

## **1. General**

Wycliffe College Senior School ('the School') is a co-educational independent school for pupils from ages 13 to 19. Deciding on the right school for your child/ren is very important, and we believe that an in-person visit is invaluable. We very much hope that you and your child/ren will visit the School. We hold a number of open events throughout the year which gives a general introduction to the School. Details of these open events are available on our website.

The School is very happy to welcome prospective parents and their children at other times. Please contact the Senior School Admissions Manager on 01453 820412 or [admissions@wycliffe.co.uk](mailto:admissions@wycliffe.co.uk) to arrange a visit. If it is not possible to hold open events or arrange school visits because of circumstances beyond the School's control, then the School will put alternative arrangements in place and publish these arrangements on the website.

## **2. Equal treatment**

The School's aim is to encourage applications from pupils with as diverse a range of backgrounds as possible. This enriches our community and is vital in preparing our pupils for today's world. Transformational Bursaries and Scholarships are offered to make it possible for as many as possible who meet the School's admission criteria. The School's provision for Bursaries and Scholarships is described below.

The School is committed to ensure that no applicant is treated less favourably, during the application process, by reason of a protected characteristic as defined within the Equality Act 2010.

## **3. Religious Beliefs**

Although the School has Christian roots, we do not select entry based on religious belief, and we offer the opportunity for all faiths to practise. However, parents/guardians should be aware that there are Christian elements to Assemblies on certain days which are held in the Chapel. If a pupil has a deeply held religious or philosophical belief that prevents them from attending any of the assemblies, they need to ask specific permission from the Headmaster to be excused. An alternative supervised time and location of reflection is arranged for those pupils who have opted out of attending school assemblies on religious grounds.

## **4. Special Educational Needs and Disabilities**

The School welcomes pupils with disabilities and/or special educational needs provided that, with reasonable adjustments, our Learning Support Department can offer them the support that they require and cater for any additional needs sustainably. We welcome pupils with physical disabilities provided that our site can accommodate them, subject to any reasonable adjustments. We aim to ensure that all our pupils, including those with disabilities and/or special educational needs, are provided with a safe and inclusive environment in which to learn.

Parents/guardians of children with learning support needs, special educational needs and/or disabilities must discuss their child's requirements with us before entering the application process to ensure that we can make adequate provision for them. Parents/guardians should provide the School's Health Centre with information about their child's medical condition/disability before they are offered a place so that potential barriers to learning and participation are identified and, if necessary, additional arrangements are put into place prior to admission. We will discuss thoroughly with parents/guardians and their medical advisers where appropriate the adjustments that can reasonably be made for the child if they become a pupil at the School.

In order to make a fair and complete assessment of our ability to cater for the child's needs, the School reserves the right to request further information, (e.g. an Educational Psychologist's report; or a medical report) and associated correspondence from the pupil's current school. Where the child has special educational needs, our Head of Learning Support will meet with parents and the child to assess the child, and he or she will need to attend a Taster Day or overnight Taster Stay (in the case of boarding pupils)

to assess if the School is able to meet the child's needs. Taster Days will only occur once the child has been formally registered and has met with either the Headmaster and/or another delegated member of staff.

There may be exceptional circumstances in which we are not able to offer a place for reasons relating to a child's disability. For example, if, despite reasonable adjustments, we feel that a prospective pupil is not going to be able to access the education offered, or that their health and safety or those of other pupils or staff may be put at risk, then we may not be able to offer a place at the School.

## **5. The entry procedure**

Our admissions process is simple and streamlined whilst still being thorough and fair. We take applications at any point in the academic year for Year 9, and in other years, it would depend on the personal application. In the Development Year (for ages 15-17 years old), the entry points are both in September and January of an academic year.

The key steps to joining the School can be found on our website under the ['Admissions – How to Apply'](#).

The School is academically inclusive and we base our admission decision on:

- references from the candidate's previous school;
- diagnostic testing (a CAT4 online assessment) to ensure that they can access their chosen curriculum; and
- an interview via a video-call or visit to the School

The School will do all that is reasonable to ensure the application process (and any information about the School) is accessible for disabled applicants and will make such reasonable adjustments as necessary. Parents/guardians are requested to inform the School of any special circumstances relating to their child which may affect their child's performance in the admissions process.

Our selection process is designed to identify pupils who are able to benefit from our balanced and well-rounded education and to make a positive contribution towards the life of the School as a whole. Decisions to offer a place will therefore take into consideration what is in the best interests of the entire School community and year group cohort for the year group that is being applied for as well as the individual's best interests.

## **6. Sibling Policy**

Most siblings can join us at the School. However, admission is not automatic and there may be occasions where the School judges that a sibling is likely to thrive better in a different academic environment.

## **7. Scholarships**

Scholarships are designed to reward excellence and to celebrate exceptional talent and are awarded for outstanding performances in selected areas. They carry a financial award to the pupils who are awarded the Scholarship. In recognition of this achievement, the Scholar is offered as a reduction in the fees throughout the pupil's time at the School. This is subject to annual review in respect of on-going satisfactory performance and the continuation of any individual subject award at GCSE or A Level. Applicants may apply in more than one category.

If a pupil holds an existing Wycliffe College Scholarship, and is awarded a Sixth Form Scholarship, then this will replace the existing Scholarship, with a commitment that the new Scholarship will be at least equal in value.

The Headmaster and Director of Finance and Operations determine how the available Scholarship awards are distributed between applicants. The number and size of awards will depend on the quality of the candidates and the funds allocated by Trustees. Scholarships are made at the discretion of the Head whose decision is final.

### **7.1 13+ Scholarships**

For 13+ (Year 9) Scholarships, there are six areas of scholarship:

- Academic excellence
- Art
- Design Technology
- Drama
- Music
- Sport

The assessments take place over one week in both January (except for Sports Scholarships which are only available in October) prior to September entry. Applicants can take part in the Scholarship Assessments when they are in Year 8 and they can apply for either one assessment or both.

### **7.2 Sixth Form Scholarships**

For Sixth Form, there are five categories of scholarships:

- All-Rounder
- Academic excellence
- Modern Foreign Languages
- Creative, including Art, Design & Technology, Drama and Music
- Sport

Sixth Form Scholarship Assessments are in October and March of an academic year. Assessment for a Sport Scholarship is only available in October. Year 11 or Development Year pupils may apply for a Scholarship in one of the Scholarship Assessments or both.

The Academic Scholarship assesses Verbal, Non-Verbal, Spatial and Quantitative Reasoning via the CAT4 testing system. In creative disciplines and other areas as appropriate, a portfolio of work may be requested.

For Sports Scholarships, it is expected that applicants are outstanding in at least one major sport that is offered at competitive level at the School (for boys: Cricket and Rugby, and for girls: Netball and Hockey, as well as Rowing and Squash for both boys and girls). They may well also show potential in at least one other sport.

Music Scholars may, exceptionally, be permitted to not take Music A Level if they contribute significantly in other ways to the musical life of the School, as determined by the Director of Music.

The All-Round excellence Scholarship recognises a significant commitment to Wycliffe life and the potential for further contribution. It is intended for applicants who might not perhaps be strong enough in any one individual category (e.g., Academic, Music, Sport, Drama) to merit being awarded a Scholarship for that area but who might demonstrate significant capability and potential in two or more of the categories considered for specific, individual recognition. This award might also be given to an applicant who through involvement in charitable initiatives (the Combined Cadet Force, Duke of Edinburgh or other wider extra-curricular activities) has been identified as someone who might go on to make a significant and valuable contribution to the School (and wider) community.

We encourage and welcome scholarship applications from international pupils. Special arrangements are made if the pupil is unable to attend the assessments due to travel restrictions.

**8. Transformational Bursaries**

The amount made available for Bursaries each year will vary depending on funds allocated by Trustees and not all applications for a Bursary will be successful. Transformational Bursaries will be provided in conjunction with our partner Royal National SpringBoard Foundation, a charity which aims to identify and match capable children from disadvantaged backgrounds with boarding schools where they will most benefit. The School is an accredited member of Royal National SpringBoard Foundation.

If you feel that your family would qualify for a Transformational Bursary then visit the website for the Royal National Springboard in the first instance. [www.royalspringboard.org.uk](http://www.royalspringboard.org.uk)

**9. International Applicants**

The School has a long tradition of welcoming international pupils provided that they have the legal right to enter and study in the UK and they have a responsible adult living in the UK as their Guardian.

The School needs to evaluate each applicant's level of English. Each applicant will be required to take a CAT4 assessment (specific to their chosen year of entry) and hand write an essay in English. We offer a place based initially on the results of these tests, plus any information obtained from school reports/reference and interview feedback from meeting them at a visit to the School or via video-call.

The School also carries out extensive pre-testing before the start of the academic year during the Pre-Sessional programme prior to the start of the Autumn term. If an applicant's English is not deemed sufficient, an alternative is provided through entry into the Development Year (age dependent). This decision is taken in conjunction with the parents and/or guardian and/or agent.

As well as possessing English language competence, international pupils should be able to demonstrate aptitude in academic areas to undertake Sixth Form studies. We assess a pupil's ability and potential from the academic reports we receive, and we make a judgement on suitability based on our knowledge and experience of a specific country's education system and expectations. We take this into account when we decide to offer a place or advise on specific subject choices.

International pupils with special educational needs will be assessed according to Point 4 in this policy.

**10. Wycliffe College's Contractual Terms and Conditions**

Wycliffe College's contractual Terms and Conditions are made available to parents as part of the admissions process and are available on request.

Some provisions incur charges in addition to the School fees. For full details, please visit <https://www.wycliffe.co.uk/admissions/schedule-of-fees/>

**11. Records and Review**

Applicants' details will be held on file with due regard to data protection legislation and the School's Privacy Notice.

**12. Complaints**

The Complaint Policy is not available for use by prospective families. However, if you would like to make a complaint, please contact the head at [head@wycliffe.co.uk](mailto:head@wycliffe.co.uk).