Admission policies and procedures

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Embley is an independent school for boys and girls aged two to 18. In line with its stated aims and ethos, the school aims to create an environment in which we work collaboratively to encourage academic ambition, creativity, enthusiasm and resilience where all are valued as individuals; one which provides the opportunity for participation in a rich and diverse co-curricular programme and which is underpinned by a culture of respect for ourselves and others.

Embley is part of United Learning and the United Learning Church Schools' Trust. We are proud to share the United Learning group's core mission statement 'to bring out the best in everyone'. We are committed to the aims of United Learning, including its Framework for Excellence, which can be found at www.unitedlearning.org.uk

Pupils entering Embley in Early years Foundation Stage (EYFS) will not be formally tested but will be expected to meet certain criteria. The school operates a selective admissions procedure from Year 1 to Year 13. The school is committed to ensuring that it is accessible to all those who meet the school's entry requirements.

1. Policy statement

Embley is committed to a fair, transparent and inclusive admissions process that reflects our values as a United Learning school. This policy complies with the *Equality Act 2010*, the *Education (Independent School Standards) Regulations 2014*, the *Children and Families Act 2014 (SEND Code of Practice)* and is informed by the *SEND Code of Practice 0-25 years (last updated 2024).*

2. Aims

- Ensure a clear, fair process for admissions.
- Support equal opportunities and inclusion.
- Comply with statutory and regulatory requirements.
- Inform parents of the admissions process and criteria.

3. Admissions criteria

Admission is subject to availability of places and the school's ability to meet the needs of the child.

Criteria may include:

- Academic suitability (assessed through entrance tests/interviews as appropriate).
- Behaviour and attitude aligned with school values (assessed through taster days/visits/references/school reports).
- Space in the relevant year group or boarding house (if applicable).

Priority may be given to the following who have performed to the required standard in the entrance assessments:

- Siblings of current pupils (defined as a child sharing at least one natural or adoptive parent with another child who is currently a pupil at the school, or who has accepted a place at the school).
- Children of staff or alumni.
- Pupils transferring from another United Learning school.
- Pupil with high ability commensurate with the award of a scholarship.

4. Admission of pupils with EAL

We welcome pupils with English as an Additional Language (EAL). We will make reasonable adjustments to support access to our education and co-curricular offer.

5. Admission of pupils with SEND

The school is committed to promoting equality, diversity and inclusion, and adheres to its legal obligations under the Equality Act 2010. We welcome applications from pupils with Special Educational Needs and Disabilities (SEND) and assess each application individually, considering both the specific needs of the applicant and the school's capacity to make reasonable adjustments. In line with statutory guidance, we aim to ensure that no child is placed at a substantial disadvantage in the admissions process due to their disability or diagnosed learning need/s and the school uses its best endeavours to provide the appropriate support.

To support a fair and informed admissions process, it is essential that parents/carers provide full and transparent disclosure of any known or suspected SEND at the point of application using our SEND Admissions Form. This should include up-to-date professional assessments, medical reports, including referrals and documentation under the neurodiverse pathway, educational psychologist evaluations, any existing Education, Health and Care Plans (EHCPs) and IEPs.

The SEND Code of Practice emphasises the importance of early identification and collaborative planning to meet the needs of children and young people effectively. Accurate and timely documentation enables the school to assess whether it can meet the applicant's needs and to plan for any reasonable adjustments or additional support required, under the *Equality Act (2010)*. Where necessary, the school may request further information or consult with external professionals to ensure a thorough and informed decision. Failure to provide relevant information may affect the school's ability to support the pupil appropriately and could impact the outcome of the application, including withdrawing a pupil.

Although independent school settings are not required to comply with the SEND Code of Practice: 0 to 25 years, we see this as best practice and use our best endeavours to implement the school's chapter.

As part of the admissions process there is an entry assessment. It is important to note and evidence if a pupil has previously had additional exam access arrangements and this is the pupil's normal way of working, based on evidence of need. This information and previous history of need will then be taken into consideration on whether this is awarded in the entry assessment. The school is obliged to follow statutory exam criteria via the Joint Council for Qualifications (JCQ), which stipulates the SENDCo has the final decision on awarding any exam concessions.

Please read our additional policy on SEND financial charging prior to submitting an admission.

6. Application process

Embley's main entry points are Reception (4+), Year 7 (11+), Year 9 (13+) and Year 12 (16+). Sometimes places are available in other year groups, and these may be available mid-way through the academic year. Parents may apply for a place at any time, but to take the entrance assessments or complete the full application process for one of the main entry points, applications should be received by the dates stated on the website for the relevant academic year.

Pupils may be considered for entry into other year groups at any time, subject to appropriate assessment and dependent upon space being available in the appropriate year group.

Boarding places are available to pupils in Year 7 (11+) to Year 13 (18+) subject to the availability of spaces and the admissions procedures indicated in this document. In exceptional cases, boarding may be offered to younger children.

As part of Embley's admissions process, the school checks the immigration status of all new pupils and takes every step possible to ensure that all pupils are lawfully entitled to study in the UK. Embley is a UK Visa & Immigration (UKVI) student sponsor licence holder (licence no. 2XY4225C1) and therefore must demonstrate that there are systems and processes in place to monitor and keep adequate records of each pupil's immigration status. Copies of pupil passports/visas and parent passports/visas are collected and appropriately stored. A risk assessment process is in place for those pupils unwilling/unable to provide passport information. Please see our Right to Study Policy which is available on the school's website.

In the application process we value transparency and partnership with families, and we encourage open dialogue about any concerns regarding your child's development or additional needs. Failure to disclose known relevant information may affect the school's ability to provide appropriate support and could impact the offer of a place or, where a child has already entered the school, to request that their parents remove them.

In summary, the steps in our admissions process are as follows:

- Enquiry and visit
- Submission of relevant admissions forms and a £120 non-refundable registration fee per child:
    - Registration form
    - SEND admissions form and any relevant professional/medical reports (if applicable)
    - Developmental Milestones Admissions Form (for pupils entering Reception) (where applicable)
- Taster day (where applicable)
- Assessment and interview (where applicable)
- Offer of place or explanation of outcome
- Confirmation and acceptance with signed agreement and deposit

Please note that your child's current school will also be asked to complete an Admissions Reference Form as part of the process. The school is committed to keeping parents informed throughout the process.

6.1. Prep & Senior School entry

Nursery & Pre-School
Not formally assessed. However, children applying for a Nursery or Pre-School place may be offered a taster session with the current cohort. Our Head of Early Years will reflect on how the children settled and engage and provision required, ahead of a place offer.

Reception and Year 1
Children will spend a full taster day with their cohort and take part in lessons with their potential classmates. The teacher will reflect on how they engage with other children in the class, the school day and numeracy and literacy activities (which may include phonics) as part of a normal school day.

Year 2 to Year 6
A short written task and a computer-based cognitive ability assessment. When assessments are complete, children will spend the rest of the day with their potential cohort. This is an opportunity for the child to experience a typical school day and for the school to observe the child's attitude and approach to school life. The feedback given by teachers during the taster day will form part of the school's decision.

Year 7 to 10
An English creative writing paper and a computer-based cognitive ability assessment. Entry into Year 9 and 10 will sit an additional Maths paper.

The computer-based cognitive ability assessment which measures how a child can think in areas known to make a difference in achievement and learning. The test is split into four sections: verbal reasoning (words), quantitative reasoning (numbers), non-verbal reasoning (shapes) and spatial ability (objects and space).

We hold a Year 7 and 9 assessment morning each January for entry the following September. Applicants for other year groups will be assessed in accordance with the time of the application. Wherever possible, we offer taster days as part of our admissions process. This is an opportunity for the child to experience a typical school day and for the school to observe the child's attitude and approach to school life. The feedback given by teachers during the taster day will form part of the school's decision.

Pupils are invited to a short interview with a member of Embley's Senior Leadership Team to discuss their motivations for joining Embley and their wider interests and hobbies, as well as providing an opportunity to engage in friendly academic discussion.

Parents will be requested to send a copy of their child's latest school reports to the Admissions Department. Embley will ask for a reference from the pupil's current school on registration.

6.2. Sixth Form entry

A place will usually be offered into Embley Sixth Form (16+) based on the following conditions:

- The pupil attains a minimum of 5 GCSE grades at 9 to 5.
- The pupil attains grade 7, or above, in subjects to be studied at A Level.
- The receipt of a suitable reference from the Head teacher of the pupil's current school.

- In cases where additional learning support is required, a child may also be interviewed by a member of our Learning Support as part of our admissions process.

6.3. International pupils

There is a minimum entry requirement for pupils where English is a second or additional language. Pupils must have attained the follow Common European Framework of Reference for Languages (CEFR) or International English Language Testing System (IELTS) requirements:

Year 7 – 10	A minimum of level CEFR B1
Year 11	A minimum of level CEFR B2
Pre-A Level	A minimum of level CEFR B2 or IELTS 5.0
Year 12	A minimum of level CEFR B2 or IELTS 5.5 in all skills

Pupils will sit an English as an Additional Language (EAL) online assessment and a computer-based cognitive ability assessment for their appropriate year group. They will be invited to take part in an interview with a member of the Senior Leadership Team to assess proficiency in spoken English, either in person or by a virtual meeting. The school will obtain appropriate references from previous school(s), as appropriate, and copies of recent reports (to be translated in English). Following a review of this information, a decision to make an offer of a place will be made.

The offer is subject to all visa requirements being met to study in the UK.

Embley holds a Student Sponsor Licence issued by UKVI. As an educational sponsor, the licence allows the school to sponsor students who live overseas to study at Embley. The school can issue a CAS (Confirmation of Acceptance for Studies) which enables pupils to apply for a visa provided all the admission criteria have been met. While the school will issue a CAS number to parents, it is the responsibility of the parents to apply for the visa. The pupil must adhere to the rules and regulations of the school and UKVI.

6.4. Offers of place

Offers of places and scholarships are based upon performance in the entrance assessments, scholarship assessments, a satisfactory report from the Headteacher of the applicant's current school and their commitment to Embley's ethos.

Acceptance of a place should be sent in writing to the Registrar. To secure a place, an acceptance deposit is payable on acceptance:

- £400 acceptance deposit for a place in Nursery to Year 13 for UK pupils.
- £500 acceptance deposit for EU pupils.
- £2,500 acceptance deposit for non-EU pupils.

The deposit will be repaid by means of a credit without interest to the final payment of fees or other sums due to the school, after the pupil leaves the school. Until credited, it will form part of the general funds of the school.

A term's fees (less deposit/s held) will be immediately payable by the parents if, for any reason, they cancel their acceptance of a place less than a term before entry or the pupil does not join the school after a place has been accepted. Parents who withdraw giving a full term's notice before entry will not have to pay fees in lieu and the school and the acceptance deposit credited only where the school fills the specific vacancy created by the withdrawal. Please see the Terms & Conditions for further information. Cases of serious illness or genuine hardship may receive special consideration on written request.

If a pupil falls short of the academic standards required, a place may still be offered at the discretion of the Headmaster or if there is confidence that the pupil has the potential to benefit from what the school can offer. This decision may be based on an agreement for a pupil to have additional help, on the recommendation/report from the previous school, or on the basis of further testing.

6.5. Scholarships and bursaries

Scholarships are designed to attract and reward pupils who are capable of high levels of achievement in a field specified below. To qualify for a scholarship award, a pupil must also display high standards in discipline and effort and be a credit to themselves and the school. Scholarships are awarded on merit.

Embley offers scholarships in the following areas: academic, art and design, drama, music and sport.

Embley bursaries are available to provide additional financial support to pupils who would not otherwise be in a financial position to attend our school, or whose parents have encountered financial difficulties.

The application procedure for scholarships and bursaries is detailed on the school's website.

7. Oversubscription

In the event of oversubscription, applications will be ranked according to the admissions criteria and any relevant waiting lists. The school maintains the right to operate a first-come, first-served basis where no other prioritisation applies.

8. EYFS admissions

Admissions to Early Years Foundation Stage (EYFS) follow the same inclusive approach. We ensure all legal and welfare requirements under the EYFS statutory framework are met.

9. International pupils

Where applicable, the school ensures that non-UK pupils have the right to study in the UK and complies with UKVI (UK Visas and Immigration) sponsor duties.

10. Progress through the school

It is assumed that a pupil will continue through the school, moving from the Prep School to Senior School and then Sixth Form and parents must, in every case, give a term's notice if that is not the

pupil's or their intentions. The school shall not be obliged to permit a pupil to move from Nursery to Prep School, the Prep School to the Senior School or enter the Sixth Form unless satisfied that it is appropriate to do so having regard for their academic attainment and all other relevant circumstances. The school will advise parents of such requirements.

Year 6 Embley pupils will be required to sit the Year 7 entrance assessments as part of our transition programme to Senior School. The assessments are completed in class therefore current pupils are not required to attend our assessment morning. Senior School pupils will be required to meet the entry criteria set out in this document to progress into Sixth Form. Priority for places will be given to existing pupils, subject to the assessment criteria outlined in this document being met.

11. Admissions Register

Embley is committed to ensuring that the admissions register is maintained in accordance with *The School Attendance (Pupil Registration) (England) Regulations 2024*.

From the beginning of the first day on which the school has agreed or been informed that the pupil will attend the school, an entry will be made in the school's admissions register.

The school will collect and retain the following data:

- Full name
- Name that pupil uses at school
- Sex (recorded as birth sex unless a gender recognition certificate is obtained)
- Address
- The full name and address of each of the pupil's parents
- which of the pupil's parents, if any, the pupil normally lives with and at least one telephone number that each such parent can be contacted with in an emergency
- Date of birth
- Date of admission
- Name/address of previous school
- Whether the pupil is a boarder or day pupil

The preservation of the school's admissions register, and amendments to, and deletions from, the register are regulated and will occur in line with the relevant regulations in *The School Attendance (Pupil Registration) (England) Regulations 2024*. In line with these regulations and the statutory guidance in *Working together to improve School Attendance (2024)*, the school will also notify the Local Authority when the school adds[1] or deletes[2] a pupil from the admissions register at non-standard transition times.

12.Appeals and complaints

Parents or guardians who wish to appeal against a decision not to offer a place to an applicant may appeal to the Chair of the Local Governing Body of Embley, whose decision is final. Appeals should be

[1] Non-standard transition points in this context are all points other than the beginning of the Reception, Year 7 and Year 12.
[2] Non-standard transition point in this context are all points other than the end of Year 6, Year 11 and 13.

addressed directly to the Chair of the Local Governing Body at the school and should state the grounds for the appeal. This appeals process is separate from and not covered by the School's Complaints Policy.

A copy of the Standard Terms and Conditions may be found on the website.

13. Review

This policy is reviewed annually or sooner if regulatory guidance changes. It is approved by the Headmaster and Local Governing Body.

Document information

Version Number	**14.3**
Reason for Version Change	Tightening up our Admissions Policy to bring clarity to parents and schools.
Name of owner/author	Charlotte Welland, Director of Marketing, Admissions & Communications
Name of individual/department responsible	Cliff Canning, Headmaster Sheina Gibb, Head of Prep School Charlotte Welland, Director of Marketing, Admissions & Communications
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