



# Admission policies and procedures

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## 1 Policy statement

1.1 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.

1.2 Embley belongs to United Learning. We are proud to share the United Learning group's core values of ambition, confidence, determination, creativity, respect and enthusiasm and the objective of 'bringing out the best in everyone'.

1.3 Pupils entering Embley in Nursery will not be formally tested but will be expected to meet certain criteria. The school operates an academically selective admissions procedure from Reception through to Year 13. The school is committed to ensuring that it is accessible to all those who meet the school's entry requirements.

1.4 We welcome pupils of all faiths and none and without regard to gender, nationality or colour. The school is also fully committed to ensuring that the admissions policy is non-discriminatory in line with the UK Equality Act (2010). Further details are available in the Embley Equal Opportunity Policy.

1.5 Embley seeks to ensure that disabled prospective pupils are not treated less favourably and it will take reasonable steps to ensure no individuals with any types of disability, medical or special educational need are put at a substantial disadvantage in matters of admission to the school. Embley seeks to implement this policy through adherence to the procedures set out in the rest of this document.

1.6 This policy applies to all members of the school community, including boarders and those in the EYFS setting. In line with the school's Provision of Information and Data Protection Policy, this document is available to all relevant parties on the school website and on request from the school's office and should be read in conjunction with the school's Behaviour and Discipline policy and its Exclusions, Expulsion, Removal and Review policy.

1.7 Embley is committed to ensuring that the admissions register is maintained in accordance with Education (Pupil Registration) (England) Regulation 2006.

1.8 **Appeals** 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 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.

## 2 Admission procedure

2.1 To register a child for entry into Embley, parents must complete an online registration form and submit this with a payment of £100 per child.

2.2 The 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 in order 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.

2.3 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.

2.4 From the beginning of the first day on which the school has agreed that a pupil will attend, an entry will be made in the school's admissions register in line with the Education (Pupil Registration) [England] Regulations 2006.

2.5 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. 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.

### Disabilities or special educational needs

2.6 The registration form asks parents to disclose whether their child has a disability, special educational need or medical condition. If this is the case, the school will then require additional information about the prospective pupil at the registration stage.

2.7 It is the parents' specific responsibility to inform the school of any reports from learning support teachers or professional reports that have been previously carried out. These reports should be discussed and submitted before a pupil attends a taster day at Embley. In assessing any pupil or prospective pupil, the school may take such advice and require such assessments, as it deems appropriate. Subject to this, the school will be sensitive to any issues of confidentiality.

2.8 Based on the information given and advice received and subject to satisfying the school's academic admissions requirements, Embley is committed to making reasonable adjustments that will enable a prospective pupil to take up a place at the school and to complying with the school's legal and moral responsibilities under the Special Educational Needs and Disability Act 2001.

2.9 The school will take all reasonable measures and advice, the better to understand any reasonable adjustment required to further admissions.

### Entrance examinations and assessments

#### 2.10 Prep & Senior School Entry Assessments



Nursery - Not formally assessed. However, children applying for a Nursery place will be offered settle sessions first and then a full taster day with the current cohort. Our Head of Early Years will reflect on how the children settle 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.

Year 7 to 10 – An English creative writing paper and a computer-based cognitive ability assessment.

Entry into Year 8 and 10 and all children wishing to join our Senior School mid-academic year will sit an additional written 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 an assessment morning for entry into Year 7 and 9 each year in January. 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.

Latest school reports will be requested and the Admissions Department will ask for a reference from the pupil's current school on registration.

### 2.11 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.

### 2.12 Transition

Embley is an all through school from the age of two to 18. Pupils in Year 6 will, subject to their progress and academic achievement, move up into Year 7. If we identify any areas of focus or development for a child, or have concerns about their suitability for our Senior School environment,

then we will always discuss this with parents at the earliest stage and well in advance of the assessments.

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 (see 2.11). Priority for places will be given to existing pupils, subject to the assessment criteria outlined in this document being met.

### 2.13 International students

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 – Year 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), 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. For students studying at Embley for more than 180 days, the school will apply to UKVI for a Confirmation of Acceptance for Studies (CAS) to enable the pupil to apply for a Student Child Visa. For students studying at Embley for less than 180 days, the school will ensure all checks are complete and documentation provided to enable the student to study in the UK under a Visitor Visa.

The student must adhere to the rules and regulations of the school and the UK Visas & Immigration.

### Offers of place

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

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

- i. £250 acceptance deposit for a Nursery place.
- ii. £400 acceptance deposit for a place in Reception to Year 13 for UK pupils.
- iii. £500 acceptance deposit for EU pupils.
- iv. £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.

2.16 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 United Learning Terms & Conditions for further information. Cases of serious illness or genuine hardship may receive special consideration on written request.

2.17 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.

2.18 Embley relies on the accuracy of the information provided by the applicant and their parents in the course of the application procedure. An offer will become invalid if any such information provided by parents proves to be false and/or deliberately misleading, or where it comes to light that the content of a school reference is no longer valid. In such circumstances, Embley reserves the right to deny the applicant admission or, where a child has already entered the school, to request that their parents remove them immediately.

### Boarding admissions

2.19 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.

### Priority applicants

2.20 When allocating places, priority is given to siblings and the children of members of the school community or part of the United Learning group of schools, who have performed to the required standard in the entrance assessments. A sibling is 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.

### Waiting lists and registers of interest

2.21 If a place is not offered to a child because of over-subscription, the child's name will be placed on a waiting list. Position on the waiting list will be determined by the performance of the child in the relevant entrance assessment with priority applicants taking precedence.

2.22 Position on the waiting list is subject to change, no matter how long a child's name has been on the list. Priority will be given to a child whose name has been subsequently added to the list who has performed to a higher level in the entrance assessments and/or is a priority applicant who has performed to the required standard in the entrance assessments.

2.23 The waiting list will continue for the year-group until the end of the academic year in which the application was made. Should the applicant wish to be considered for entry the following year, he or she will need to be reassessed.

2.24 In year groups that are full, the Admissions Department shall maintain a 'Register of Interest'. Should a vacancy arise in that year group and there is no child on the waiting list, the school will offer to assess the children on the register of interest.

2.25 An assessment will be arranged in the first instance for all priority candidates on the register. If a suitable candidate is not identified following this assessment, an additional assessment of other applicants will take place. Priority applicants will be assessed in the first instance and, if the vacancy is not filled, the assessment opportunity will be opened up to other applicants.

#### Progress through the school

2.26 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 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.

#### Scholarships and bursaries

2.27 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.

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

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

2.30 The application procedure for scholarships and bursaries is available in the school's website.

#### Procedure for the administration of the admissions register

2.31 Embley acknowledges its responsibility to administer its admissions register in line with the Education (Pupil Registration) [England] Regulations 2006 and the statutory guidance 'Children Missing Education' September 2016.

2.32 The Embley admissions register acts on behalf of the whole school, including EYFS and boarding.

2.33 It is held electronically on the school's servers and a hard copy is kept in the main school office in the Senior School. It is kept for a minimum of three years after the end of the school year in question. Proper provision is made for back up and a stored version of the register is made

electronically each month and is accessible via the school's management information systems and there is provision for the register to show the name or title of any person making an amendment and the date the amendment is made. In addition, there is provision for an electronic register and any print out of the register, after a correction has been made, to distinguish clearly between the original entry and the correction. The person responsible for administering the admissions record at Embley is the school's Data Manager.

2.34 The school's admissions register includes the following information:

- name in full;
- sex;
- name and address of every person known to the school to be a parent/guardian/carer of the pupil and an indication of the parent/guardian with whom the pupil normally resides and which parents hold parental responsibility;
- at least one telephone number at which the parent can be contacted in an emergency;
- day, month and year of birth
- day, month and year of admission or readmission to the school;
- name and address of the school last attended, if any; and
- an indication of boarding or day attendance.

The inclusion/deletion from the register is done according to the Education (Pupil Registration) [England] Regulations 2006.

2.35 The name of a pupil is included in the school's admissions register from the beginning of the first day on which the school has agreed, or has been notified, that the pupil will attend the school. If a pupil fails to attend on the agreed or notified date, the Registrar will undertake reasonable enquiries to establish the child's whereabouts. In addition, if, five days after the pupil was due to start at Embley, the Registrar has not been able to establish which school the pupil is now attending, it immediately informs the Deputy Head Pastoral and the Headmaster / Head of the Prep School who in turn immediately inform the local authority.

2.36 The school informs the local authority within five days of a child being added to the admissions register at a non-standard transition point.<sup>[1]</sup> In these instances, the local authority is provided with all the information held within the admissions register about the pupil.

2.37 The school's admissions register is accurate and kept up to date. The school regularly encourages parents to inform the school of any changes whenever they occur, through existing communication channels such as the school's data check sheet (sent on an annual basis asking parents to provide any changes in contact details that the school holds about their children).

2.38 Where a parent notifies the school that a pupil lives at another address, the following are recorded in the admissions register:

- the full name of the parent with whom the pupil will live;
- the new address; and
- the date from when it is expected the pupil will live at this address.

2.39 Where a parent of a pupil notifies the school that the pupil is registered at another school or will be attending a different school in future, the following are recorded in the admissions register:



- the name of the new school; and
- the date when the pupil first attended or is due to start attending that school.

2.40 The school will inform the local authority (where the child is resident) where a pupil's name is going to be deleted from the admissions register for the following reasons:

- the child has been taken out of school to be home educated
- the family has apparently moved away
- the child has been certified medically unfit to attend
- the child is in custody for more than four months
- the child has been permanently excluded
- the school does not know which school the child is attending on leaving Embley (in which case the local authority in which the pupil lives is informed)
- the child is leaving the school at a non-standard transition point.[\[2\]](#)

2.41 In these instances, the following information is provided to the local authority:

- the full name of the pupil;
- the full name and address of any parent with whom the pupil lives;
- at least one telephone number of the parent with whom the pupil lives;
- the full name and address of the parent who the pupil is going to live with, and the date the pupil is expected to start living there, if applicable
- the name of the pupil's destination school and the pupil's expected start date there, if applicable; and
- the ground in Regulation 8 of the Education (Pupil Registration) (England) Regulations 2006 under which the pupil's name is to be removed from the admissions register[\[3\]](#).

N.B. Hampshire County Council's Children Services does not require Embley to inform them of pupils joining or leaving the school at standard transition points.

2.42 Where a pupil has not returned to school for 10 days after an authorised absence or is absent from school without authorisation for 20 consecutive school days, the pupil is removed from the admissions register only once the school and the local authority have failed, after jointly making reasonable enquiries, to establish the whereabouts of the child. This only applies if the school does not have reasonable grounds to believe that the pupil is unable to attend because of sickness or unavoidable cause. The school's Designated Safeguarding Lead) is the person responsible for contributing to such joint enquiries.

2.43 Where a pupil of compulsory school age is registered at more than one school, his/her name will only be deleted from the admissions register of Embley when he/she has ceased to attend and where the proprietor of any or every other school at which the pupil is registered gives his/her consent (except where the pupil has died, been permanently excluded or is of no fixed abode).

2.44 The name of the pupil who is detained in pursuance of a final court order or order of recall will only be deleted from the register where that order is for a period of not less than four months and



where United Learning does not have reasonable grounds to believe that the pupil will return to school at the end of the period.

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[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.

[3] Given that Embley is an independent school, this ground will typically be ground (I), namely that he/she “has ceased to be a pupil of the school”.