

# Eastbourne College

## Admissions Policy and Procedures for International Pupils and Parents

September 2011/12

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# Admissions Policy and Procedures for International Pupils and Parents

## 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.

The College awards scholarships in all disciplines 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.

Eastbourne College maintains a very high level of boarders from the South East region of England and regulates the numbers of international pupils it accepts to approximately 10% of the total intake. In addition, care is exercised over the number of pupils accepted from any other one country to ensure an international spread.

## 2. Application procedure

Applicants will be considered when the Registrar is provided with:

1. a copy of the pupil's most recent school report, with an English translation.
2. a letter of recommendation from the pupil's current school.
3. any other information in support of the application.
4. confirmation that the pupil does not exceed 18 yrs of age on the relevant start date.
5. confirmation of the pupil's aptitude and ability to cope with being taught in English.

This information can be supplied by post to the Admissions Office at the College address, by fax on 0044 1323 452354, or by email to [admissions@eastbourne-college.co.uk](mailto:admissions@eastbourne-college.co.uk)

After the above items are received Eastbourne College will inform the inquirer whether we wish to proceed to the next stage, known as Registration, which takes place with the completion and return of the Registration Form and payment of the £75 non-returnable Registration Fee. An offer of a place will be subject to availability and the pupil satisfying the entry requirements. Confirmation occurs when parents accept the offer of a place by completing the Guaranteed Place Form with the relevant payment of the deposit.

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 by phoning **0044 1323 452323** or by emailing **admissions@eastbourne-college.co.uk**

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.

### **3. Registration**

Prospective pupils can apply for a place at the College, by completing the Registration Form. Usual entry points are at 13 years of age into Year 9 and at 16 or 17 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 fee 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 Data Protection Act. Parents who wish to know more about Data Protection can contact the Data Protection officer at the College.

### **4. Offer of a Place**

If a place at the College is offered (in writing) a Guaranteed Place Form is sent to the parents or agent for completion. A deposit of a term's fees, (currently £9105) is requested at this time and this confirms the place, subject to a satisfactory performance in the entrance examination and an agreed programme of study. This deposit and all fees are subject to review and 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, and agree to the provision of EAL tuition as a chargeable extra.

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 may be payable in lieu of notice. 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.

**Pupils who accept the offer of a place for a study period of one year initially must indicate in writing to the Registrar, no later than the end of the Lent Term half term holiday (ie mid-February), of their intention to either stay for another year or to leave at the end of the Summer Term.**

### **5. Entry at age 13+ (into Year 9 or 10)**

Applicants for entry at age 13+ who are Registered with Eastbourne College will sit the College's own tests in English and Maths. Tests can take place either at their present school, or through a trusted overseas agent.

A reference from the Headmaster of the pupil's present school (or academic comments from a trusted agent) is also requested for all candidates along with a copy of their most recent school report.

For this age-group we ask for a level of English that is generally classified as an Upper Intermediate level. This is so that the pupil can benefit fully from the education we offer in all subjects and play a full part in the life of the school. The English as an Additional Language Department provides **compulsory** extra tuition to pupils in Years 9-11 to enable them to continue to improve their English.

### **6. Entry at 16yrs+ into Year 12**

Applicants for entry at age 16+ who are registered with Eastbourne College will sit the College's own tests in English and Maths. Tests can take place either at their present school, or through a trusted overseas agent.

A reference from the Headmaster of the pupil's present school (or academic comments from a trusted agent) is also requested for all candidates along with a copy of their most recent school report.

The level of English required for Sixth Form entry depends to some extent on the subjects the pupil wishes to study, but in general we require a level of competence that is approximately equivalent to IELTS Level 5.5. The EAL department provides **compulsory** extra tuition to pupils in Years 12-13 to enable them to continue to improve their English. International pupils will sit the IELTS exam, in addition to at least 3 A levels.

### **7. 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.

## 8. English as an Additional Language (EAL)

Eastbourne College welcomes all pupils for whom English is a second (or additional) language so long as they have the aptitude and ability to cope with being taught in English. To enable them to become stronger in English and benefit fully from all the educational opportunities on offer, the EAL programme provides **compulsory** tuition for international pupils throughout their time at the College:

Year 9 Pupils have 5 periods of specialist tuition over a two week cycle from a qualified English specialist. During these lessons they are taught English intensively. The EAL specialist is also present during mainstream English and Geography lessons and works closely with the English and Geography teachers so that maximum support can be provided. This also gives them a valuable source of pastoral support. They are not taught French.

Years 10 & 11 In Years 10 and 11 pupils have 6 periods over a two week cycle. These lessons are instead of French lessons. Pupils will sit the iGCSE ESL exam, in addition to them following the courses in iGCSE English and English Literature.

Pupils will sit the EAL IGCSE exam, in addition to them following the courses in GCSE English and English Literature. If a pupil has studied French previously and wishes to continue with this subject then it may still be possible to provide an EAL programme.

Year 12 & 13 In Years 12 and 13 pupils have one or two periods over a two week cycle depending on the individual's needs and timetable restrictions. In addition to working towards a good grade in IELTS, linguistic support in AS and A level subjects can be given if needed.

The course that our Sixth Form international pupils follow leads to an IELTS (International Language Testing System) qualification, and is recognised as the standard test for those wishing to continue their higher education in an English-speaking environment. It develops the four skills of speaking, listening, reading and writing, with particular focus on the type of tasks that are encountered at university. Depending on the individual's level of English, the preparation to reach the Grade 6 standard, (the minimum grade required by the majority of British universities), usually takes three terms. Lesson times are flexible and are arranged with the EAL teacher.

The cost of the course changes annually and payment for the whole year is made in advance with the school fees at the start of the academic year.

The EAL course is compulsory for all international pupils unless / until the College decides that a pupil no longer requires EAL tuition. (In this event, any unused EAL charges paid in advance will be duly refunded). Until such a time, EAL charges will apply regardless of actual attendance at lessons.

## **9. Guardians**

It is a condition of entry to Eastbourne College that pupils without a parent resident in the U.K. must delegate parental responsibility to a suitable Guardian living in the U.K. The selection of a Guardian is the parents' responsibility, and advice and the names of local Guardianship agencies can be provided by AEGIS (Association for the Education and Guardianship of International Students) at [www.aegisuk.net](http://www.aegisuk.net). Advice can also be given by the College. Full guidance on Guardians is available upon request and is provided with an offer of a place.

### **Specific requirements and responsibilities of a guardian**

A guardian should:

- Not also be the educational agent, unless agreed with the Registrar.
- Normally be at least 25 years old and live within reasonable travelling distance from Eastbourne.
- Not be involved in travelling overseas other than for holidays.
- Care for the pupil in an emergency, including in the event of infectious or serious illness or if the school is closed due to a pandemic.
- Be prepared to take temporary care if a pupil has been suspended for a serious breach of the school rules.
- Look after a pupil (as agreed with the parents) at weekend leave-outs and holidays, including when travel arrangements to and from home do not coincide adequately with the relevant times and dates published in the White Book.
- Be able to be contacted at all times and notify the College of any change of address or contact details, including for short periods of time such as holidays.

## **10. Deposits, fees and extras**

### **i) Deposits**

For the Registration of a pupil, £75 is payable with a completed Registration Form. This is non-refundable. The Guaranteed Place deposit is £9105 for international pupils and is subject to review. 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 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 may be payable in lieu of notice. 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. Cases of serious illness or genuine hardship may receive special consideration on written request.

### **ii) Fees and 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.

Please note that a non-refundable Entrance Fee of £65 is payable with the first term's fees invoice to cover the immediate administrative costs of a pupil's entry to Eastbourne College.

Fees for 2011/12:

Registration fee £75 (single payment)

Entrance fee £65 (single payment)

	Annual	Termly	Hourly
Boarding fee	£27,315	£9105	
Day fee	£17,985	£5995	
English as an Additional Language for Year 9	£1620		
English as an Additional Language for Year 10/11	£600		
English as an Additional Language for Year 12/13	£300		
(EAL exams will be an additional cost and will be added to the school bill).			
1-1 Learning Support for 55 minutes			£30
Music Tuition on first instrument (30 lessons)		£249	
Music Tuition on second instrument (30 lessons)		£230	

(Fees are updated each year in July)

### Exclusions for payment of fees

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 Year 12 entry) the parents will not be eligible to pay any fees and Eastbourne College will refund the Guaranteed Place deposit.

### Payments to Eastbourne College from parents of International Pupils

The normal method of payment from overseas is by bank transfer;

Natwest Bank (National Westminster Bank)	
Account Name:	Eastbourne College (Incorporated)
Account Number:	40086992
Sort Code:	524100
Swift Code:	NWBKGB2L
IBAN Number:	GB39NWBK52410040086992

Eastbourne College does not accept the following methods of payment:

- Cheques drawn on a non-UK domestic bank.
- Cash (UK and other currency) in amounts exceeding £1,000 UK sterling.

### 11. Contact details

If there are any further queries you may have on the admissions process or you would like to speak to someone regarding the content of this booklet, please do contact us. The Admissions Office is open during normal term time and has partial coverage through school holidays. The Registrar is available during term time.

#### Registrar: Mr Luigi Chu

☎: 0044 1323 452351    ✉: lchu@eastbourne-college.co.uk

#### Admissions Secretary: Eve Deacon

☎: 0044 1323 452323    ✉: edeacon@eastbourne-college.co.uk  
✉: admissions@eastbourne-college.co.uk

#### Head of English as an Additional Language: Ms Kathleen Briedenhann

☎: 0044 1323 452218    ✉: kbriedenhann@eastbourne-college.co.uk