

# Eastbourne College

## Admissions Policy and Procedures

September 2011-12

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## 1. Admissions policy statement

Eastbourne College welcomes applications from pupils of all educational backgrounds and its entry procedures are intended to identify applicants who will thrive at Eastbourne. The College is a selective school that admits pupils primarily on the basis of their ability (usually assessed by Common Entrance and Common Academic Scholarship at 13+, by GCSE performance at 16+, or by the College's own entrance tests, where appropriate). Entry is sometimes subject to the availability of a suitable day or boarding place. The College operates an Equal Opportunities Policy.

The College is not, however, an academic hothouse, but instead places particular emphasis on pupils developing appropriate values. It intends that they will develop as young people through an all-round education in which the process of education is, at least initially, as important as the outcome.

Eastbourne College has a top 25 position nationally for Value Added. This means that all our students, regardless of their ability, strongly outperform expectation compared to the national average. The College continues to take pride in high academic achievement for its pupils, whilst encouraging them to participate as widely as possible in school life and promoting their social development and welfare through a strong House system. This combination is both rare and special, and Eastbournians are right to celebrate it.

For further information about Value-Added please contact Mr J Gilbert (Assistant Head, Curriculum), at the College and for a breakdown of results please consult our website on [www.eastbourne-college.co.uk](http://www.eastbourne-college.co.uk)

The College awards scholarships on the strength of strictly-moderated open competition and assessment. Applications from pupils with learning support requirements or disabilities are carefully assessed to ascertain if the College is able to meet their needs. When making an offer of a place, the College reserves the right to take into account other considerations, such as an applicant's educational background or links with the College. Final decisions on admissions, always taken in consultation with senior colleagues, are at the discretion of the Headmaster.

## 2. Summary of admissions procedure

The first stage of the admissions process is **Registration** which can take place for a pupil at any age. Pupils will be considered for admission and entry to the School when the Registration Form has been completed and returned to us and the non-returnable Registration Fee of £75 has been paid. **Confirmation** occurs when parents accept the offer of a place by completing the Guaranteed Place Form and returning it to us with payment of the Deposit. Confirmation will be subject to the availability of a place and the pupil satisfying the entry requirements.

Parents can state a preference for a particular House but the final decision regarding choice of House rests with the College.

Visits can form part of the decision-making process for prospective parents and pupils, and can be booked individually through the admissions office (01323 452323). Alternatively, prospective families can attend one of our Open Mornings. A visit to the College provides an excellent opportunity to meet with the Headmaster and the Registrar, to have a tour of the College with a current pupil and to visit a House.

Within a year of the proposed arrival date, a Guaranteed Place Form is sent to parents of Registered

pupils. A deposit is requested at this time and this confirms the place, subject to a satisfactory performance in the College's own entrance tests or at Common Entrance. For parents of pupils living within the United Kingdom, the deposit is £750. For international pupils the Guaranteed Place Deposit is £9105.

If the Parents cancel their acceptance of a place less than a term before the entry date or the pupil does not join the College after a place has been accepted and not cancelled, a term's fees will be payable in lieu of notice less the deposit. Parents who cancel acceptance with more than a full term's notice before entry will not be required to pay fees in lieu of notice but the deposit will be retained by the College unless a previous agreement has been reached. Please refer to the College's Terms and Conditions for further information.

### **3. Registration**

Prospective pupils can apply for a place at the College at any age by completing the Registration Form. Usual entry points are at 13 years of age into Year 9 and at 16 years of age into Year 12 where space allows. Entry into other years is considered on an individual basis.

The Registration Form is an essential indicator of interest from parents, but is not a final commitment. The form provides information which helps the Registrar give assistance in the admissions process. Early Registration is recommended and Registrations will be accepted in the order they are received. A non-refundable £75 deposit is required at the time of registration as are the signatures of both parents to authorise the College to hold confidential information on the pupil in accordance with The Data Protection Act. Parents who wish to know more about Data Protection can contact the Data Protection Officer at the College.

#### **Entry at 13yrs of age into Year 9**

Applicants for entry at age 13+ in September who have been appropriately prepared and are Registered with Eastbourne College, will sit either the ISEB Common Academic Scholarship Examination or the Common Entrance Examination. Applicants who attend schools which do not prepare them for Common Entrance Examination will sit the College's own entrance tests. A reference from the Headmaster of the pupil's present school is also requested for all candidates.

- ISEB Common Academic Scholarship Examination: (sat at the College in May). Please see the booklet, Scholarships and Bursaries for Year 9 entry in 2012 for further information.
- Common Entrance Examination: (sat at independent prep schools in June). Please refer to your current school, if they prepare pupils for Common Entrance.

OR

- Entrance Tests: Pupils who attend schools which do not offer Common Entrance will be invited to come to the College for tests in January/February of the year of entry. The purpose of the tests is for Eastbourne College to see whether the applicant would thrive at the College and be able to enjoy the work that students would be asked to do. The tests also help Eastbourne College to place the applicant in the right set in their first year at the College.

Entrance tests are taken in Maths, English, French, Science and Non-Verbal/Verbal Reasoning, and will take place at the College, unless it is impractical. The tests are based on the requirements of the National Curriculum Key Stages 2 and 3 which applicants will have studied in Years 7 and 8.

- English paper- a short piece of prose to read. Applicants will be asked some questions relating to the piece and will also be asked to write a short piece of prose themselves.
- Maths paper - a set of questions to work through. These will start with simple questions, progress to some more challenging ones and will tell us what stage has been reached in Maths. No calculator required.
- French paper- questions which ask for an understanding of everyday situations. Candidates are also asked to write a short piece in French.
- Science paper - divided into three sections: Biology, Chemistry and Physics. Candidates will be asked to answer questions from each section.
- Non-Verbal/Verbal Reasoning paper - used to assess a pupil's ability to understand and acquire new concepts and ideas.

### **Entry at 16+yrs**

Entry for those who wish to join the lower sixth (Year 12) is through either;

- Sixth Form Scholarship examination (sat at the College in November of Year 11)  
After completion of the Registration form, suitable candidates can apply for the Academic Scholarship examination. Candidates should mainly have A or A\* predictions for GCSE from their current school as well as a very positive reference. In October we write to the candidate's school for a reference and confirm the details of the scholarship examinations. Candidates for the Scholarship who are not successful are normally offered a place at the College subject to them gaining the normal entry requirements.

OR

- Non-Scholarship entry  
A visit to the College should be made, if possible, before the end of December in the year prior to entry and either before or after Registration. GCSE predictions should be mainly B grades or above, and we will write to schools for a positive reference and GCSE predictions.

### **Entry at age 14 and 15 years into Year 10 (and exceptionally into Year 11);**

Entry for pupils will be considered as long as space is available. A reference will be sought from the Head of the previous school. Testing may be required to assess the candidate's academic suitability.

### **Deferred Entry for Sixth Form**

If at any stage of the Year 9 admissions process you wish to defer your child's entry to the College from Year 9 to Year 12, please consult with the Registrar in the first instance. While there can be no guarantee of a Sixth Form place the Registration itself can be deferred. Any difference in deposits from the time of Registration will be payable at the time of acceptance of the offer of a place.

Updated forms will need to be completed as part of this process.

### **Offer of a Place**

Places will be offered to Registered pupils in the September of the year prior to entry. The offer is accepted by returning the Guaranteed Place Form, complete with both parental signatures, with the relevant deposit. Details of deposits are set out in the Terms and Conditions. Prospective parents

sign the Guaranteed Place Form to state that they have read and understood the Terms and Conditions. Offers of places are normally held open for a period of 3 weeks.

### **Waiting list and House preference**

If the College is full for future academic years, parents can add the names of their children to a general waiting list by completing a Registration form and paying the £75 non-refundable Registration fee. At this point parents may state a house preference, and all Registrations placed on the waiting list are held in order of the date that they are received.

Guaranteed Place offers are made in September to all who are registered for the next academic year. These places are held open for 3 weeks in normal circumstances. Where an extension is given by the Registrar for the return of the Guaranteed Place Form it may not be possible to hold a place on the preferred House list. Once the 3 weeks have elapsed, the preferences of House of those who have accepted the offer of a place will be given priority over any earlier registrations that have not resulted in a confirmed place.

In the case of a House being oversubscribed, priority in normal circumstances will be given to Guaranteed Place acceptances in chronological order in the first instance, and the date when a preference for a House was first made upon Registration in the second instance.

Where necessary, parents will be informed at Registration or upon Acceptance that their preferred House is full and that they should indicate an alternative preference. If no alternative is provided, the child's name will be added to another House's list by the Admissions Office. Any waiting list for placement in a specific House is managed by the Registrar, and the final decision regarding House allocation rests with the College. For prospective Year 12 pupils in particular, the House seen during a visit to the College will not necessarily be the House eventually allocated.

### **4. Fees & extras**

The fees cover tuition in all subjects, quality accommodation, pastoral and medical care, three substantial meals a day for boarders and two for day pupils, as well as a comprehensive range of extra curricular activities and sports facilities.

Registration fee £75 (single payment)

Entrance fee £65 (single payment): please note that this non-refundable charge of £65 is payable with the first term's fees invoice to cover the immediate administrative costs of entry to the College.

Fees for 2011/12:

Boarding;        £27,315 annually or £9105 per term.

Day;             £17,985 annually or £5995 per term.

(Fees are updated each year in June)

English as an Additional Language

Year 9            £1620 annually

Year 10/11       £600 annually

Year 12/13      £300 annually

Exams will be an additional cost and will be added to the school bill.

Learning Support : For 1-1 support the charge to parents is £30 for 55 minutes.

Music : First instrument £249 per term, Second instrument £230 per term

### **Bursaries**

Every year the College gives financial support in the form of means-tested bursaries to support the families of pupils who would not otherwise be able to attend the College. The relevant fee remission varies in value depending on financial need, and all bursaries are subject to means-testing as required by the Charities Commission. Parents should request and complete a Financial Circumstances Form which will then be evaluated by the Finance Bursar in line with the Independent Schools Bursars' Association guidelines. The form can be provided on request by the Admissions Office. For advice on financial assistance or bursaries please contact the Finance Bursar at the College on 01323 452302.

### **Scholarships**

Scholarship awards are made as a result of strictly-moderated open competition and assessment. Scholarship exams for Year 9 entry take place in the February of the year of entry and for Sixth Form in the November preceding the year of entry.

At Year 9 the following Scholarships are available:

- Academic
- Art
- Drama
- Music
- Sport

At Year 12;

- Academic scholarship
- Music scholarship

The College believes that the major contribution it can make to a scholar is the development of their specialism through tailored coaching and support throughout their time at the College. The value of awards can vary from 5% up to a maximum of 50% of the day or boarding fees. Where parental means justify it, the financial relief component of Scholarships may be significantly increased by bursaries. Most scholarship awarded will be between 5% and 20% of the day or boarding fee.

### **Deposits**

A £75 fee (non-refundable) is payable upon the Registration of a child. To accept the offer of a place at the College, a deposit of £750 is required (or a term's fees for international pupils i.e. £9105). The Guaranteed Place deposit is non-refundable until the end of a pupil's course and will be credited to the final extra's bill.

If the Parents cancel their acceptance of a place less than a term before the entry date or the pupil does not join the College after a place has been accepted and not cancelled, a term's fees will be payable in lieu of notice less the deposit. Parents who cancel acceptance on more than a full term's notice before entry will not be required to pay fees in lieu of notice but the deposit will be retained by the College unless a previous agreement has been reached. Please refer to the College's Terms and Conditions for further information.

### **Exclusions for payment of Deposits**

Eastbourne College Staff who are parents of a Registered pupil will be excluded from paying the non-refundable Registration fee of £75 and the Entrance fee of £65. Any other exclusion or delay of payment for deposits will be at the sole discretion of the Registrar or Headmaster. There are no exclusions for the payment of a Guaranteed Place Deposit.

## **Refunds**

If a pupil does not meet the entry requirements and Eastbourne College declines to accept that pupil on academic grounds (i.e. the prospective pupil fails the entrance exam or does not get the required GCSE grades for Year12 entry) the parents will not be eligible to pay the first term's fees and Eastbourne College refunds the Guaranteed Place Deposit.

## **5. Learning Support / Special Educational or Medical needs**

At Registration stage we ask parents to inform us of any information regarding special educational needs, medical conditions, allergies and disabilities. It is important that Eastbourne College obtains this information to establish if a pupil's needs can be met and to ensure that we are able to make the necessary reasonable adjustments as the school is obligated to do under the Special Educational Needs and Disabilities Act 2001.

This request for information is repeated at the acceptance stage of the admissions process, to ensure that Eastbourne College has provided opportunities to the parents for disclosure of relevant and up to date information.

Our Head of Learning Support, Mr Mike Saul, is available to respond to parental queries about their child's individual learning needs. He can be contacted by telephone on 01323 451930 or by email on [mlsaul@eastbourne-college.co.uk](mailto:mlsaul@eastbourne-college.co.uk) Supporting documents provided by parents (e.g. an Educational Psychologist Report) are reviewed by the Head of Learning Support and a summary of recommendations or comments is fed back to parents if requested, in confidence.

## **6. Contacts:**

### **Registrar:**

Mr Luigi Chu

☎ 01323 452351

✉ [lchu@eastbourne-college.co.uk](mailto:lchu@eastbourne-college.co.uk)

### **Admissions Secretary:**

Ms Eve Deacon

☎ 01323 452323

✉ [edeacon@eastbourne-college.co.uk](mailto:edeacon@eastbourne-college.co.uk)

### **Finance Bursar: (for advice on bursaries and financial assistance)**

Mr Richard Shirley

☎ 01323 452302

✉ [rkshirley@eastbourne-college.co.uk](mailto:rkshirley@eastbourne-college.co.uk)

### **Head of Learning Support:**

Mr Michael Saul

☎ 01323 451930

✉ [mlsaul@eastbourne-college.co.uk](mailto:mlsaul@eastbourne-college.co.uk)