



StDunstan's College SENIOR

PART OF
ST DUNSTAN'S EDUCATION GROUP

ADMISSIONS

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Version Control Information

Reason for Amendment	Role	Date	Main Changes
Annual review	Head of Senior School	Lent 2025	New template
Annual Review	Head of Senior School	Lent 2026	Policy combined with previous related documents in the appendix

1. Aims

This policy is applicable to staff, students and parent/carers of St Dunstan's College, Senior School ('the school') and aims to ensure all parties are clear on the mechanisms through which Admissions is delivered and overseen across the school.

2. Legislation

This policy is based on expectations set out by the Independent Schools Inspectorate (ISI), and informed by the following legislation:

- Education Act 1996
- SEND Code of Practice 2015
- Equality Act 2010
- Duty to Prevent (2015).

2.1 Our commitment to the Equality Act 2010

St Dunstan's College is an independent, academically selective, coeducational day school. We welcome applications from any boy or girl who will benefit from an academically rigorous education and who will contribute fully and enthusiastically to the broader life of the school, its extensive co-curricular programme, its ethos of inclusion and respect, and the values that underpin the school's operation. St Dunstan's College will not discriminate against children or families on the basis of social background, disability, ethnicity, gender, religion, belief or sexual orientation. The school will always take decisions subject to its obligations under the Equality Act 2010.

3. Roles and responsibilities

3.1 St Dunstan's Education Group

The governing body has ultimate responsibility for the curriculum but will delegate day-to-day responsibility to the Chief Executive Officer ('CEO'), who in turn delegates the responsibility to the Head of the Senior School.

The governing body has a duty to:

- Review this policy annually
- Ensure the school follows the framework set out in this policy.

3.2 The Head of Senior School

The Head of the Senior School is responsible for this policy is implemented. This includes:

- Ensuring all staff in the school follow what is articulated within this framework
- Staff receive sufficient training on how to implement the principles outlined in the policy

3.3 Staff

Staff are responsible for the provision of admissions in the school. Staff will:

- Implement the framework outlined in this policy, including specific roles.

3.4 Students and parents/carers

Students and parents/carers are responsible for communicating effectively with the school regarding any support that may be required.

4. Criteria for admission

Admission to the school depends primarily on academic ability but also considers the demonstration of potential, observed learning behaviours and commitment and enthusiasm for the broader life of the school, its ethos and values. Full details of the admissions assessments used at different stages of entry can be referenced in the related documents: Admissions Further Guidance for External Candidates Senior School and Sixth Form. Our entry assessments are designed to help students show us what they can do, and at each level of entry we always take great care to put candidates at ease, so that they can perform to the best of their ability.

5. Points of entry

5.1 Standard points of entry

Standard entry points to the school are Year 7 and Year 12. Candidates would normally be expected to turn the following ages during the academic year immediately preceding the year of entry to the school: 11 years-old for Year 7 (11+) and 16 years-old for Year 12 (16+). Should you be seeking to enter your child in a year not in line with their current age, this will be considered on an individual basis by the relevant Admissions Panel.

5.2 Other points of entry

Occasionally, places do become available outside of the standard points of entry; the Admissions Department should be contacted in the first instance to ascertain whether or not a place is available.

6. Registration for admission

All students interested in attending St Dunstan's College must be formally registered by completing an online registration form and making payment of the non-refundable registration fee. No registrations will be accepted without full payment of the registration fee unless some exceptional arrangements have been agreed. All admissions are handled by the Admissions Office which is responsible for maintaining the register of students admitted to the school. Submission of the online form is considered as acceptance of the declaration statements contained within it.

7. Deadlines

Deadlines for registration are available on the website. Early registration is advised for all entry points to the school.

The school operates a closing date system for all applications. It is the responsibility of the applicant to ensure that the properly completed registration form, scholarship application form, supporting references and registration fee are received on or before the published closing date. Late applications will not be accepted unless in exceptional circumstances in which case the school reserves the right to increase the registration fee.

8. Assessment Day

For 11+ and 16+, students are expected to attend the published assessment day(s). If for any reason a candidate is unable to attend the published assessment day(s), there is no guarantee that they may be assessed at a later date.

9. Admissions decisions

Decisions for admission are agreed by an Admissions Panel (chaired by the Head of the Senior School) who take into account:

- The student's performance in any assessments or interviews that form part of the relevant process.
- A review of the reports and references on the student from their previous school (if appropriate).
- Any conversations with parents, along with any statements relating to the student's standards of behaviour and attitude.

The final decision to admit a student to St Dunstan's College is taken by the Chair of the Panel. There is no recourse to an appeal against the decision of the Panel with regards to the offer of a place, including the award of any Bursaries or Scholarships. Once decisions have been taken, these will be communicated efficiently and effectively to parents. We do not provide information or feedback on individual performance or results.

The offer of a place may be withheld from a qualifying candidate where there remain unpaid fees or a history of late payment or difficulty in paying the fees for a sibling who is already a student in the school or has previously been a student of the school. Where relevant, the school further reserves the right to establish from any previous school that all fees have been paid, and any offer of a place may be withdrawn if they have not.

10. Religious Foundation

The school values are underpinned by a liberal Christian heritage. St Dunstan's College does not select for entry on the basis of religious belief and welcomes families of all faiths and none. It is expected that students will participate in school events and activities irrespective of individual beliefs (subject always to the school's obligations under the Equality Act 2010)

11. Special Educational Needs and Disabilities

11.1 Access to the Admissions Process

The school does not discriminate against any student or parent / carer whose child wishes to register for entry to the school. We welcome enquiries and applications from all children, in line with our Equal Opportunities Policies, and we are committed to the integration of students with a wide range of needs, and their involvement in the whole life of the school.

The school aims to eliminate from the admissions process, as far as possible, any substantial disadvantages which may be encountered by applicants with SEN and disabilities. The school will treat every application from any SEN or disabled student in a fair, open-minded way. However, the school will assess all students for admission on the basis of its standard selection criteria once all appropriate reasonable adjustments have been put in place. The school endeavours to ensure that it is able to fully support the needs of all prospective students. Parents / carers of children with disabilities, SEN or learning difficulties must fully disclose any special educational needs or disabilities (diagnosed or undiagnosed) of their child at the time of registration and may be required to discuss their child's requirements with the school before the school considers the application for a place and before they sit the school's entrance assessments, so that adequate provision can be made for them on the day. Parents / carers are asked to provide a copy of any reports associated with diagnosed or suspected SEN and disabilities including but not limited to reports or communication with your child's current school, medical or educational psychologist's reports. This information should be received prior to their child taking the school's entrance assessment so that the school can consider what adjustments, if any, may be needed to the admissions process.

All paperwork relating to SEN and disabilities for any child seeking admission to the school will be taken to an Adjustments Panel who will discuss the needs of that particular child and the evidence to support the adjustments. The Panel is Chaired by the school's SENCo. This Panel reserves the right to decide which adjustments are appropriate for our assessments and for our setting based on the information received and in line with our SEND Policy and normal ways of working.

11.2 The Offer of a Place

Before an offer of a place is made, the school will assess whether it is able to adequately cater for and meet any SEN and disabilities (if known) through discussion and meetings with parents / carers, consideration of any professional reports and references from previous schools, and assessment of the student at a taster day. An offer of a place may not be made if the school determines, following consultation with parents, that they are unable to meet and provide for a child's needs in line with the school's SEND policy. The school will always consider its obligations under the Equality Act 2010.

12. Siblings

In keeping with the school's family ethos, in cases of candidates with relatively similar academic ability, priority will, where possible, be given to siblings of current St Dunstan's College students and to those with a recent family connection with the school. Such priority assumes that the sibling candidate has done sufficiently well in the Entrance Assessments and, in our view, shows the potential to take advantage of all that the school offers. For applicants to the Senior School, invitation for an interview does not indicate that admission is automatic and there may be occasions where we judge that a sibling is likely to thrive better in a different academic environment.

13. St Dunstan's Community of Schools – Junior School Transition to Senior School

It is anticipated that Year 6 students at a St Dunstan's Education Group (SDEG) Junior School will transfer automatically to the Senior School; however, the offer of automatic transition is the decision of The Junior to Senior School Transitions Panel (The Panel). The Panel comprises members of the Junior and Senior School Leadership Teams and representatives from the SEND Department and Admissions Team. Decisions are based primarily on recent assessment data, but the Panel will also review wider information from historic standardised data, learning scores, internal assessments and classroom performance in Years 4 and 5. It is the aim of the Panel to make their decision in the first half of the Trinity Term, when students are in Year 5.

The Panel's decision will always be in line with our policies regarding Special Educational Needs and Disabilities and Equal Opportunities.

Any student for whom the Panel does not confirm automatic transition to the Senior School will be supported in making applications to other schools and in preparing for any entrance assessments. They are also entitled to apply to St Dunstan's Senior School as an external candidate.

14. Children of Staff

Sons and daughters of permanent members of staff at St Dunstan's College will be subject to the same assessment procedures as external candidates.

15. Overseas applications

It is hoped that candidates who are living overseas will be able to visit the school in order to undertake our assessments, however, where this is not possible, this should be discussed with the Admissions Department on an individual basis. Where an overseas candidate is successful in our assessments and is invited for interview, the school will attempt to accommodate this by Microsoft Teams, should that be more suitable. St Dunstan's does not offer any boarding facilities and it is expected that students will live with one or both parents / carers while studying at the school. The school requires overseas candidates to indicate, at the time of application, where and with whom they will live if offered a place at the school. The school reserves the right to refuse an application when it is not satisfied that the legal guardian will take a personal interest in the progress and welfare of the young person. Any offer of a place at St Dunstan's College is dependent on the candidate satisfying the appropriate UK government visa requirements in place at the time (where relevant). Please note that the school will not assume responsibility for sponsoring visa applications and that a place may be withdrawn if it subsequently comes to light that there is a requirement for the school to offer visa sponsorship.

A separate arrangement is in place for our relationship with Euroasia and the Total Care Programme.

15.1 Children in Need of International Protection

St Dunstan's recognises the immense suffering of young people under 18 forced to flee from active war zones and consequently in need of international protection by the UK Government. This policy solely relates to these young people.

In accordance our vision, values, objectives and ethos, we wish to provide opportunities where possible and sustainable for these displaced children to receive an education at St Dunstan's. These places are separate to, and based upon different entry requirements, those offered under our normal admissions process. Acceptance of a child under this policy does not invalidate a separate decision not to offer a local child a place under normal entry procedures due to the school being full, or based on normal academic criteria.

Full details of this policy can be found in the related document *Temporary Admissions Policy for Children in Need of International Protection*

16. Scholarships

St Dunstan's College offers a number of scholarships each year for 11+ and 16+ entry. These are designed to reward excellence and to nurture exceptional talent. Details of those available and the procedures of how to apply are published by the Admissions Office. Offers of fee remission associated with scholarships are confidential and must not be discussed with other parents / carers.

17. Bursaries

St Dunstan's College offers a generous bursary programme designed to enable those who meet our entry criteria to take up a place at the school. These means-tested awards are awarded annually to entrants at Year 7 and Year 12. Bursary students are termed Wren Scholars and receive additional pastoral check-ins. Parents / carers need to request a bursary form (Statement of Financial Circumstances) by ticking the appropriate box on the registration form; the completed form must be submitted by the published deadline. Late submissions or partly completed forms will not be processed. The criteria for the award of bursaries and the processes for application can be referenced in the related document *Admissions Further Guidance for External Candidates Senior School and Sixth Form*. If you have any difficulty in completing the form, please contact us directly. Bursary offers may be conditional upon a home visit. Offers of fee remission associated with bursaries are confidential and must not be discussed with other parents.

18. English as an Additional Language

In order to cope with the high academic and social demands of St Dunstan's College, students must ordinarily be fluent English speakers, as appropriate to their age. It may be possible to arrange support in English as an Additional Language (EAL) – this should be discussed with senior staff before registering.

19. Contractual Terms and Conditions

Contractual Terms will be made available to parents / carers as part of the admissions process. No child will be admitted to the school without the Contractual Terms and Conditions being signed.

20. Our use of data

Our use of your data is in line with our GDPR Policy.

In line with guidance issued by the Information Commissioner's Office, 'Retaining Personal Data' (Principle 5), any data provided in conjunction with applications to the

school is not retained for more than one year after registration, where that candidate is not made an offer of a place.

We use a number of external and internal assessment programmes to monitor student progress and advise on student potential. We do this to better inform our teaching. Data is considered alongside any other assessments made throughout the year, formal or informal, and as part of the process we also instruct regular comparisons of student performance with their ongoing and eventual grade outcomes. Student data is supplied to a range of external providers in order to deliver this comparative analysis.

21. Admissions Register

For each student admitted to the school, the following information is maintained on the Management Information System, operated by the school:

- Full Name
- Sex at Birth
- Day, month and year of birth
- Day, month and year of admission (or re-admission)
- Names and Addresses of all persons known to be parents of the student, including indication of which parent / carer the student normally lives with and which parent / carer holds parental responsibility.
- Any change of address or parent / carer with whom the child is residing, as provided to the school.
- At least one emergency contact telephone number for each parent and in the case of single parent families, at least two emergency contact telephone numbers
- Name and address of the school last attended
- Name and address of the destination school, should the student go on to leave the school (certainly for those before the end of Year 11 and where possible for those thereafter).

21.1 Additions to and Delegations from the Admissions Register

Our local authority will always be informed when a student's name is added to or deleted from the admissions register at non-standard transitions or at the end of any year before the end of Year 11, within 5 working days. Where possible we will also inform the local authority where the child is normally resident. When removing a student's name, the notification to the local authority will include: the full name of the student, the full name and address of any parent / carer with whom the student normally resides, at least one telephone number of the parent / carer, the student's future address and destination school, if applicable, and the reason why the student's name is to be removed from the admission register. In addition, where a student has not returned to school for ten days

after an authorised absence or is absent from school without authorisation for twenty consecutive school days, the student will be removed from the admission register when the school and the local authority have failed, after jointly making reasonable enquiries, to establish the whereabouts of the child.

22. Monitoring

This policy will be reviewed by the Head annually. At every review, the policy will be approved by the Local board.

Appendix 1 - Assessment procedures Sixth Form

St Dunstan's College entry for Sixth Form (16+ post GCSE).

16+ Sixth Form (Year 12)

We hold a Sixth Form Open Evening during the Michaelmas Term in the academic year preceding entry, as well as other smaller events throughout the year. More details can be found on our website.

Students applying for entry to Year 12 in the Senior School take an online GL assessment assessing candidate's logical thinking and problem-solving skills. Applicants will also write an essay-style answer on a topic of general intellectual interest. These assessments will provide us with a standardised score, which will help make an informative decision as to whether an applicant should progress to the second stage.

If invited to a second round, candidates will be asked to attend subject interviews in two of their intended A Levels where they will tackle problem-solving questions. A general interview will also be held with a member of the Sixth Form team or the Senior Leadership team. Separately to this, any candidate who has done exceptionally well in their entrance assessments may be invited for a Diploma Scholarship Academic interview with the Head of Sixth Form and another senior colleague. They will be required to prepare a presentation on a topic of our choosing, and presentations should be engaging, intellectually stimulating and seek to impress the panel with the student's learning.

Offers are conditional on GCSE results and entry requirements for the Sixth Form are currently set at reaching at least an average of grade 6.5 as a proportion of all the GCSEs a candidate has taken. Each subject then has a tariff set which must be met to access that course at A Level, usually this would be grade 7 or 8 and/or other requirements, such as having sat a particular qualification at GCSE. Please consult the Sixth Form prospectus for further details.

Offers are made at the beginning of December with an acceptance deadline of mid-December.

Occasional and other points of entry (Senior School)

Occasional places do become available from time to time across all year groups. In order to be considered for an in-year place, families should register their interest online using the Enquiry Form.

Assessments for other points of entry or non-standard years of entry in the Senior School are arranged as required. Candidates will sit an age-appropriate academic assessment. Observations of a child's learning behaviours and social interactions are considered alongside the results of any assessments taken. We will also contact your child's current school to ask for a reference and/or recent school report. This is followed by interviews with the Head of Year/Section and with, in the case of 16+ entry, two Heads of Department or similar in A level subjects that the student wishes to take. These will also be taken into consideration when the offer of a place is being considered.

Scholarships

Academic and co-curricular scholarships can be offered with a fee remission up to 35% for one or more awards. In rare and exceptional cases, the Panel may recommend a higher level of fee remission where a candidate's achievement or potential is considered to be of an exceptional standard.

All Sixth Form Diploma Scholarship Awards are expected to be held for the duration of a student's time in the Sixth Form, provided his / her conduct fulfils expectations as stated in the *Terms and Conditions of Acceptance* and that their progress is in line with school expectations as outlined in our *Scholarship Policy*. Diploma Scholarships are reviewed by the annual Awards Committee, to reflect on progress across the preceding year. Should an ongoing concern be raised in this review, notification will be made to parents and will be revisited in both ensuing committee meetings, held at the beginning of Lent and Trinity terms. Should it be necessary to remove an award, one term's notice will be provided.

Sixth Form Diploma Scholarships at 16+

The Sixth Form St Dunstan's Diploma

The Sixth Form Diploma is embarked upon by all who join the Sixth Form. It has three strands, Knowledge, Character, and Futures, and these build to shape the individual journey of each student before they leave us readied for their post-school lives. It was created to recognise that students are more than a set of grades, and to foster those students who demonstrate, model and champion the values at the heart of our school: the courage to be who they are, the creativity to develop new ideas and shape their own futures, the confidence to try, succeed and respond positively to failures, the compassion to understand and appreciate others and the wider world, and the curiosity to always want to discover more. At the end of their time with us, students take part in a graduation ceremony where they will be awarded a pass, a merit, or a distinction, depending on how well they are able to complete the three strands – see Sixth Form Handbook for further details.

The Sixth Form Diploma Scholarship

In order to encourage and nurture talent in particular areas of school life, Diploma Scholarship exists in the following six fields: Academic Excellence, Art & Design, Drama, Music, Sport, and Design Engineering. These awards are limited in number and value and are only presented to candidates of outstanding ability or where significant potential is identified.

Current Year 11 students are invited to apply for a Sixth Form Diploma Scholarship during the Michaelmas Term of Year 11. They complete an application form which outlines the six fields they show outstanding aptitude for, and what they hope to further achieve in that field during their time in the Sixth Form. It is expected that all Diploma Scholars complete a project of their devising in their chosen field and present this on the Scholars' Symposium evening during Michaelmas term of Year 13. Furthermore, Scholars exemplify the school's core values and are expected to lead clubs, societies, and ad hoc events in those fields across their time in the Sixth Form. They are leaders and role models who encourage younger students to also excel in that field. They will be supported by regular training and mentoring by the Head of Sixth form and their team, as well as by Heads of Department who guide and shape leadership activities alongside the scholar. It is also an expectation that scholars maintain their academic grades to a commensurate level with their title. Following receipt of applications, interviews are then held by the Head of Sixth Form alongside a member of the Senior School Leadership team. Heads of Department may also request to see work portfolios or watch and attend sporting or drama fixtures to further assess potential in a given field. Diploma Scholarship offers are made before the Christmas holidays.

External 16+ candidates, hoping to join the school, can also apply for the Diploma Scholarship in November of Year 11. Applications should be made through the on-line registration process. The separate Diploma Scholarship application form will then be sent to candidates allowing them to make a case for which of the six fields of excellence they believe suitable for. Cases may be made for up to two fields of excellence, and outstanding results must be demonstratable in each. Candidates will then be invited to interview with the Head of Sixth Form, or member of the Senior Leadership Team, and attend Diploma Scholarship interviews with the relevant Heads of Department, where if appropriate, portfolios or ability can be assessed.

A scholars' retreat, attended by senior members of staff, is organised in February of Year 11 for those students who have been awarded a Sixth Form Diploma Scholarship. The retreat is open to both successful external new joiners, as well as our successful internal Year 11 students. The Sixth Form Diploma Scholarship attracts a fee remission, rising to a maximum of 35% for candidates who excel in a given field or fields. *The maximum aggregate value of non-means tested awards would not usually exceed 35%.*

For internal students any academic & co-curricular awards held in Middle School are confirmed during the Trinity Term of Year 10, when Heads of respective Departments

review holders' progress. Once confirmed, these awards would continue to be held through years 11, 12, 13 alongside their relevant remissions. These award holders may also apply to hold a Sixth Form Diploma Scholarship and hold this in addition to any earlier confirmed award. Again, total remission for all non-means tested awards held will not usually exceed 35%.

Diploma Scholar - Academic

Criteria:

Students with an outstanding academic record of achievement will be invited to apply. It is likely that they will regularly demonstrate grades 8 or 9 in their GCSE topic tests and half-termly assessments. They will be capable and creative thinkers willing to produce new and stimulating research and ideas in their areas of interest. They will be highly articulate and interested in leading discussion and debating groups across different years during their time as a Diploma Scholar. External 16+ applicants, besides having commensurate grade predictions from their schools, will also have excelled in the reasoning tests they will have sat for application to Sixth Form. Similarly, external candidates should indicate at point of online application whether they wish to be considered for Diploma Scholarship – Academic.

Diploma Scholar – Art and Design

Criteria:

The Art department looks for young artists who demonstrate a passion for the subject through developing their own work, regularly visiting galleries and museums and through having a range of artistic skills, combined with a high level of creativity. Diploma Scholars will be expected to champion our subject to other years groups by creating and leading weekly clubs with the full support of the department, for a minimum two terms each academic year through the Sixth Form.

Assessment Day:

The assessment will include drawing tests and an interview with the Head of Art. The interview will also focus on their portfolio of key pieces, the applicant's future aspirations and what they hope to offer as a Diploma Scholar.

Diploma Scholar – Dramatic Arts

Criteria:

Students should have been actively involved in productions throughout their time in education and be able to communicate a passion for the dramatic arts that extends beyond the classroom. There is no minimum requirement in terms of professional body or amateur group membership, but applicants should be able to demonstrate breadth of experience, whilst giving supporting examples of outstanding practice in their chosen field. The field of study may include acting, dance, stage management, costume design, light and sound technician, production management, film or media studies. Drama Scholars will be expected to champion our subject, taking on ensemble leadership roles during productions across all three terms. They will also work alongside members of our department to share their passions with younger students by delivering clubs, for a minimum two terms each academic year.

Assessment Day:

Students who specialise in acting should be prepared to perform a two-minute monologue from a published play of their choice whilst dancers should perform a 2-minute piece in a style of their choice. Other specialisms are invited to present a 2-minute portfolio outlining their field of expertise. All candidates will also participate in a short question and answer session, with questions derived from their performances/ presentations.

Diploma Scholar – Music

Criteria:

Applicants are expected to have made an outstanding contribution to music at their current school, as well as outside it (for example, through participation in an external choir or orchestra). Applications are welcomed from students who have taken music examinations (such as ABRSM), although this is not a requirement, as performance at audition will be the primary determining factor.

Applicants should normally be performing at a standard equivalent to at least Grade 7 on their main instrument, although the required level may vary depending on the instrument(s).

Students who receive an award, will be expected to act as leading practitioners of music within the school, playing an important role in ensembles and musical activities, and offering guidance and encouragement to students in lower year groups.

Diploma Scholars will be expected to participate in at least two weekly ensembles, perform with these groups in relevant concerts, and present solo performances in concerts specifically for scholars throughout the year.

Assessment Day:

Applicants should perform two contrasting pieces on their main instrument, or one piece on each instrument if presenting in more than one. They will also complete sight-reading and aural activities.

All potential Diploma Scholars will take part in a short interview with the Director of Music and Head of Instrumental Studies.

Diploma Scholar – Sport

Criteria:

Candidates should be able to evidence a track record of outstanding commitment and performance in their current settings. We would expect applicants to be competing at county level or equivalent, depending on the sport they currently participate in. In addition to demonstrating full commitment to our competitive programmes across the Sixth Form, Sport Scholars will be expected to inspire the next generation of athletes by leading weekly clubs with the full support of the department, for a minimum of two terms each academic year.

Whilst we are able to take applications from athletes across all disciplines, we offer elevated packages for applicants competing in our Core Sports; football, hockey, swimming and netball.

Assessment Day:

Applicants will be invited to join us and our existing students to participate in afternoon sport. Sessions will include fitness and technical assessment along with an observed competitive performance. We will also contact those applying for scholarships in our Core Sports directly, with a view to seeing them compete in their current setting. All applicants will also have a short interview with the Director of Sport, focusing on current participation and future aspirations.

Diploma Scholar - Design Engineering

Criteria:

The Design Engineering Department is looking for the next generation of engineers and students with a real passion and aptitude for Design Engineering. Students will be fascinated by how things work and finding modern and practical ways to solve real world problems. They are expected to be subject champions across all year groups and key stages. They will be required to develop and deliver weekly Forder activities to students in Michaelmas and Lent term for the duration of the Diploma.

Assessment Day:

Applicants are required to produce a 5-page portfolio demonstrating their current project work, to be presented to the Head of Design Engineering during an interview. The interview will also be an opportunity for each applicant to share their future aspirations, and what they might contribute as a Diploma Scholar.

Bursaries

The bursary programme is designed to help as many as possible of those who meet our entry criteria to take up a place at St Dunstan's. The school offers a number of means-tested awards annually to entrants at Year 7 and Year 12. Bursaries are not usually available for candidates applying to the school outside these entry points. Bursary holders are titled Wren Scholars and receive additional pastoral check-ins.

Both parents /carers are required to provide proof of their income and assets. The level of support varies according to parental need but can extend to full fee remission in cases of proven need. To qualify for consideration for a bursary, the gross family income must be below £75,000 per annum. Our assessors, Bursary Assessment Associates (BAA), take into account anything that can be realised as a high value asset. Each case is assessed on its own merits and awards are made accordingly, subject to the school's ability to fund these within the context of what is viable within its overall budget.

It is recognised that judgements about what sacrifices a family should make to pay school fees will be a personal matter. However, the school has a duty to ensure that all bursary awards are well focused, therefore, in addition to current earnings, other factors which will be considered in determining the necessary level of award will include:

- The ability to improve the financial position or earning power of the family – i.e. where there are two partners, both would be expected to be employed unless one is prevented from doing so through incapacity, the need to care for children under school age or other dependants, or the requirements of their partner's work.
- Opportunities to release any capital. Significant capital savings and investments would be expected to be used for payment of school fees as would equity values in houses. Families with a second home or buy to let properties will be required to show willingness to release capital accordingly.
- Where parents / carers do not live together, the financial circumstances of both parents' / carers' households will be assessed unless there is sufficient evidence that it would not be reasonable to do so. BAL's assessment is based on both parents' / carers' ability to contribute to the school fees and contributions to household

costs by other, wider, family members, any adults unrelated to the child or by outside sources.

- Where fees are already being paid to other schools BAL's assessment will take this into account.

Acknowledging that others might have a different view, the school considers that the following would not be consistent with a family in receipt of a bursary:

- Frequent or expensive holidays;
- New or luxury cars including those on hire purchase;
- Investment in significant home improvements which are not required as part of the essential maintenance of the family home;
- A second property/land holdings unless part of a business which is providing adequate income to be considered as such;
- Regular, excessive expenditure;
- The use of disposable income to repay loans for any of the above or to repay, for example, Director's loans to personal companies;
- 50% or more equity in the family home

Every year, the number of bursary applicants greatly exceeds the amount of funding available. Bursaries are therefore awarded on the basis of academic merit.

Bursaries are normally offered for a whole academic year and can be up to 100% and in exceptional circumstances, covering the cost of uniform, lunches, and other essentials. However, to ensure that the school is providing the appropriate level of financial assistance an annual review is undertaken for bursary award holders in Years 7 – 10, this review will normally take place in the Trinity term.

All bursary awards are subject to an ongoing duty of disclosure. Along with an annual review, families in receipt of a bursary are required to inform the school of any improvement in their financial circumstances, such as an increase in salary or receipt of an inheritance, whenever it occurs, even if it occurs outside of the annual review period.

Bursaries are only offered to families who are resident in the UK. If applications are being made for more than one child at the same time, there is no guarantee all applicants will receive the same level of bursary.

The school's practice is to allocate its entire bursary funding, available for the year, 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.

To apply for a bursary, families should tick the box on the online registration form and the Admissions Team will send an activation link to the bursary portal which will allow families to present their financial situation and upload supporting documents.

Forms returned incomplete, without supporting documentation or after the official deadline will not be processed.

The school respects the confidentiality of bursary awards made to families, therefore recipients are expected to do likewise, and awards should not be discussed between families.

Please note that an external independent company Bursary Administration Limited will assess all bursary applications received and some bursary offers may be made subject to a home visit taking place.

There are limited funds available for Bursaries each year and they represent a unique opportunity for students who would not otherwise have access to the renaissance education on offer at St Dunstan's College to benefit from a state-of-the-art education. As such, in order to allow St Dunstan's College to offer financial assistance to as many future applicants as possible, we would encourage parents and students who have benefited from such awards to consider their own support as part of their moral obligation, when circumstances may allow them at a later stage in life to support in turn others in need.

Expectations of Award Holders

Obligations of Sixth Form Scholars: the pupil who is the subject of a Sixth Form Scholarship is required to fulfil the purpose of the Award by:

- Achieving the minimum transition requirement of 3 grade Bs or above in their end of Year 12 examinations.
- Demonstrating a positive approach to learning, as evidenced by learning scores. Sixth Form Scholars are expected to have a consistent average learning score of 15 or above, and no subject to be below a Learning Score of 13.
- Engaging fully in the Scholars' Programme, including attendance on Scholars' trips, seminars, and other activities
- Maintaining sufficient progress in their Sixth Form Scholarship Project, by:

- Meeting published deadlines for the Project
- Receiving satisfactory feedback from their Mentor and/or the member of staff responsible for the Sixth Form Scholars on each aspect of the Project which is handed in
- Engaging with their Project Mentor by checking in regularly and keeping meeting notes
- Presenting their completed project at the Scholars' Symposium in Year 13
- Contributing positively to the life of the school through contribution to House activities, academic pursuits, and the Co-Curricular programme.
- Setting an excellent example to other pupils and demonstrating the values of the school by adhering to the College Rules and demonstrating the positive behaviour outlined in the Expected Pupil Behaviour Policy.

Appendix 2 - Assessment procedures Senior School

The standard point of entry to St Dunstan's College Senior School is Year 7 (age 11+).

Year 7 (11+ entry)

We hold one whole school Saturday Open Day during the Michaelmas Term, as well as other regular events and experiences throughout the year. We encourage all families to attend an open event; more details can be found on our website.

Once a child is registered via our online registration form, an acknowledgement email is sent by the Admissions Department, and the latest school report is requested from the child's current school. The school uses GL Assessment's online adaptive tests, which are age-standardised measures of ability and attainment, for entry into Year 7 in the Senior School. These entrance assessments in English, Mathematics, Verbal and Non-Verbal Reasoning take place in the December prior to the year of entry. Candidates who have performed well in the online assessments will then be called to attend an assessment day. This second round of assessment includes a taught, observed lesson, a written English assessment which includes comprehension and an extended writing task, and a further Mathematics assessment.

Following the assessment day a decision is made on which candidates to call for an interview. Candidates are interviewed by members of the Leadership and Pastoral Teams and parents have the opportunity to meet with a member of senior staff at the school. We interview many more candidates than we have places to give, to gain as complete as possible an understanding of each child being considered for a place. Being called for interview does not automatically ensure a place at the school.

Those who have not performed well enough to be considered for the January onsite assessments or for interview will receive a letter by email to that effect in the days following assessments.

Final decisions and offer letters, including offers of scholarship and/or bursaries, are sent on a set date with a fixed acceptance deadline, publicised on the school's website and in the offer letter. Acceptance must be accompanied by the payment of a £2500 deposit, which is non-refundable. Should an acceptance be received after the acceptance deadline, a place at the school cannot be guaranteed. Some candidates may be placed on a waiting list. It is not school policy to reveal where candidates sit on the waiting list nor is it policy to provide feedback on individual performance or results.

As part of the offer pack, parents will also receive an invitation to our optional series of post-offer events, which will take place between February Exeat and the final acceptance

deadline. This is a further opportunity for parents to meet our current Senior School students and senior members of staff.

Occasional and other points of entry (Senior School)

Occasional places do become available from time to time across all year groups. In order to be considered for an in-year place, families should register their interest online using the Enquiry Form.

Assessments for other points of entry or non-standard years of entry in the Senior School are arranged as required. Candidates will sit an age-appropriate academic assessment. Observations of a child's learning behaviours and social interactions are considered alongside the results of any assessments taken. The assessments are followed by interviews with the Head of Year/Section. We will also contact your child's current school to ask for a reference and/or recent school report. This information will also be taken into consideration when the offer of a place is being considered.

Scholarships

Academic and co-curricular scholarships can be offered with a fee remission up to 35% for one or more awards. In rare and exceptional cases, the Panel may recommend a higher level of fee remission where a candidate's achievement or potential is considered to be of an exceptional standard.

Scholarships are expected to be held for the duration of a student's time at the school, provided their conduct fulfils the expectations as stated in the *Terms and Conditions of Acceptance* and that their progress is in line with school expectations as outlined in our *Scholarship Policy*. There is an annual review of all scholars, held in the Trinity Term by the Awards Committee, to reflect on the year preceding, with support available to any scholar not achieving in line with their potential.

Academic Scholarships at 11+ (Year 7)

Academic scholarships recognise and reward academic excellence. It is not possible to apply for an academic scholarship. All external candidates sitting the Senior School entrance assessments are automatically considered for an academic scholarship. Candidates who perform particularly well in the entrance assessments will be invited to attend a series of academic scholarship interviews and assessments. At the same time, their parents will meet with a member of senior staff.

Academic scholars follow an academic enrichment programme, tailored for each age group which may include lectures, project-based learning and trips.

Additional candidates for academic scholarship may be proposed in any of the annual review meetings. At that meeting, the committee will consider the proposal on the basis of the academic excellence in evidence, alongside any available monies for reward, according to the year group. Parents / carers are not able to make applications directly to the Awards Committee.

Parents / carers will be formally notified if the committee agrees the student is credible for an award to be allocated and when there is sufficient funding available for it to be awarded.

Should concerns about an academic scholar's performance be raised in the annual review, notification will be made to parents and will be revisited in the ensuing follow-up committee meetings. Should it be necessary to remove an award, one term's notice will be provided.

Co-Curricular Scholarships at 11+ (Year 7)

To encourage and develop potential in particular areas of school life, a number of co-curricular scholarships are available in the fields of Art, Drama, Music, and Sport, at all official entry points. Whilst fee remission is a part of the scholarship offer, successful candidates will also be inducted onto carefully designed, progressive programmes that support each scholar to thrive. The criteria are not linked to academic ability and any applicant that passes the entrance assessments is eligible.

Applications should be made by selecting the relevant scholarships on the online registration form. Whilst applicants can apply for more than one co-curricular scholarship, we do recommend applying for no more than two. Receipt will be acknowledged by email, and then specific application forms can be completed detailing suitability. All applications must be received by the published deadline to be considered.

Art Scholarships at 11+

Criteria:

Art Scholars at St Dunstan's make a significant contribution to all aspects of artistic provision, and to do so effectively they must be able to demonstrate a passion for the subject. Candidates are expected to be self-reflective and to have a clear idea of how they can develop their own work; to be curious, visiting galleries and museums on a regular basis; and to have a broad range of artistic skills. Their dedication to the subject should be combined with a high level of creativity.

Application:

Each candidate will need to submit the following:

1. A digital portfolio of between 5-10 pieces of work in a variety of mediums showcasing technical skills e.g. drawing, painting, 3D work, textiles, photography or video. Please ensure quality photographs, save the images in a single document (Word, PowerPoint or Pdf) and include the candidates name in the file name.
2. At least one written reference from a teacher of art or external art tutor, highlighting the candidate's commitment, aptitude and interest in art. Two references may be provided if you wish.
3. A personal statement, detailing why they wish to apply for an art scholarship and what they would bring to our St Dunstan's art community. This statement should be no more than 300 words.

Assessment Day - Two assessed examinations:

- Realistic, observational, tonal drawing.
 - Assessing technical graphite skills and understanding of proportions, textures, and shading.
- A creative, personal response to a given artwork
 - Assessing original and creative approaches to the reinterpretation of an artwork through colour and mixed media.

Drama Scholarships at 11+

Criteria:

At St Dunstan's we hold a firm belief in the power of the ensemble, which is why an applicant's ability to inspire others when working as part of a group is such a key part of the assessment process. Clearly individual performance skills are key indicators of potential, but this must be combined with the ability to think imaginatively and creatively, in order to create performances that are both high quality and unique. We believe in the value of a broad range of experiences and invite applications from candidates with backgrounds in a variety of disciplines, including but not limited to; acting, directing and dance.

Application:

Each candidate will need to submit the following:

1. Personal statement communicating their opinions on theatre, their theatrical experience and what it would mean to be a scholar. It should be no more than 300 words.
2. A short video consisting of a 1-2 minute piece performed by the candidate which can be a monologue, dance, or musical theatre performance. File size should not exceed 250MB and the file should be submitted in mp4 format.
3. At least one written reference from a teacher of drama or external director/club leader. Two references may be provided if you wish.

Assessment Day:

Applicants will be invited to spend a day at the school in the company of current scholars and members of the Drama Department. Students are not expected to prepare anything before the day but are encouraged to arrive in attire that is appropriate to the tasks highlighted below. Please note that break and lunch will also be provided for all candidates.

Introductions and Ice Breakers:

All candidates will meet in the morning for an ice-breaker session with the department, with current scholars and the department also being introduced.

Stage Acting:

Each candidate will be provided with an unseen duologue from a published play text at the beginning of this session. They will attend an acting session where they will be given direction and acting notes on the piece. Following time given to rehearse, they will then be invited share their work with the group.

Devising:

Each candidate will take part in a devising session based on an unseen stimulus that will be provided to them on the day. Candidates will work in groups to respond in a creative way to the stimulus they have been given and share their work with the group.

Musical Theatre:

Each candidate will attend a Musical Theatre session, where they will be led through an unseen musical theatre number that they will perform in small groups. The focus is on characterisation and physicality as opposed to choreography.

Dance and Movement:

Each candidate will attend a dance and movement session with a professional choreographer, in which they will be taught a choreographed number and then invited to share their work within small performance groups.

Q&A Session with Current Scholars:

Candidates will partake in an open Q&A session with current scholars who will provide an insight into their experience of the College as well as providing clarity on any questions that may arise.

Music Scholarships at 11+

Criteria:

Music Scholars define the ethos of the Music Department by their high levels of enthusiasm, motivation, individual achievement and group collaboration. The audition process assesses these qualities and aims to discover the candidate's musical potential and ambitions, as well as their current standard.

Candidates are generally expected to be of a standard where they are working towards **Grade 5** level or above on their principal instrument or voice. However, we also welcome applications from students who may not yet be at this level but demonstrate long-term musical potential, particularly where their first study is a less common ensemble instrument.

A Music Scholarship includes both a fee remission and free tuition in the applicant's principal instrument.

The Music Department also offers standalone Benson Exhibition Awards, which provide students with free tuition in their principal instrument, equivalent to approximately £940. Exhibitions may be awarded based on potential in an instrument and are awarded through the same scholarship audition process.

Application:

Each candidate will need to submit the following:

1. Personal statement, detailing their current involvement and aspirations in music and why they wish to be a music scholar. The personal statement should be no more than 300 words.

2. At least one reference from their music teacher, along with any recent music grade certificates or awards. Two references may be provided if you wish.

Assessment Day - The audition process comprises:

- Performance of two pieces on their main instrument or voice, or on two different instruments if preferred. We provide a professional accompanist and a rehearsal on the day of the audition, though the candidate is permitted to arrange a private accompanist.
- A sight-reading exercise on the candidate's main instrument.
- A series of aural tests. These include singing back a melody, identifying the notes of a chord, and clapping back rhythms.
- An informal interview, which will discuss their performances, ambitions as a scholar and their written application.

Sport Scholarships at 11+

Criteria:

Candidates are expected to be actively involved in competitive sport across a variety of disciplines both at school and club level. We would particularly encourage applicants from a football, hockey, netball or swimming background. Applications from students performing at a high level in other sports are welcomed and will be considered. As a guide, we would expect candidates to be competing at club/county level or equivalent, in addition to representing their school, depending on the sport they currently participate in.

Application:

Each candidate will need to submit the following:

1. At least one reference from a sports teacher or external coach in support of their application. A second reference is not essential, but we encourage you to provide one if you can.
2. A list of the sports teams/ clubs they currently represent, including the name of the team/club (where applicable).

Assessment day:

All candidates will be assessed in:

- **Fitness and multi-sport assessment:** A series of fitness tests, challenges, and multi-sport games designed to assess students' physical literacy, as well as their personal, social, and cognitive skills.
- **Sport-specific assessment:** Activities focused on technical proficiency and gameplay in our Core Sports. All candidates will take part in both a football session and a hockey session on the day, regardless of whether these are their main sports.

Bursaries

The bursary programme is designed to help as many as possible of those who meet our entry criteria to take up a place at St Dunstan's. The school offers a number of means-tested awards annually to entrants at Year 7 and Year 12. Bursaries are not usually available for candidates applying to the College outside these entry points. Bursary holders are named Wren Scholars and receive additional pastoral check-ins.

Both parents are required to provide proof of their income and assets. The level of support varies according to parental need but can extend to full fee remission in cases of proven need. To be considered for a bursary, the gross family income must be below £75,000 per annum. Our assessors, Bursary Assessment Associates (BAA), take into account anything that can be realised as a high value asset. Each case is assessed on its own merits and awards are made accordingly, subject to the school's ability to fund these within the context of what is viable within its overall budget.

It is recognised that judgements about what sacrifices a family should make to pay school fees will be a personal matter. However, the school has a duty to ensure that all bursary awards are well focused, therefore, in addition to current earnings, other factors which will be considered in determining the necessary level of award will include:

- The ability to improve the financial position or earning power of the family – i.e. where there are two partners, both would be expected to be employed unless one is prevented from doing so through incapacity, the need to care for children under school age or other dependants, or the requirements of their partner's work.
- Opportunities to release any capital. Significant capital savings and investments would be expected to be used for payment of school fees as would equity values in houses. Families with a second home or buy to let properties will be required to show willingness to release capital accordingly.
- Where parents do not live together, the financial circumstances of both parents' households will be assessed unless there is sufficient evidence that it would not be

reasonable to do so. BAA's assessment is based on both parents' ability to contribute to the school fees and contributions to household costs by other, wider, family members, any adults unrelated to the child or by outside sources.

- Where fees are already being paid to other schools BAA's assessment will take this into account.

Acknowledging that others might have a different view, the College considers that the following would not be consistent with a family in receipt of a bursary:

- Frequent or expensive holidays;
- New or luxury cars including those on hire purchase;
- Investment in significant home improvements which are not required as part of the essential maintenance of the family home;
- A second property/land holdings unless part of a business which is providing adequate income to be considered as such;
- Regular, excessive expenditure;
- The use of disposable income to repay loans for any of the above or to repay, for example, Director's loans to personal companies;
- 50% or more equity in the family home

Every year, the number of bursary applicants greatly exceeds the amount of funding available. Bursaries are therefore awarded on the basis of academic merit.

Bursaries are normally offered for a whole academic year and can be up to 100% and in exceptional circumstances, covering the cost of uniform, lunches, and other essentials. However, to ensure that the school is providing the appropriate level of financial assistance an annual review is undertaken for bursary award holders in Years 7 – 10; this review will normally take place in the Trinity term.

All bursary awards are subject to an ongoing duty of disclosure. Along with an annual review, families in receipt of a bursary are required to inform the school of any improvement in their financial circumstances, such as an increase in salary or receipt of an inheritance, whenever it occurs, even if it occurs outside of the annual review period.

Bursaries are only offered to families who are resident in the UK. If applications are being made for more than one child at the same time, there is no guarantee all applicants will receive the same level of bursary.

The school's practice is to allocate its entire bursary funding, available for the year, 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.

To apply for a bursary, families should tick the box on the online registration form and the school Admissions Team will send an activation link to the bursary portal which will allow families to present their financial situation and upload supporting documents.

Forms returned incomplete, without supporting documentation or after the official deadline will not be processed.

The school respects the confidentiality of bursary awards made to families, therefore recipients are expected to do likewise and awards should not be discussed between families.

Please note that an external independent company Bursary Administration Limited will assess all bursary applications received and some bursary offers may be made subject to a home visit taking place.

There are limited funds available for Bursaries each year and they represent a unique opportunity for students who would not otherwise have access to the renaissance education on offer at St Dunstan's College to benefit from a state-of-the-art education. As such, in order to allow St Dunstan's College to offer financial assistance to as many future applicants as possible, we would encourage parents and students who have benefited from such awards to consider their own support as part of their moral obligation, when circumstances may allow them at a later stage in life to support in turn others in need.

Expectations of Award Holders

Obligations of Academic Scholars and Bursary award holders

The student who is the subject of an Academic Scholarship or Bursary award is required to fulfil the purpose of the Award by:

- Demonstrating an excellent approach to learning, as evidenced by learning scores. Academic scholars are expected to have a consistent average learning score of 15 or above across their subjects, and for no subject to be below a Learning Score of 13.
- Demonstrating the required levels of academic attainment. Academic Scholars are expected to consistently attain 'Meeting St Dunstan's Expectations' in a majority of their End of Year Examinations, for all 'core' subjects to be at least at 'Meeting St Dunstan's Expectations', and for no subject to be 'cause for concern' at consecutive data review points in their academic journey. For clarity, 'core' subjects in the Lower and Middle School are English, Mathematics, Biology, Chemistry, and Physics, as

these are compulsory GCSE subjects for all students. Data review points occur towards the end of each academic term.

- Contributing positively to the life of the school through contribution to House activities, academic pursuits, and the Co-Curricular programme. Academic Scholars are expected to commit to at least two such activities on a consistent basis throughout their time at the school.
Setting an excellent example to other students and demonstrating the values of the school by adhering to the College Rules and demonstrating the positive behaviour outlined in the *Expected Pupil Behaviour Policy*.

Obligations of Co-curricular Scholars

The student who is the subject of a Co- Curricular Scholarship is required to fulfil the purpose of the Award by:

- Adhering to the school's required standards of conduct and demonstrating a positive approach to learning, as evidenced by learning scores. Co-curricular scholars are expected to have a consistent average learning score of 13 or above, and no subject to be below a Learning Score of 10.
- In the case of a Co-curricular Award (Scholarship), the pupil is expected to commit fully to the subject of that Award with a minimum expectation as per the specifics below:
 - Art Scholars are expected to independently visit two major art exhibitions each year, to be presented as a double page of research, analysis, and responses reviewing the exhibition in their sketchbooks, alongside attending one of the Forder Art Clubs each week and an active involvement in House Art activities.
 - Drama Scholars are expected to engage in one dramatic event per term, which could include a school production or workshop as organised by the Drama department.
 - Music Scholars are expected to attend two ensembles per week (one of which can satisfy the Exhibitioner requirement as outlined in 3.3 below) and perform in all of the ensemble's school performances and/or concerts, as well as being part of scholarship enrichment opportunities through solo work and participation in Music masterclasses.
 - Sport Scholars are expected to be present punctually at one training session each week for the term's Core Sport outside of curriculum time, and to attend all fixtures for that Core Sport when selected.
- Contributing positively to the life of the school through contribution to House activities, academic pursuits and the Co-Curricular programme.

- Setting an excellent example to other pupils and demonstrating the values of the school by adhering to the school Rules and demonstrating the positive behaviour outlined in the *Expected Pupil Behaviour Policy*.

Obligation of Music Exhibition Award Holders

The student who is the subject of an Exhibition Award is required to fulfil the purpose of the Award by:

- Evidencing progress through commitment to ABRSM and/or Trinity grades in music (or any other suitable awarding body)
- Consistent attendance in private instrumental lessons, as stipulated by VMT in their reporting.
- Remaining a member of at least one school ensemble in their awarding instrument and attending the ensemble's rehearsals each week punctually including their formal performances.
- Setting an excellent example to other pupils and demonstrating the values of the school by adhering to the school Rules and demonstrating the positive behaviour outlined in the *Expected Pupil Behaviour Policy*.

Appendix 3 - Temporary Admissions Policy for Children in Need of International Protection (CINIP)

Rationale

St Dunstan's recognises the immense suffering of young people under 18 forced to flee from active war zones and consequently in need of international protection by the UK Government. This policy solely relates to these young people.

In accordance our vision, values, objectives and ethos, we wish to provide opportunities where possible and sustainable for these displaced children to receive an education at St Dunstan's. These places are separate to, and based upon different entry requirements, those offered under our normal admissions process. Acceptance of a child under this policy does not invalidate a separate decision not to offer a local child a place under normal entry procedures due to the school being full, or based on normal academic criteria.

However, we also recognise that making such a commitment inevitably brings additional burdens upon our staff and community. Children fleeing from an active war zone may well have more complex educational and emotional needs. Furthermore, there is a limit on the number of places we can accommodate within our school, particularly in year groups already full or over-capacity. Therefore, we recognise that we cannot provide support for unlimited numbers of refugee children.

Nonetheless, we believe that our staff and community will happily bear additional reasonable burdens in this specific set of circumstances, and that they would support us trying to offer places under such conditions, where we possibly can.

Finances and Status

This policy recognises that refugee children fleeing from active war zones would need, in the first instance, to attend the school for free. In addition, they are unlikely to be able easily to afford additional costs associated with attending the school – such as school uniform costs and lunches. Therefore, each student joining the school places a significant cost upon the organisation.

For the purposes of accounting and logistical planning, places offered at the school under this policy would be regarded not as bursary places, but rather as protected school places for such children receiving a free education at the school. Whilst they would be on our Department for Education School Roll, this defines all such children as additional to our

usual school roll – i.e. supernumerary. This means that children arriving under this policy would not be counted towards pupil numbers when calculating whether or not a class or year group is 'full'. This is an important distinction, as otherwise the school might not be able to support local children by awarding places or bursaries for entry to our school already taken by children under this policy. However, it also means that due to children offered places under this policy, we may find that classes and year groups exceed 'normal' capacity numbers in order to accommodate these additional children. We recognise that this places an additional burden on staff, and potential additional disruption to our current students. Therefore, limits on the numbers of places that we are able to offer are inevitable.

Separately, any students joining the school under this policy will in all likelihood require a school uniform and basic school equipment. For each student arriving at the school under this policy, these items will be sourced and provided free of charge.

Entry to the School

Places at St Dunstan's will be offered to children fleeing from active war zones who apply for a place on a first come-first served basis and available to start at the school immediately, as long as the following criteria are met:

- The Head of the Senior School is satisfied that the applicants are from an active war zone being genuine children in need of international protection and recognised as such by the UK government.
- The Head of the Senior School in consultation with relevant colleagues is satisfied that the year group and classes into which the child would be placed are able to accommodate additional supernumerary children.
- The Head of the Senior School, in consultation with DET, Governors and relevant colleagues, is satisfied that the child will be able to access our education, or a suitability modified programme that draws from the co-curriculum as well as the curriculum. This is not to say that we will expect children fleeing conflict to be fluent in English, or to have prior knowledge of UK-based schemes of work or exam specifications. Rather, that we are satisfied that they have the ability to access our education in time, and that we are satisfied that their educational and emotional needs can be met by our staff (pastoral, academic, SEN, EAL). This does not preclude children joining the school under this policy in exam year groups, but it does recognise the potential for additional academic integration issues to occur in such year groups. However, places will not be denied so as to sustain academic

achievement statistics. The needs of the child will always be the primary consideration.

- Entry to Year 11 or 13 will not normally be considered, unless there are exceptional needs to do so.
- Where possible and where resource allows, we will endeavour to keep siblings together under this arrangement.

Logistics

- Places on the school bus network cannot be guaranteed but will be provided free of charge where a spare place is available on existing routes. Where a spare place is not available, applicants will need to access transport to and from the school independently.
- The school will liaise with the Local Education Authority to ensure they are aware of the places being offered and our ability to meet the needs of the children and provide a safe and inclusive environment for them.
- Priority will be given to children in need of international protection who have existing connections with the school, [or] who are currently residing in the local area and/or who in the professional judgment of the Head of the Senior School, would benefit from an education at our school.
- Children accepted under this policy may need, on a temporary basis, to pursue a reduced curriculum in order to cover core elements of our education. This will be enacted if practicable and able to be resourced by the school and will remain under review.
- Families applying for entry to the school under this policy will be asked to come and visit the school; meet key pastoral and academic staff; and (if suitable) undertake basic accessible testing. Whilst these places are not determined on academic merit and are being offered to help alleviate a humanitarian crisis, the school needs to carry out a basic level of testing to ensure that the child is able to manage the school environment and access the education. This may be written, or through aural assessment methods as suitable. These meetings are designed to ensure pastoral and academic potential and will not be judged at normal entry requirement levels, but rather on the basis of promise (as outlined above).
- We recognise that children fleeing from active war zones may have long-term needs which the school cannot easily determine in the short time-frame required

prior to offering a place. This may make the school unsuitable for individual children in the longer term. Similarly, family circumstances for these children may change drastically over their time at the school. Children may wish to return home or move to another location; families may settle in the UK and become able to access work and financing. All of these factors need to be reviewed as and when appropriate in order to determine the best approach for each individual child on a case by case basis. Our aim is to enable all children at the school to flourish, including those admitted under this policy and our pastoral policies will be applied consistently for all children. All normal standards of behaviour and participation would be expected of all children at our school, and the school reserves the right to exclude any pupil causing significant disruption.

- It is recognised that expected academic outcomes for children in these circumstances may not match the school's usual expectation. This will not usually be a determining factor in the annual review of a child's place – so long it is recognised that the child has made every effort to participate in the academic life of the school as far as possible.

Review of offer

- All children admitted into the school on this policy will have their places reviewed annually at the end of Lent Term by way of a Panel meeting which will consider whether St Dunstan's continues to be the best school environment for each child and the resource availability for sustaining each child's continued progression at the school.