the pupil's wider co-curricular interests and talents.
- 5.1.4 All external applicants for Year 7 entry are automatically considered for academic scholarships on the basis of their performance in the English, Mathematics and Reasoning examinations. Music, Art, Drama and Sport scholarships for both current Prep School pupils and external applicants are awarded following specific assessments held around the same date as the entry examination. Applications for scholarship are launched in November.
- 5.1.5 For entry into Year 10, the report, reference, results of the entrance assessments in English and Mathematics and interview will have to show that the prospective pupil is capable of coping with a demanding GCSE course. In some cases, Key Stage 3 test results will be available to the Head and may be considered as part of the application process. It is expected that all pupils will be able to take 8 to 11 GCSE subjects and have a realistic chance of achieving Grade 5 or better in each. Prospective pupils can be considered for an Academic Scholarship on the

basis of performance in the entrance assessments and reports/references. Sports, Music, Art and Drama scholarships may be awarded following specific assessments. Applicants should apply to the Director of Marketing, Admissions and Communications for further details.

5.2 Entry into Year 11

The College will only accept entrance into Year 11 under exceptional circumstances following entry examinations and consideration of a school report and reference and where space allows. All pupils wishing to enter Year 11 will be interviewed and consideration given to the reason for the move and the closeness of the curricular match between the potential pupil's existing school and the College.

6 Entry into the Sixth Form

- 6.1 Sixth Form entrance is determined by GCSE mock performance or equivalent, reports and references from the current school, and interview. Applicants must gain a minimum of 5 GCSE passes at Grade 4 and must also meet the individual subject requirements for admission to A level courses. The course requirements will be published in our Sixth Form Course Guide which is available on the website or from the Marketing, Admissions and Communications Department. Where GCSEs are not available, applicants will be required to take the College's entry examinations which may include examination papers in the subjects chosen for A Level or BTech.
- 6.2 Where a prospective pupil has demonstrated that they will exceed the required standard in mock GCSE examinations, the Head will offer a place based upon those results. Where an applicant's mock examination results are marginal for entry, the Head may still offer a place, conditional upon the candidate gaining the required grades in GCSEs in the summer.
- 6.3 Applicants are automatically considered for an Academic Scholarship based on their performance in GCSE examinations. Sports, Music, Art and Drama scholarships may be awarded following specific assessments. Applicants should apply to the Director of Marketing, Admissions and Communications for further details.
- 6.4 The College will only accept entrance into the Upper Sixth under exceptional circumstances following consideration of a school report and reference, an individual interview and consideration of the curricular match between the candidate's existing school and the College.

7 Individual Needs and SEND

Pupils with individual needs are welcomed provided the College can meet those needs and safely accommodate them and an appropriate place is available: parents must provide a copy of an educational psychologist's report or medical report with details of the support required, further information may be found in the Terms and Conditions.

8 English as an Additional Language

For applicants for whom English is not their first language, there will be an additional assessment of their spoken English and understanding. This usually takes the form of a written test and an interview (either in person or on-line).

9 Offer of a Place

An offer of a place is made by the Head and will be in writing and accompanied by a copy of the College's Terms and Conditions. The offer may be conditional and, if this is the case, details will be set out in the offer letter and accompanying communication from the Marketing, Admissions and Communications Department. In some instances, we will conclude that Ashville College would not be the right school for a child and no offer will be made.

10 Acceptance of a Place

Completion and return of the Acceptance form and payment of the deposit will secure the place (subject to any conditions set out in the offer letter). By accepting an offer, the applicant and parent/guardian are agreeing to be bound by the College's Terms & Conditions.

11 Withdrawal of an Offer

The College reserves the right to withdraw an offer if relevant information about the applicant has not been disclosed in full (please see Terms & Conditions).

12 Notice

Once an offer of a place has been accepted, the College's Terms & Conditions regarding notice periods and penalties apply.

13. Bursaries

The College (via the Ashville Foundation) is proud to offer opportunities for pupils who will benefit from the education that it provides but whose families are unable to pay the College fees. Not only does the individual benefit from this provision but the College benefits through the diversity this creates. Bursaries are assessed through a structured process of means-testing that takes account of income and assets and what the prospective pupil can bring to the College. Further details may be obtained from the Director of Marketing, Admissions and Communications.

