



# SHEBBEAR COLLEGE

## **Admissions Policy**

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**Shebbear College**

April 2026

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## 1 **Aims**

- 1.1 This is the admissions policy of Shebbear College (the college).
- 1.2 The aims of this policy are as follows:
  - 1.2.1 to set out the particulars of the college's policy on and arrangements for admission to the college;
  - 1.2.2 to describe how the college identifies and admits children who will benefit from the education and other opportunities available at the college and who will contribute to and benefit from the ethos and activities of our School community;
  - 1.2.3 to ensure compliance with the college's responsibilities under the Equality Act 2010.

## 2 **Vision**

- 2.1 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 college at all ages (4-18) subject to a system of testing, whether by a formal examination or not, as may be laid down by the Head, 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.

## 3 **Scope and application**

- 3.1 The procedures set out in this policy apply at each of the main points of entry to the college and also to candidates for occasional vacancies in any other year group.
- 3.2 The procedures set out in this policy do not apply to existing pupils who are progressing through the college.
- 3.3 Prospective parents should also consult the college's terms and conditions, which are available on the website.
- 3.4 This policy should be read alongside the 'ILG Right to Study' policy, available from the college on request.

## 4 **Regulatory framework**

- 4.1 This policy has been prepared to meet the college's responsibilities under:
  - 4.1.1 Education (Independent School Standards) Regulations 2014;
  - 4.1.2 Statutory framework for the Early Years Foundation Stage (DfE, December 2023);
  - 4.1.3 School Attendance (Pupil Registration) (England) Regulations 2024;
  - 4.1.4 Education and Skills Act 2008;
  - 4.1.5 Childcare Act 2006;
  - 4.1.6 Equality Act 2010;
  - 4.1.7 Immigration Rules HCE95;
  - 4.1.8 Data Protection Act 2018 and UK Data Protection Regulation (UK GDPR); and

4.1.9 SEND Code of practice: 0 to 25 years (DfE and Department of Health and Social Care, January 2015. Last updated April 2020).

4.2 This policy has regard to the following guidance and advice:

4.2.1 Children missing education (DfE, September 2016); and

4.2.2 Working together to improve school attendance (DfE, August 2024).

## 5 **Publication and availability**

5.1 This policy is published on the college website.

5.2 This policy is available in hard copy, on request, from the college office.

5.3 This policy can be made available in large print or other accessible format if required.

## 6 **Responsibility statement and allocation of tasks**

6.1 The Proprietor has overall responsibility for all matters which are the subject of this policy.

6.2 To ensure the efficient discharge of its responsibilities under this policy, the Proprietor has allocated the following tasks:

<b>Task</b>	<b>Allocated to</b>	<b>When / frequency of review</b>
Keeping the policy up to date and compliant with the law and best practice	Joanna Conway, Emily Fenwick	As required, and at least termly
Monitoring the implementation of the policy, relevant risk assessments and any action taken in response and evaluating effectiveness	Joanna Conway	As required, and at least termly
Maintaining up to date records of all information created in relation to the policy and its implementation as required by the UK GDPR	Emily Fenwick	As required, and at least termly
Seeking input from interested groups (such as pupils, staff, parents) to consider improvements to the college's processes under the policy	Joanna Conway, Emily Fenwick	As required, and at least annually
Formal review	Proprietor	As required, and at least every two years

## **7 Equality, diversity and disability**

- 7.1 All candidates for admission will be treated equally, irrespective of their or their parents' race, sexual orientation, religion or belief, pregnancy or maternity, sex, gender reassignment or any disability. Candidates will also be treated equally in respect of their parents' age, sex or marital or civil partnership status.
- 7.2 The college is inclusive and welcomes applicants with disabilities and special educational needs. The college currently has limited facilities for the disabled but will do all that is reasonable to comply with its legal and moral responsibilities under the Equality Act 2010 in order to accommodate the needs of applicants who have disabilities for which, with reasonable adjustments, the college can cater adequately.
- 7.3 Parents of a child who has any disability or special educational needs should provide the college with full details on registration. The college needs to be aware of any particular requirements which may affect a child's ability to participate in the admissions procedure and to take full advantage of the education provided at the college.
- 7.4 The college shall determine the reasonable adjustments that are required for the applicant based on the information provided, in accordance with the college's obligations under equality legislation. The college will consult with parents about the adjustments which can reasonably be made to ensure that the application procedure is accessible for the child and that the college can cater adequately for the child should an offer of a place be made.
- 7.5 In instances where provision is above the remit of the college's resources for example Occupational Therapy or Speech and Language, in order for the child to access the full curriculum, parents would be advised that an additional cost may ensue or support should be sought outside school.
- 7.6 The college serves a diverse community, and some pupils have English as an additional language. Pupils who are at an early stage of learning English as an additional language (i.e. those who join the college with little or no English) or who are at a more advanced stage of learning English but still below the level of competence expected within their age group, will require additional support from an EAL specialist. This extra provision is not included in the college fees.
- 7.7 Pupils in Years 1 to 6 must aim to achieve a reasonable degree of fluency in English in order to cope with the academic and social demands of the college.

## **8 Procedures**

- 8.1 Prospective parents can contact the college via email [admissions@shebbearcollege.co.uk](mailto:admissions@shebbearcollege.co.uk) or via telephone 01409 282009.
- 8.2 A prospectus is available to parents on request and can either be collected in person or posted out to the prospective parents. This contains information about the college, photographs and contact details.
- 8.3 To register for a place, parents are required to complete a registration form which is available on the college's website and to pay the applicable registration fee. Pupils may be registered for entry at any time after their birth. Additionally, we kindly request copies of your child's passport, birth certificate, and immigration status (if applicable). This follows our Right to Study policy. This is available from the college on request.

- 8.4 Prospective pupils and their parents are encouraged to attend one of the college's open mornings or are welcome to arrange a tour of the college at another time. Parents should contact the college Office to make an appointment to see the Head, the Head of EYFS or Nursery Manager as appropriate, in order to discuss their application. No child is admitted until personal contact has been made.
- 8.5 **Entry points:** The following procedures apply at each of the main points of entry (September) and also to candidates for occasional vacancies in any other year group.
- 8.6 **Admissions procedure:** The college's admission procedure has two elements:
- 8.6.1 A tour and interview with the Head; and
- 8.6.2 A Taster Day
- 8.6.3 The college is academically non-selective, however applicants for the Senior School are required to sit an entrance assessment (CAT4 Assessment) before a place is offered. The college does not offer places based on this entrance exam, however it helps to ascertain that the college has the appropriate resources to effectively meet the individual needs of the pupil. Full details of this process are available from the Registrar.
- 8.6.4 To enter the Sixth Form, applicants are usually required to have five GCSE passes at grades 9-4 - preferably with a grade 6 or above in subjects chosen to be pursued at A-level or BTEC. In all cases to be successful in gaining a place applicants must prove to the Head that they have the ability to access the courses available.
- 8.6.5 All parents/guardians are requested to complete a Registration form before attending a Taster Day, which should be addressed to the Registrar. 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.
- 8.7 **Interview**
- In all cases there will be a general interview to explore the candidate's interests, attitude to school, personal qualities, ability to contribute to the college community, support available at home and any relevant connection with the college.
- 8.8 **Taster day**
- 8.8.1 The pupil will be invited to spend the day with their prospective Form Group to (informally) assess academic ability, attitude and behaviour, involvement in the college community, talents and interest, and any other special circumstances such as special education needs, or a disability.
- 8.8.2 In the case of a child presenting with additional learning needs, the college may request additional taster days.
- 8.9 **Settling days**
- 8.9.1 For Nursery applications, children will be invited to a number of 'settling sessions' prior to their entry in order that they might be familiar with the environment and their classmates before they start.

## 9 Admissions criteria

- 9.1 The admissions criteria are: To be adapted according to the individual arrangements of the college
- 9.1.1 satisfactory interview/visit;
  - 9.1.2 successful taster day;
  - 9.1.3 verifying the child's immigration status and nationality if applicable, including assessing whether the child requires sponsorship from the college to secure a visa for studying in the UK;
  - 9.1.4 commitment to the college's ethos as described in the college's aims; and
  - 9.1.5 ability to meet the needs of the child.
- 9.2 The School reserves the right to offer places to pupils whom it believes will benefit from the education provided and whose educational and pastoral needs the School can reasonably meet. Admission may be declined where, in the professional judgement of the School, it would not be able to provide adequately for a child's needs within its current staffing, facilities, or resources. The School will also consider whether a pupil is likely to be suitable to flourish in the environment both socially and academically.
- 9.3 The School reserves the right to withdraw the offer of a place, where information material to the admissions decision has not been disclosed.
- 9.4 All candidates must have the legal right to live and study in the UK.
- 9.5 **Oversubscription for entry at age 4:** If the college has more applicants than places available, we offer places in the following order of priority: (1) Children of staff within the Inspired Learning Group; (2) Siblings of current or former pupils, and; (3) all other pupils in strict order of registration. Please note that admission is not automatic and the candidate must meet the admissions criteria.
- It is assumed that pupils will automatically progress through the college, subject to them meeting the required standards of behaviour and progress.

## 10 Bursaries and Scholarships

- 10.1 Bursaries are available and are means tested. Please contact the college or the college's parent company, Inspired Learning Group, for further information. Non means-tested Scholarships are also available to pupils who can demonstrate a talent in a specific area of school life. More details on this process can be obtained from the Registrar.

## 11 Sponsored students

- 11.1 Families who require our sponsorship for their visa to enter the UK, will need to pay a £950 legal fee to our legal advisers. Families opting to pay the full year's fees in advance (3 terms) will have the £950 visa application legal fee associated with the Child Student Visa application absorbed by Inspired Learning Group. It's important to note that this arrangement excludes students who receive a scholarship or bursary from the college.

## 12 Training

- 12.1 The college ensures that guidance and training is arranged for those who are responsible for maintaining the Admission Register.
- 12.2 The level and frequency of training depends on role of the individual member of staff.

### 13 Record keeping and confidentiality

- 13.1 All records created in accordance with this policy are managed in accordance with the college's policies that apply to the retention and destruction of records.
- 13.2 A confidential admissions record will be kept for each candidate.
- 13.3 The college will provide specific pupil information on request to the Secretary of State, or the local authority who may wish to examine and take extracts of registers for schools in their area.

#### 13.4 Admission register

In accordance with the requirements of the Education (Pupil Registration) (England) Regulations 2024 for pupils admitted to the college, the college will:

- 13.4.1 maintain an admission register (sometimes referred to as the college roll); and
  - 13.4.2 inform the local authority of any pupil who is going to be added to or deleted from the college's admission register at non-standard transition points
  - 13.4.3 enter the names of all pupils (both compulsory and non-compulsory school age) on the admission register, as well as other required contents set out in Chapter 7 of the guidance;
  - 13.4.4 keep the admission register electronically, backed up at least monthly. A printout should be done at least termly, and kept securely by the college;
  - 13.4.5 preserve every entry for six years;
  - 13.4.6 only delete a pupil's name from the admission register for a reason set out in the guidance.
- 13.5 The records created in accordance with this policy may contain personal data. The college has a number of privacy notices which explain how the college will use personal data about pupils and parents. The privacy notices are published on the college's website. In addition, staff must ensure that they follow the college's data protection policies and procedures when handling personal data created in connection with this policy. This includes the college's Data Protection Policy and Information Security Policy.

### 14 Version control

Date of adoption of this policy	August 2024
Date of last review of this policy	August 2024
Date for next review of this policy	Spring 2026
Policy owner (School)	Shebbear College