



Leighton Park  
School

## ADMISSIONS POLICY 2011-2012

*Leighton Park is a faith school, which welcomes pupils of all nationalities, races, religions and language and ethnic backgrounds. It is a Quaker school, which values its links with the Religious Society of Friends (Quakers), though only a small number of pupils come from a Quaker background.*

*Leighton Park seeks to admit pupils who will benefit from the education provided at the school, and whose families will be in sympathy with the ethos of a community based on Quaker values and ideals, as summarised in the school website, prospectus, statement of aims and other literature.*

### **A. Introduction**

A.1 Leighton Park School is established to serve the secondary education needs of boarding and day pupils. The school is owned by Leighton Park Trust.

A.2 This policy has been determined by the Governing Body of Leighton Park School for admission to Years 7, 9 and Lower Sixth in 2011-2012, although entry for all years is possible.

### **A.3 Disability and Special Educational Needs**

The School currently has limited facilities for the disabled. However, the School will do all that is reasonable to comply with its legal and moral responsibilities under the Equality Act 2010 and Special Educational Needs and Disability Act 2001, in order to accommodate the needs of applicants who have disabilities for which, with reasonable adjustments, the School can cater adequately. The School needs to be aware of any known disability or special educational need which may affect a child's ability to participate in the admissions procedure and take full advantage of the education provided at the School. Parents of a child who has any disability or special educational needs should provide the School with full details prior to the admissions procedure, at registration, or subsequently before accepting the offer of a place.

The School needs this information so that, in the case of any child with particular needs, the School can assess those needs and consult with parents about the adjustments which can reasonably be made to ensure that the application procedure is accessible for the child and that the School can cater adequately for the pupil should an offer of a place be made.

The School will do all that is reasonable to ensure that the information and application procedure is accessible for disabled candidates and will make such reasonable adjustments as necessary. For example, the School may be able to provide an examination paper in large font for a visually impaired pupil.

Similarly, if special education needs or a disability become apparent after admission, the School will consult with parents about reasonable adjustments in order to allow the child to continue at the School.

A.4 This policy can be made available in large print or other accessible format if required.

## **B. Applications into Year 7, Year 9 and Lower Sixth**

### **B.1 Procedure for making an application**

Leighton Park School is a selective school and pupils are required to achieve a satisfactory standard in the entrance examination. The school will give due consideration to the following criteria when allocating places:

- Academic
- Interview
- Reference
- Reports
- Students from Quaker families

As a result of the above criteria, some pupils may not be successful in their application to Leighton Park School. Parents are asked to register their interest by completing the registration form and returning it to the admissions office with the £100 non-refundable registration fee for EU pupils and £150 registration fee for Non-EU pupils. Pupils will be categorised as Non-EU if the person who will pay the school fees, i.e. the parent(s) or guardian(s), is either domiciled outside the EU or would need a visa to enter the UK. For 2011-2012, the closing date for registration is Monday 22<sup>nd</sup> November 2010. Registration forms received after this date will still be considered but after applications received by the deadline.

### **B.2 Entrance Tests**

Once the registration form has been received, pupils for admission in Year 7 and Year 9 will be invited to sit the entrance tests in the January preceding the academic year of entry. The entrance tests will be taken at Leighton Park School. There will be three tests plus an English essay. In total, these tests will last for approximately 3½ hours. They will cover:

- English
- Maths
- Non-Verbal Reasoning

The tests are supplemented by a short interview with a senior member of the academic staff.

Pupils applying for a place in the Lower Sixth form will not be expected to sit entrance tests but will be required to achieve the requisite GCSE results [see section D3]. They are expected to attend an interview with a senior member of staff. The admissions office may ask to see a copy of the pupil's birth certificate and passport in order to establish identity and confirm date of birth.

### **B.3 Reports and Reference**

Leighton Park School will also request a copy of the pupil's most recent school report, as well as a confidential reference from the Head of the pupil's current school. For pupils applying for a place in the Lower Sixth, examination grades for GCSE modules taken and predicted GCSE results or equivalent are also requested. Failure to submit the required documentation may prevent the pupil gaining a place at the school.

### **B.4 Students in need of support within the Individual Learning Centre (ILC)**

For pupils who are likely to need support from the ILC, a copy of the most recent Educational Psychologist's Report will be requested as part of the admissions process to ensure appropriate provision is in place should the pupil be successful in gaining a place at the school (see paragraph A.3 above). Pupils in need of support are assessed in the usual way, with extra time being given for the entrance examination if appropriate and other reasonable adjustments put in place as necessary.

### **B.5 More able pupils**

Leighton Park School is pleased to provide a rich education for pupils of all abilities including the most able. Details of scholarships and awards can be found in section E2.

**B.6 Notification of outcome**

Parents will be notified of the outcome of their application by the end of January. The letter will inform parents whether their application to Leighton Park School has been successful. Parents will have until 3<sup>rd</sup> March 2011 to accept or decline the offer of a place. These arrangements are subject to modification. For those pupils sitting tests outside the entrance test date, we endeavour to let parents know the outcome of the decision within 2 weeks of the test date.

**B.7 Late applications**

Late applications are those received for Year 7 and 9 entry after Monday 22<sup>nd</sup> November 2010 (for 2011 entry) and may jeopardise your child's chance of a place at the school. Late applications will be considered after all on-time applications have been considered and allocated.

**B.8 Overseas applications**

At Leighton Park School, we realise that it is not always practical for pupils from overseas to sit the tests at the school. Therefore, arrangements can be made via the admissions office for pupils to sit tests, under strict examination conditions, at their current school. Interviews will be arranged and carried out using Skype. The admissions office will ask to see a copy of the student's birth certificate and passport in order to establish identity and confirm the date of birth.

**B.9 Pupils with English as a second language (ESL)**

We welcome pupils who speak English as a second language provided they meet the academic criteria required. Such pupils, on admission to the school, have all opportunities open to them that are open to other pupils. In addition, pupils will have the opportunity for specialist ESL tuition on an individual or group basis, for which there will be a termly charge.

**B.10 Waiting list**

In the case where a child has met our entry requirements but there is no space available, a waiting list will be held for September entry, in the following order:

1. Children of practising Quaker parents or from families who regularly attend Quaker meetings, confirmed in writing by the Clerk of the meeting.
2. Children with siblings in attendance at Leighton Park School at the time of entry (see explanatory notes)
3. Those families who have applied for a weekly or full boarding place at time of registration.
4. Children ranked highest, according to the entrance tests and interview, with additional reference to the school report and confidential reference.

If there is more than one pupil in any of the categories 1-3 above, category 4 will be the determining criterion.

Pupils will be placed on the waiting list according to the above criteria. Therefore, date of offer and acceptance will not be a consideration and a pupil's place on the waiting list could change according to the criteria set.

**C. Applications to Years 7 – 11 outside the normal admission cycle**

**C.1 Procedure for making an application**

Parents are advised to contact the school in the first instance to discuss arrangements and to request a registration form. Applications will be dealt with by the admissions office who meet regularly with senior colleagues to discuss Year 7-11 applications. Along with a completed registration form and fee, parents will be required to provide supporting documentation in the form of their child's most recent school report. The school will also request a confidential reference from the child's current school with parental permission. The child will be expected to sit the entrance tests and have an interview by a senior member of academic staff. Failure to submit the

required supporting documentation may prevent a child being offered a place at this school. The admissions office may ask to see a copy of the pupil's birth certificate and passport in order to establish identity and confirm date of birth.

## **D. Admission to Sixth Form**

- D.1 A number of places in the Lower Sixth will be available for pupils from other schools and colleges.
- D.2 The principal selection criterion for acceptance into the Sixth Form is that the student must be capable of benefiting from the course.
- D.3 Detailed criteria are:-
- a) Students choosing two-year advanced courses will be expected to have achieved at least six GCSE passes or equivalent at grade C or above, with grade B or above in the subjects they are wishing to take at A Level.
  - b) Students choosing the two-year International Baccalaureate Diploma Programme will be expected to have achieved at least six GCSE passes or equivalent at grade C or above, with grade B or above in the subjects they are wishing to take at Higher Level.
- D.4 Where external applications for admission to the Lower Sixth exceed the number of places available, places will be allocated on the basis of the same criteria used for the admission into Year 7.
- D.5 Entries to the Upper Sixth will be unusual, and reserved for students completing the second year of a two year Sixth Form course. Other applications will be considered on the basis of AS level results. The school reserves the right to ask students to repeat the Lower Sixth if they have not achieved the required results at AS Level [see section D3 a)].

## **E. Bursaries and Scholarships**

### **E.1 Bursaries**

Leighton Park School endeavours to make appropriate arrangements to enable young people from a variety of socio-economic backgrounds to take up places at the school if they meet our entrance criteria. Bursaries may be available, in cases of financial hardship, to existing and prospective pupils, though bursary funds are, naturally, limited. Bursaries are always means-tested and subject to annual review. Application forms are required in all cases and from the Bursary once the pupil is registered. Please email: [mariegage@leightonpark.com](mailto:mariegage@leightonpark.com) to request the form and the School's separate Bursary Policy for further information.

All bursary applications should be received no later than 31<sup>st</sup> December preceding the year of entry. Any applications received after this date will not normally be considered and applicants will be invited to re-apply for the following academic year.

The parents of all pupils offered a bursary will be expected to re-apply every year, and bursaries will be subject to review every year.

All applicants will be informed of bursary decisions relating to the year 2011-2012 by 1<sup>st</sup> March 2011.

### **E.2 Scholarships**

A number of academic, art, music and sport scholarships are granted for entry to Year 7, 9 and Sixth Form on the basis of a competitive examination. These scholarships are also open to those already in the school. Once gained, a scholarship normally lasts throughout the pupil's time at Leighton Park but is subject to a satisfactory review of progress each March.

Candidates can apply for any combination of academic, art, music and sport scholarships. Pupils may be awarded more than one scholarship but will only receive the financial benefits of one. The financial benefit will be 10% of Day Boarder Fees.

David Lean Foundation Scholarships are awarded from time to time to exceptionally talented pupils. No separate application is necessary, but performance in scholarship examinations may be taken into account. (*Sir David Lean was a pupil at Leighton Park School 1922-1926*).

We will consider scholarship applications from pupils entering Years 8, 10, 11 and Upper Sixth who have not previously had an opportunity to apply and who are making excellent progress in their chosen area.

- E.3 More detailed information on Bursaries and Scholarships is available upon request from the admissions office. The closing date for applications for scholarships for 2011/2012 is Monday 22<sup>nd</sup> November 2010.

### **EXPLANATORY NOTES**

#### **Siblings**

A sibling link applies when a child for whom admission is sought already has a brother/sister or step-brother/sister living in the same family unit and in attendance at the school, at the time of his/her entry to the school. Therefore, in the normal admissions process, there will be no sibling connection for:-

Applicants for entry into Year 7 if they have a brother or sister in Upper Sixth at the time of application (both children need to be in attendance at Leighton Park at the same time to qualify for sibling discount).

NOTE: a sibling does not include a cousin or other relative living in the same household.

#### **Admission of twins, triplets or other children from multiple births**

Where fewer places within a year group can be offered than there are children from multiple births living at a single address, the school has the discretion to treat this as an exceptional case and may admit all such children in order not to split the family.

September 2011