



ADMISSIONS POLICY AND PROCEDURES FOR UK PUPILS

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ADMISSIONS POLICY AND PROCEDURES FOR UK PUPILS

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 underlying academic ability and their personal character. The College awards scholarships on the strength of strictly-moderated open competition and assessment. 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 performs among the best schools 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 Eastbourmians are right to celebrate it.

For further information about value-added please contact Mr J Gilbert (Deputy Head, Academic) at the College and for a breakdown of results please consult our website on www.eastbourne-college.co.uk

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 a visit to the College and **Registration** which can take place for a pupil at any age. Pupils will be considered for admission and entry to the College when the registration form has been completed and returned to us and the non-returnable registration fee of £100 has been paid.

An **offer** of a place at the College for Year 9 entry is made any time from Year 6 on receipt of the relevant information about a prospective pupil. The Early Offer is normally based on receipt of a satisfactory reference (including academic ability data) from a Headteacher and meeting an individual pupil.

An **offer** of a place at the College for any other year of entry is normally made approximately one year before entry, and is conditional on performance in relevant examinations, GCSE or otherwise, and an informal interview.

Confirmation of a place occurs when parents accept the offer from the College by completing the Guaranteed Place Form and returning it to us with payment of the relevant acceptance/guaranteed place deposit. Offers are subject to the availability of a place and the pupil satisfying the entry requirements.

Visits form part of the decision-making process for prospective parents and pupils, and individual visits are highly recommended, and in some cases required, and can be booked individually through the admissions office (01323 452323). Prospective families can also attend one of our Open Mornings. A visit to the College provides an excellent opportunity to meet with the Director of Admissions or Headmaster/Second Master, to have a tour of the College with a current pupil and to visit a house.

At both registration and on accepting the offer of a place, parents can state a **preference for a particular house** but the final decision regarding choice of house rests with the College.

Cancellation of an accepted place less than four months before the entry date or if the pupil does not join the College after a place has been accepted and not cancelled, will require a term's fees to be payable in lieu of notice less the acceptance deposit. Parents who cancel acceptance with more than four month's notice before entry will not be required to pay fees in lieu of notice but the deposit, either wholly or partially, 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 about notice periods and penalties associated.

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 Director of Admissions give assistance in the admissions process. Early registration is recommended and registrations will be accepted in the order they are received.

A £100 registration 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 relevant data protection legislation.

4. Offer of a place

Entry at 13+ years of age into Year 9

Firm offers of a place for Year 9 will be made to pupils in Year 6 -8 on receipt of a satisfactory reference from their Headteacher, including underlying academic ability data, and the pupil meeting our required entrance criteria. These offers will be made in good faith regardless of any ongoing discussions or concerns about Learning Support or bursaries, that might still need to be resolved to the College's satisfaction.

Achieving creditability in Common Entrance or equivalent, will be required in Year 8 and these results will be used to aid setting in core Year 9 subjects.

Entry for the ISEB Common Academic Scholarship Examination (sat at the College in May – or another advertised date - of Year 8), will be considered as an alternative to Common Entrance as per the above and will be used for setting purposes.

For prospective pupils who attend a school where Common Entrance or an equivalent is not available, the College will determine suitable academic ability tests to be sat in Year 8 for this same purpose. The tests will likely include English, maths, science and a foreign language paper.

Entry at 16+ years of age into Sixth Form

Entry for those who wish to join the lower sixth (Year 12) is through either sixth form academic scholarship examination or through non-scholarship entry.

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 grade 7-9 predictions for GCSEs from their current school as well as a very positive reference. At the beginning of the Michaelmas term we will 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. The scholarship process includes an interview which forms part of the normal entrance procedure for sixth form entry.

OR

Non-scholarship entry :

A visit to the College should be made before the end of December in the year prior to entry and either before or after registration. After registration, the College will write to a prospective pupil's school for a reference which will include predicted GCSE grades. Entrance requirements include a GCSE predicted average of 6 or above. All prospective pupils should

have an informal interview with a senior member of College staff either before or after registration.

Conditional places will be offered to registered pupils from December before the year of entry, subject to academic and entry requirements being met and all elements regarding to Learning Support or bursaries being resolved to the College's satisfaction.

Entry at age 14+ and 15+ years of age into Year 10 (and exceptionally into Year 11)

Entry for pupils will be considered into these years as long as space is available. A reference will be sought from the Headteacher of the previous school. Testing may be required to assess the candidate's academic suitability, and an informal interview will be required.

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 Director of Admissions 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.

Accepting an offer of a place

All offers are accepted by returning the Guaranteed Place Form, complete with both parental signatures, with the relevant acceptance/guaranteed place 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 four weeks.

5. 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 £100 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 to all registered pupils who meet our entrance requirements. These places are held open for four weeks in normal circumstances. Where an extension is given by the Director of Admissions for the return of the Guaranteed Place Form it may not be possible to hold a place on the preferred house list. Once the four 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.

At any time, the College may close the list of any house in the best interests of new pupils.

Acceptances received expressing a preference for a house whose list has been closed will be placed on the *College List* for allocation to a house when space in that house becomes available.

Priority for house allocation will in normal circumstances 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.

Other key factors taken into consideration by the College, not in any particular order, when confirming house allocation for accepted pupils are :

- an existing sibling in a house or an Old Eastbournian connection to that house;
- ensuring a good mix of pupils from different entry schools;
- ensuring a good mix of pupils with different interests.

Please note that for early offers to pupils in Year 6 and 7, house allocation will be done at the end of Year 7. House allocation for any acceptances in Year 8 will be done at the most practicable time during the year, but definitely before the summer term.

If there are issues (such as additional testing requirements, learning support, means-tested bursaries etc.) connected with a prospective pupil that may delay the acceptance of an offered place, parents are strongly advised to contact the Director of Admissions to discuss the matter. **In most cases it**

is advisable to promptly accept the offer of a place on the basis that if a family is not able to take this up on academic, learning support or bursarial grounds, the acceptance / guaranteed place deposit will be refundable, subject to the normal terms of Notice (see below under *Deposits* and the College's Terms and Conditions).

Where necessary, the admissions office will always endeavour to inform parents at registration or upon acceptance that the list for their preferred house is closed and that they should indicate an alternative preference. However, this is considered to be a courtesy and therefore parents should make enquiries themselves if they wish to confirm the latest situation regarding house allocation. If no alternative house is provided, the child's name will be added to the *College List* by the admissions office.

For prospective Year 10-12 pupils, house allocation depends significantly on space availability and will often not be the house a family has seen during a College visit.

House allocation is managed by the Director of Admissions and the final decision rests with the College.

6. Deposits, fees and extras

i) Deposits

To accept the offer of a place at the College a deposit of £1200 is required (the deposit varies for pupils who live overseas). The acceptance / guaranteed place deposit is non-refundable until the end of a pupil's course and will be credited to the final extras bill.

Cancellation of acceptance

If parents cancel their acceptance of a place less than four months 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 four months prior to entry, will not be required to pay fees in lieu of notice but the deposit will be retained, either wholly or partially, by the College unless a previous agreement has been reached. Please refer to the College's Terms and Conditions for further information.

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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 £100. Any other exclusion or delay of payment for deposits will be at the sole discretion of the Director of Admissions or Headmaster. There are no exclusions for the payment of an acceptance/guaranteed place deposit.

Refunds

If a pupil does not meet the entry requirements and Eastbourne College declines to accept that pupil on academic grounds (ie the prospective pupil does not get the expected marks or grades for entry) the parents will not be eligible to pay the first term's fees and Eastbourne College will refund the acceptance/guaranteed place deposit.

ii) Fees and extras (as at September 2019)

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.

For the registration of a pupil, £100 is payable with a completed registration form. This is non-refundable.

Please also note that a single non-refundable payment of £65 entrance fee is payable with the first term's fees invoice to cover the immediate administrative costs of entry to the College.

There is an overseas supplement of £260 per term to cover the ongoing administration and liaison required for internationally resident pupils.

Basic tuition fees for 2019/20:

Boarding

Year 9, 10 & 11: £36,420 pa (£12,140 per term)
Year 12 & 13: £36,975 pa (£12,325 per term)

Day

Year 9, 10 & 11: £23,895 pa (£7,965 per term)
Year 12 & 13: £24,375 pa (£8,125 per term)

The fees are updated each year in July.

Significant extra costs not included in the tuition fees:

- **Learning Support:** £40 for 55 minutes of 1:1 support, paid in arrears termly
- **Music:** 1st instrument £310 per term
2nd instrument £290 per term, paid in arrears termly
- **EAL rates:** Years 9, 10 & 11; £2,300 pa on the Lent term invoice
Years 12 & 13; £1,850 pa
- **Public examination charges** (as charged by the external exam boards). Approx. £400 for pupils in Years 11 & 13, paid in advance on the summer term invoice
- **School uniform & sports kit,** paid upon purchase
- **Bus charges for day pupils,** paid termly in advance

Other typical additional extra charges include:

- school shop & cafe purchases
- school trips
- house subscriptions (small contribution to funds spent directly on pupils in each house)
- house social events
- some **opt-in insurance schemes** (eg personal effects)

How to pay

Fees can be paid by cheque payable to Eastbourne College Ltd or by electronic bank transfer using the details below. For bank transfers, please clearly state the child's name as the transaction reference to assist the Accounts Department with identification.

Bank name: Lloyds Bank
 Account Name: Eastbourne College (Incorporated)
 Account Number: 00058400
 Sort Code: 30 92 86
 Swift Code: LOYDGB21092
 IBAN Number: GB37LOYD30928600058400

Card payments may also be made, but these may incur an additional charge.

For further billing and invoicing inquiries, please contact Mrs Anne Raper on ar@eastbourne-college.co.uk or telephone 01323 452304.

7. 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. There is a limited number of bursaries available each year.

Please note that in order for the College to process your bursary application it is necessary for your child to be registered with us.

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 Mr Chris Bentley-Mawer at the College on 01323 452302.

8. 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 January (and May for the Academic scholarship) 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
- All rounder
- Art
- Design & Technology
- Drama
- Music
- Sport

At Year 12 the following scholarships are available:

- Academic
- Art
- Art & Design Textiles
- Design & Technology
- Drama
- Music
- Sport

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 scholarships awarded will be between 5% and 20% of the day or boarding fee. Fee remission for scholarships is subject to review. Timings of scholarships is subject to review.

9. Learning support, special educational or medical needs

At the registration stage we ask parents to inform us of any information regarding special educational needs, medical conditions (physical and emotional), allergies and disabilities. It is important that the 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 Andrew Spraggon, is available to respond to parental queries about their child's individual learning needs. Supporting documents provided by parents (eg an Educational Psychologist Report) are reviewed by him and a summary of recommendations or comments is fed back to parents if requested, in confidence.

10. Contact us

Director of Admissions: Ms Eloise Cheary

Telephone 01323 452323

Email edcheary@eastbourne-college.co.uk

Admissions Office:

Telephone 01323 452323

Email admissions@eastbourne-college.co.uk

Finance Bursar: Mr Chris Bentley-Mawer

Telephone 01323 452302

Email cbentley-mawer@eastbourne-college.co.uk

Head of Learning Support: Mr Andrew Spraggon

Telephone 01323 451930

Email ajspraggon@eastbourne-college.co.uk