GIGGLESWICK
SCHOOL

Admissions Policy

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1 INTRODUCTION

This policy is implemented in accordance with the Equality Act 2010 and the Education (Independent School Standards) Regulations 2014 (Part 6 – Provision of Information).

Giggleswick School ("the School") is a co-educational independent boarding and day school for pupils from ages 2 to 18. The School has around 320 pupils in the Senior School, 60 in the Prep School, and 35 in Mill House Pre-School. Deciding on the right school for your child is very important, and we believe that a personal visit is invaluable. A separate policy is available for entrants to Mill House Pre-School.

The School holds open mornings throughout the year, which give a general introduction to the School, and a Sixth Form Open Event in the Autumn Term for Year 11 pupils looking to move to a new Sixth Form. Details are published on the School's website. Prospective parents and their children are also very welcome to visit individually at any time during the year. These can be arranged through the School's Admissions Office on +44 (0)1729 893189 or by emailing admissions@giggleswick.org.uk.

1.1 ENTRY PROCEDURE

The School has a selective admissions policy but gives consideration to all applications and to any reasonable adjustments that would be required to enable a pupil with Special Educational Needs and Disabilities (SEND) to access the curriculum. The admissions process is designed to identify pupils who are able to benefit academically from the School's balanced and well-rounded education and who will make a positive contribution towards the life of the School. Admissions decisions are made in line with the School's safeguarding obligations. Relevant information may be shared between schools where necessary to safeguard the welfare of pupils

Where the number of applicants exceeds available places, priority may be given to:
(a) siblings of current pupils;
(b) internal progression from Giggleswick Prep School;
(c) applicants demonstrating strong academic or all-round potential;
(d) date of registration.

1.11 ENTRY POINTS

Entry to the Prep School and Senior School can take place at any time into any year group subject to the availability of places. At the end of Year 6, the majority of Prep School pupils transition to Year 7 in the Senior School.

Entry to the Senior School for Year 7 and Year 9 for those pupils not already enrolled in the Prep or Senior School is normally based upon assessment through an entry examination, an interview at the School and references from the candidate's previous school. For Year 12 entry, there is an assessment only for those wishing to gain a scholarship; admission for all other Year 12 entrants is subject to satisfactory school reports, predicted GCSE grades and references.

1.12 REGISTRATION

Applicants for admission should register for a place by completing a registration form and paying a non-refundable registration fee of £225 in the Senior School and £65 in the Prep School. The registration form is available from the Admissions Office or from the admissions section of the School website. For international applicants, proof of identity and nationality, such as a copy of a passport and/or birth certificate, is required to be sent with the registration form. There is an administration charge for the Certificate of Acceptance for

Studies (CAS) which you will require in order to apply for a visa for your child to attend the School.

At Mill House, a deposit of £65 (refundable when the child leaves) is required to secure a child's place. Further details of the Pre-School admissions procedures can be found in the Mill House Admissions Policy document.

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

1.13 POST-OFFER

On the offer of a place, an Acceptance Form signed by those responsible for paying school fees is required. A deposit of £1,075 for UK day and 3 Night Flexi pupils, and £2,025 for UK 5 Night and Full Boarders is then due and will be refunded when a pupil leaves the School, less any outstanding fees or extra charges. (For international pupils whose parents are resident within the UK/EU the deposit is £2,025, and for those whose parents are resident outside the UK/EU it is £8,085).

2 EQUAL TREATMENT

The School's aim is to encourage applications from candidates with as diverse a range of backgrounds as possible. This enriches the community and is vital in preparing pupils for today's world. Means-tested bursaries may be offered to scholarship award holders in order to make it possible for them to attend the School.

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

3 SPECIAL EDUCATION NEEDS AND DISABILITIES (SEND)

The decision to admit a pupil with SEND will be made by the Head in consultation with the Learning Support Co-ordinator (LSC), based on a review of professional reports, discussions with parents and, where appropriate, the pupil. The School will consider reasonable adjustments to support access to the curriculum.

The School does not discriminate in any way regarding entry. It welcomes pupils with SEND, providing that our learning support department can offer them the support that they require. Pupils with disabilities are welcomed provided that the School site can accommodate them.

Prospective applicants with known SEND meet with the LSC at the initial visit. At this stage, the LSC makes an assessment of the reasonable adjustments that may be required. Additional advice may be sought from an educational psychologist or from other relevant health professionals.

The School asks parents of children with special educational needs or physical disabilities to discuss their child's requirements before they sit the entrance examination so that the School can make adequate provision for them. Parents should provide a copy of an educational psychologist's report or a medical report if they have one. This is so that the School can assess their child's needs and consult with parents about the adjustments which can reasonably be made and so that the School can ensure, for example, that their child will be able to access the education offered and that the School is able to ensure their health and safety, and the health and safety of others.

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

There may be exceptional circumstances in which a place is not able to be offered for reasons relating to a child's disability. For example, if, despite reasonable adjustments, the School feels that a prospective pupil is not going to be able to access the curriculum, or that their health and safety or that of other pupils or staff may be put at risk, it reserves the right to decline a place.

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

4 THE ASSESSMENT PROCESS

The School does not require applicants to the Prep School to sit formal entrance tests, although they may be asked to undertake in-class assessments or meet with the Learning Support Co-ordinator. In most cases we invite prospective pupils for a taster day before an offer of a place in the Prep School.

No specific preparation for the entrance tests is needed. All candidates for entry (below 16+) sit Atom tests in English, Maths and Non-Verbal Reasoning.

Applicants for entry at 16+ are offered places based on school reports and references, predicted GCSE grades and interview. Our offer of places into Year 12 is conditional upon a candidate achieving a Level 6 Grade average at GCSE/iGCSE for A level and a minimum of four Level 4 Grades at GCSE for BTEC courses. Some individual courses may stipulate a minimum grade requirement. Where criteria are narrowly missed, we will consider individual cases on merit and may offer a degree of flexibility.

The dates for Year 7, Year 9 and Year 12 assessments for the current year are published on our website, together with the dates that results are posted to families.

5 SIBLING POLICY

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

6 SCHOLARSHIPS

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

- Academic subjects
- All-Rounder (academic + either music, sport or drama)
- Music
- Choral (Year 7, Year 9 and Sixth Form)
- Sport
- Drama
- Art (Year 9 and Sixth Form)
- Design (Sixth Form).

The Prep School does not offer scholarships.

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

Parents are asked to indicate on the registration form whether they wish to apply for a scholarship. Details of the arrangements will be sent to all who express an interest. We encourage parents of scholars who anticipate that they will experience difficulty in meeting the balance of the tuition fees to apply for one of the School's means-tested bursaries described below once a scholarship has been awarded.

Scholarships are held for the duration of a pupil's time at the School up to Year 13 provided their conduct and attitude to learning meets the expectation of a scholarship. An annual review process takes place. Details on all current scholarships available are published on our website. Further information about scholarships is available in the Fee Remission Policy available on the school website.

7 BURSARIES

The School's bursary programme is designed to help those parents and guardians who would not normally be able to afford the full fees for an education at Giggleswick School. Bursaries are means-tested in accordance with the criteria in the Fee Remission policy. Both parents are required to provide proof of their income and assets. The level of support varies according to parental circumstances. In most cases, a maximum of 30% total remission can be expected for candidates entering the Senior School.

Bursaries are always offered for 12 months at a time. The family is required to provide fresh information about its circumstances for every year that their child attends the School. Levels of support may vary with fluctuations in income.

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

The School's practice is to allocate its entire available bursary funding on entry. The expectation is that parents who do not choose to apply for a bursary at the time that their child is being assessed, will not require financial support throughout the time that their child attends the School, except in wholly unforeseen circumstances.

A bursary may be withdrawn in accordance with the terms upon which such award is made or in accordance with the School's Terms and Conditions. Further information about bursaries is available in the Fee Remission Policy available on the school website.

8 INTERNATIONAL APPLICANTS

The School welcomes international pupils who can study at the School as boarders. International pupils are fully integrated into the School with boarding houses always open at weekends during term time and at Exeat weekends for those pupils unable to stay with their Guardian, friends or travel home. **All international pupils require a UK-based guardian**.

More details are contained in the School's Terms and Conditions. Parents of international pupils should appreciate that the School does not run a short-term study programme of less than one term and ideally expect overseas pupils to finish a complete course of study such as Years 9-10 10-11 or Years 12-13. All international pupils must demonstrate that they have a legal right to enter and study in the UK.

9 FLUENCY IN ENGLISH

During the admissions process, all international pupils will complete an online English Language test to establish their level of English against the Common European Framework for Language. The results will then inform the most appropriate level of study for the pupil to ensure maximum support and progress is made in both academic and pastoral areas of school life. Individual tuition in English as an Additional Language (EAL) can be arranged at the parent's expense. This would be on top of the EAL teaching offered within the curriculum.

10 RELIGIOUS BELIEFS

The School is a Christian foundation and has a designated Church of England (Anglican) character. It does not select for entry on the basis of religious belief but applicants should be aware that there is compulsory Saturday morning school and that all pupils are expected to attend Chapel services and assemblies. If this is a concern to parents there is an openness to discussing alternatives. Our kitchens can provide for the dietary requirements of Jews, Hindus and Muslims, but owing to the rural location of the School, access to places of worship for some faiths may be difficult. Roman Catholics may attend the local RC Church.

11 SCHOOL'S TERMS AND CONDITIONS

The School's Terms and Conditions are on the School's website and will be made available to parents as part of the admissions process.

12 COMPLAINTS

Parents may raise concerns about admissions decisions through the School's Complaints Procedure. The School's Complaints Procedure is on the School's website and can be sent to prospective parents on request.

13 ADMISSIONS REGISTER

All pupils are recorded on the admissions register on entry to the School, with their addresses and parent contact details, gender, their previous school (if any), their date of birth, their enrolment date and their boarding status (there must be two points of contact stored in the database).

Upon leaving the School, the destination school, when the pupil left, the reason for leaving and any relevant future addresses is recorded. The School then confirms with the new school (where appropriate) that they have been added to their roll. Safeguarding records are shared with a pupil's new school in line with statutory requirements published in Keeping Children Safe in Education (2023).

The School will notify its local authority when pupils are added or removed from the admissions register at non-standard transition points (i.e. where a pupil leaves the School

before completing the School's final year or joins a school after the beginning of the school's first year). The School is also required to notify the local authority when a pupil has missed 15 days consecutively or cumulatively because of illness or who has unauthorised absence for more than 10 school days (continuous).

Applicants' details will be held on file with due regard to data protection legislation and the School's Privacy Notice (available on the website). The School will not hold the personal data of you or your child for longer than is necessary for a lawful purpose.

14 MONITORING

The Admissions process is reviewed annually by the Headmaster and reported to Governors to ensure fairness, transparency and compliance with statutory obligations.