



Aysgarth School Admissions Policy

Reviewed: September 2026

To be reviewed: September 2027

Responsible Member of Staff: Jonathon Anderson

GENERAL

Aysgarth School is a co-educational preparatory independent school for boys and girls from ages 3 to 13. Aysgarth School incorporates a pre-school Nursery (from 3-4-year-olds), the Pre-Prep (4–8-year-olds) and the Prep School (8– 13-year-olds). Deciding on the right school for your child is very important, and we believe that a personal visit is invaluable.

We very much hope that you and your child will visit Aysgarth School. We usually hold a number of open events across the year which give a general introduction to the School. We are also very happy to welcome prospective parents and their children for individual tours at other times during the school week. Please contact the School's admissions office to arrange a visit. If it is not possible to visit the school as part of the admissions process, we will seek to discuss alternative options.

THE ENTRY PROCEDURE

Our admissions process is designed to ensure we can meet the needs of each child applying for a place at AYSGARTH. We follow various steps throughout our process to ensure that we identify pupils who are able to thrive within our balanced and well-rounded educational setting and who are able to make a positive contribution towards the life of the School, and feel safe and happy in our learning environment. We accept applications into all year groups, subject to availability.

SPECIAL EDUCATIONAL AND MEDICAL NEEDS

Aysgarth School does not unlawfully discriminate in any way regarding entry. The school welcomes all children and does not unlawfully discriminate. A child will be offered a place as long as the school can provide the necessary support and the school building is accessible for them. As part of the admissions process, the school requires parents and guardians to:

- Tell the school about any special educational needs, disabilities, medical or allergies (diagnosed or suspected) disabilities or learning needs at the outset of the admissions process.
- Provide all relevant reports, such as medical records, psychologist reports, or EHC Plans (drafts or final versions).
- Let the school know immediately if your child's needs change between the time they are offered a place and their first day of school.

While rare, the school may decline an application if:

- Even with extra help, the child would not be able to keep up with the education offered.
- The child's presence would create a safety risk for themselves or others.
- A major change in the student's needs means the school can no longer properly support them (even if an offer was already made).

EQUAL TREATMENT AND PASTORAL CARE

Aysgarth School is committed to equal treatment for all, regardless of a candidate's race, ethnicity, religion, disability, sexual orientation, or gender reassignment. We welcome applications from all prospective pupils and aim to provide a safe, inclusive, and highly supportive pastoral environment.

Where a prospective pupil has specific pastoral, physical, or welfare needs - including but not limited to those relating to gender reassignment or gender identity - we require parents to discuss these with the School at the earliest possible stage of the admissions process.

In the case of boarding applications, the School will undertake a careful, case-by-case assessment in consultation with the parents and the pupil. The school must be satisfied that it can make appropriate reasonable adjustments within the constraints of its existing infrastructure to meet the applicant's needs, while also strictly adhering to its safeguarding duties and ensuring the privacy, wellbeing, and safety of all students. If, after careful consideration, the school concludes that it cannot suitably accommodate the applicant's needs within the school environment without compromising the welfare or privacy of the applicant or other pupils, the School reserves the right not to offer a boarding place, though a day place may still be considered where appropriate.

DOMESTIC ADMISSIONS PROCESS FOR PREP SCHOOL

Aysgarth School is looking for well-rounded pupils with a genuine interest in education in the broadest sense of the word.

The usual entry point into the Prep School is at 8 years old (Year 4). We admit pupils into any year group where spaces are available.

We recommend that parents formally register interest in a place as early as possible.

Registration

Following an enquiry - email, telephone or through the completion of the online form (<https://www.aysgarthschool.com/admissions/enquire>) to the school, parents are sent a registration pack.

Registration Paperwork:-

Registration form (signed by both parents) Payment of non-refundable £100 registration fee

The most recent two full school reports and any other certificates or awards give a complete academic picture.

ID documents - child's passport &/or birth certificate, and parent passports.

Personal Visit

We require all prospective parents to visit the school at an Open Day or an individual visit. If this is not possible, the family will be given the opportunity to meet staff online.

The visit will include a tour of the school by the Headmaster, Jonathon Anderson and his wife, Hester or a member of SMT. A visit allows the prospective family to meet key members of staff who would be responsible for their child's well-being and academic progression.

The visit is also part of the Admissions process. Aysgarth is not an academically selective school, and there is no entrance examination for children joining us from schools in the UK or an International or bi-lingual school being taught in English. However, in some cases, the academic team may request that the child be given an assessment test to establish their current level of ability and likely potential.

Should any areas of concern be identified at this meeting, then a second meeting would be arranged between the family and either our SENCO, Deputy Head Academic, DSL or Deputy Head Pastoral to understand more and assess if the needs of the child can be met.

If the family would prefer an initial visit, or are considering entry beyond the next academic year, they are still welcome to arrange a visit. The visit would follow a similar format, but the Registration process would not have to be complete.

In every admission process, a meeting with the Headmaster is mandatory.

Formal Offer

Following a successful visit, the Headmaster will make a formal offer.

Places are allocated in order of registration and admission to the school is at the Headmaster's discretion.

We reserve the right to refuse a place where references are unfavourable, or there is an outstanding debt with another provider.

An offer is made subject to a satisfactory reference being sought from the child's current school. The School reserves the right to decline an application if a candidate's previous attendance record indicates that they may be unable to consistently engage with and benefit from the educational provision and pastoral life of the School.

Parents of those children we judge will not benefit from an Aysgarth education or to whom we cannot offer a place as the year group is oversubscribed will be informed and given advice. The decision of the school is final in all admissions matters. The school is not obliged to state reasons for not offering a place to an applicant and the school does not accept responsibility for the administrative errors of parents/carers.

To secure a place once offered, the acceptance form must be returned within the timescales contained within the offer letter, along with the Deposit of £1000, as identified in the terms and conditions. Should the acceptance form not be returned within this timeframe, a place may be offered to an alternative applicant.

OVERSEAS APPLICANTS AND THOSE WHO REQUIRE PERMISSION TO BE IN THE UK AND STUDY AT THE SCHOOL

We welcome overseas pupils, who can study at Aysgarth School as a sponsored boarder or 'day' pupil provided that they have the legal right to enter, live and study in the UK and they have an appointed guardian living in the UK with whom they can stay for some weekends, more details of which are contained in the Guardian Policy.

Part of our sponsorship obligations include ensuring that all children studying with us have the requisite right to study under UK immigration law and to satisfy UKVI requirements.

As such, as part of our admissions process, we are required to request proof of nationality and/or visa status.

When returning a completed Registration form, parents must provide a copy of their child's passport and inform the school if their child requires sponsorship from the School in order to obtain a visa to study. Parents are also required to inform the school at the earliest possible opportunity of any changes in visa status or sponsorship requirements.

To verify the identity of the biological parents and legal parental responsibility, the School requires the following documents:

- Child's Passport
- Parent consent letter - explicit written consent from both parents (even in the event of divorce) is required before a place is offered and a CAS is assigned.
- Child's Birth Certificate (English Translated)
- Both parents' names and nationalities
- Both Parents' Passport Numbers & Expiry Dates
- Both Parents' Visa Number & Expiry Date

Please note additional documentation may be requested and required from you throughout this process or at any time thereafter to satisfy UKVI requirements.

Our aim is to make sure we carry out these duties to safeguard children in our care and to protect our status as a sponsor of educational student visas to support and comply with UKVI regulations. Please note that we reserve the right to share information with UK Visas and Immigration (UKVI), the Home Office and our Immigration consultants, SABLE International, for the purposes of compliance with our responsibilities as a licensed sponsor.

To ensure that international applicants can meaningfully access our curriculum, they are required to undertake an assessment such as a written exam, CAT4 tests in maths and English, English EAL paper, in person or online interview with the Headmaster or Deputy Head to assess character and spoken English. These steps, combined with a review of past school reports, take place prior to an offer being made. Furthermore, if deemed necessary by Aysgarth School for a pupil to receive additional English as an Additional Language (EAL) tuition or support during their time at Aysgarth - to enable them to keep up with the academic standard of their year group –this will be discussed with parents and the cost of any such support will be met by the parents.

To secure a place once offered, the acceptance form must be returned within the timescales contained within the offer letter, along with the Deposit of £2000, as identified in the terms and conditions.

Where an education agent or third party is used to assist in the recruitment of an international student, the school will conduct due diligence checks on the agent. In accordance with UKVI Sponsor Duties, the School maintains a comprehensive internal register of all contracted agents and will notify the Home Office of any changes to this list or the appointment of new partners. The agent used will be explicitly declared on the pupil's Confirmation of Acceptance for Studies (CAS).

DOMESTIC ADMISSIONS PROCESS FOR PRE-PREP

The usual entry point into the Pre-Prep School is into Nursery, the term after they turn 3 years old. We admit pupils into any year group where spaces are available.

Registration

Following an enquiry to the school (email, telephone or through the completion of the online form), parents are sent a registration pack. On receipt of the completed form and non-refundable registration fee of £100, the child is registered. Children entering Nursery or Reception are not assessed academically prior to entry, but we will ask for reports or learning journeys from previous schools and settings. We may also telephone the previous setting if we feel further detail is necessary.

Open Morning or Visit

Open events and/or subsequent visits are part of the Admissions process. A meeting with the Headmaster or member of SMT is mandatory. An offer will only be made following a visit.

Considerations for EYFS

Whilst we will make every effort to meet requirements, it may not always be possible to do so, due to the limited number of places and sessions. There are a limited number of places which are eligible for Early Years Funding.

Where places are limited, consideration is given to children who:-

- are moving up into Reception and continuing through the Pre-Prep at Aysgarth (nursery only)
- have a sibling already attending the school
- are registered to attend the Prep School
- are in the older nursery cohort (nursery only)
- are attending for full days, rather than single sessions (nursery only)
- are attending for a greater number of sessions (nursery only)

SIBLING POLICY

Most pupils' siblings go on to join us at Aysgarth School. However, admission is not automatic, and each prospective pupil will be assessed as an individual, following the school's usual admission process.

OUT OF YEAR APPLICATIONS

We believe that it is usually in the best interest of the child to join in their normal age group. An application to join a different year group, either above or below, must be included on the registration form and any such request will be considered on an individual basis. Any decisions will always be made in the best interest of the child, taking into account individual circumstances and the professional judgement of the teaching staff.

BOARDING PATHWAY TO RUGBY SCHOOL

As a member of the Rugby School Group, AYSGARTH now offers a boarding pathway for families considering Rugby School as a senior school destination.

Pupils joining AYSGARTH in Years 6 or 7 have the unique opportunity to sit a single entrance exam and gain an offer to continue their education at Rugby School. This aligned admissions process provides an early sense of certainty and allows families to focus on their child's preparation for senior school life.

Families qualify if they meet one of the following criteria:

- New Pupils: Families applying for a single assessment/entry point at AYSGARTH and a Year 9 boarding place at Rugby School. Who makes a significant commitment to boarding at AYSGARTH *.
- Current Pupils: A child currently boarding at AYSGARTH. Who has made a significant commitment to boarding at AYSGARTH *.

*Typically, this involves full boarding during Years 7 and 8. Final admissions decisions remain at the

discretion of the Head Master of Rugby School.

Please contact admissions@aysgarthschool.co.uk to discuss the Boarding Pathway and application process in more detail.

BURSARIES & FINANCIAL ASSISTANCE

Means-Tested Bursaries are available.

Armed Forces and Diplomatic Families (CEA)

Aysgarth School proudly supports Service and Diplomatic families, recognising that educational consistency is a high priority. From September 2026, we are pleased to offer enhanced Continuity of Education Allowance (CEA) support. For eligible families in receipt of the CEA, the School ensures financial clarity by capping the parental contribution at the minimum 10% of the gross full boarding fee.

Being part of the Rugby School Group offers the opportunity for a seamless educational journey. For families seeking long-term continuity, this support can extend beyond the prep school years through a boarding pathway from AYSGARTH to Rugby School.

Students who attend and make a significant commitment to boarding at AYSGARTH *. Typically, this involves full boarding during Years 7 and 8. The pupil must be enrolled at AYSGARTH for at least two years to be eligible to carry their allowance-linked support through to Rugby School, subject to the standard admissions and entry criteria. Final admissions decisions remain at the discretion of the Head Master of Rugby School.

Further Information

For full details on our CEA provision, the sibling discount, bursaries, and general bursary eligibility, please discuss with the Admissions Department. A bursary may be withdrawn in accordance with the terms upon which such award is made or otherwise in accordance with the School's Terms and Conditions.

FINANCIAL INFORMATION

Any applicant for a place at the School, including those who apply for bursary support and overseas applicants, may at the discretion of the School be required to provide additional financial information and/or undergo checks to confirm that they are able to pay the School's fees (or any percentage of the fees still payable if a bursary or scholarship is granted).

To comply with UK Anti-Money Laundering (AML) regulations, the School reserves the right to conduct checks to verify the source of funds for the payment of fees, particularly for sponsored students.

SCHOOL'S TERMS & CONDITIONS (PARENT CONTRACT)

The terms upon which the School educates each pupil are set out in the School's Parent Contract which will be made available to parents as part of the admissions process.

COMPLAINTS

The School's Complaints Procedure is not available for use by prospective parents. A copy, if required, is available on the School's website.

Families who have concerns regarding the conduct of an education agent may contact the Admissions Department directly (admissions@aysgarthschool.co.uk).

RECORDS AND REVIEW

Applicants' details will be held on file with due regard to data protection legislation. Please see the School's Privacy Notices on the website for further information about how the School collects, uses and processes personal data.

NOTE

The school reserves the right to vary the entrance procedures and assessments at any time after registration has taken place and to vary or waive them in respect of individual cases.

POLICY OWNERS

Headmaster and the Aysgarth School Admissions Department.