



Shebbear College

Admissions Policy

Whole School Policy from EYFS to Sixth Form

Reviewed and ratified by the Governing Body – 15th November 2018

Next Review Date by Governing Body – November 2019

Policy Review at Shebbear College

The Governors acknowledge their responsibility to ensure that this policy is effective and follows regulatory requirements. Governors undertake a regular review (at least annually) to satisfy themselves that the implementation of this policy is effective.

Introduction

Shebbear College is a non-selective academic school that places emphasis on its pupils to have a range of interests and aptitudes which it believes important to foster.

Children are accepted at the school at all ages (3-18) subject to a system of testing, whether by a formal examination or not, as may be laid down by the Headmaster, and the availability of a place.

The College wishes to build up a community of pupils with a wide and diverse range of skills, but who are capable of pursuing an essentially academic curriculum

Prospective parents must register via the registrar – registrar@shebbearcollege.co.uk.

All parents/guardians are requested to complete a registration form, which should be addressed to the registrar together with a non-refundable registration fee to cover administration expenses.

Registration

The completion and signing of a registration form does not guarantee admission by the Head nor does it in any way bind parents. The registration fee is non-refundable.

Entrance

Once a place has been offered by the school an acceptance form should be completed and a deposit paid to guarantee the place. Parents should confirm the decision for their children to join the school a term before the date of entry. Parents will also need to complete the Parents' Contract which sets out, in detail, the terms and conditions on joining the school.

Overseas Students

The school seeks to maintain its multi-cultural links and endeavours to recruit pupils from overseas. Careful attention is paid to ensure that there is an appropriate balance between the number and origin of overseas pupils and those from the UK.

Withdrawal

A full term's notice is required by 12 noon on the first day of term in respect to withdrawal of a pupil from school after acceptance of a place, or for removal at any time during the pupil's education at the school. A full term's fees become payable in the absence of the notice given above.

The Head may require a pupil summarily to leave the school for a grave disciplinary offence or if otherwise he considers that it is the best interests of the pupil or the school so to do. No claim for repayment of fees in advance shall then arise. Upon a term's notice by the Head, a pupil's attendance may be terminated following a failure to maintain the academic or general standards required.

Fees

The fees schedule is listed separately.

Special Educational Needs

The school is mindful of a child's special educational needs and/or disability and wishes to be as inclusive as possible within the reasonable limits of the school to manage.

At the time of application and prior to offering a place, all parents will be asked to give a comprehensive statement with regards to any known special educational needs and/or disability that a prospective pupil may have and, if necessary, to undertake appropriate assessments to diagnose conditions and the requirements to manage identified needs.

Once a special educational need and/or disability has been declared the school's Disability and Special Educational Needs Policy will become part of the admission process. Parents can be assured that the school will be sensitive to the details and requests for confidentiality.

A failure to declare a known special educational need and/or disability at the time of application and prior to a place being offered, may result in the place being withdrawn.

Free Nursery Vouchers

Shebbear College participates in the Devon County Council Nursery voucher scheme. We are able to provide access to a limited number of free places within our Nursery for 15 hours

per week over 5 sessions. Parents will be able to choose from a number of fixed sessions for 34 weeks per year (subject to availability)

Scholarships and Bursaries

A number of means-tested bursaries and non-means tested scholarships are awarded each year to applicants. More details on this process can be obtained from the registrar.

Selection Processes

In most cases (and if practicable) applicants and their parents are invited to the College to meet the Headmaster of the College and/or the Head of the Prep School.

In all cases (where applicable) the College will ask for a reference from the applicant's existing school.

Applicants are usually invited to undertake a short trial period (usually two days) to find out more about the College. This process also allows a number of informal and formal assessments to be carried out.

The main entry point for the Senior School is at 11+. Applicants sit an entrance assessment in the preceding January with papers in English, Mathematics and Verbal Reasoning. Full details of this process is available from the registrar.

To enter the Sixth Form applicants are usually required to have five GCSE passes from A* - C (9-4) - preferably with at least a B grade in subject chosen to be pursued at AS/A Level or BTEC. In all cases to be successful in gaining a place applicants must prove to the Headmaster that they have the ability to access the courses available.