

Admissions Policy

Leighton Park seeks to admit students who will give their all to get the most from the opportunities provided at the School, who will work hard to achieve excellent academic progress and actively contribute to the life of the School. We aim to inspire Achievement with Values, Character and Community and we seek students whose families will be in sympathy with this ethos and the aspirations of a community based on Quaker values and ideals. Religion, gender, sexual orientation or ethnicity have no bearing on our selection process. Leighton Park is a mainstream school but welcomes applications from students with disabilities or special educational needs, provided that students are able to access the curriculum at the speed at which it is taught at Leighton Park School.

A. Introduction

- A.1 Leighton Park School is established to serve the secondary education needs of boarding and day students. The School is owned by Leighton Park Trust.
- A.2 This policy has been determined by the Governing Body of Leighton Park School. Admission is normally given to years 7, 9 and Lower Sixth, although entry for all years is possible.

A.3 Disability and Special Educational Needs

The School currently has limited facilities for people with physical disabilities. 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 physical or mental disability or special educational needs should provide the School with full details prior to the admissions procedure.

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 student should an offer of a place be made.

The School will seek 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 student. It should be noted, however, that Leighton Park is a mainstream school and is not able to support students with significant special educational needs. Our entrance test environment reflects the environment that students will experience in the classroom at Leighton Park. We are therefore not able to accommodate requests for:

- Scribes
- Individual support
- Test papers in languages other than English
- Readers

Failure to disclose details of a child's known disability, mental health and or full special educational needs may result in the School having to withdraw the offer of a place, or a requirement to leave, on the basis that the School does not have the appropriate resource to enable the student to access the curriculum or to ensure their wellbeing.

If special educational needs or a disability become apparent after admission, the School will consult with parents about reasonable adjustments in order to allow, where feasible, 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 students 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
- Siblings

As a result of the above criteria, some children 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 students and £175 registration fee for Non-EU student [see section B10]. The closing date for registration can be found on the School's website www.leightonpark.com,¹ in the year before entry. 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, students 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 two tests plus an English essay. In total, these tests will last for approximately 2½ hours. They will cover:

- English
- Maths

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

Students applying for a place in the Lower Sixth will not be expected to sit entrance tests but will be required to achieve the requisite GCSE results [see section D3]. Students for whom English is not their first language will be required to take tests in English and Mathematics. All applicants are expected to undertake an interview with a senior member of staff. The admissions team will request a copy of the student's birth certificate or passport in order to establish identity and confirm date of birth.

B.3 Reports and Reference

¹ For exact dates please refer to the school website: www.leightonpark.com

Leighton Park School will request a copy of the student's most recent school report, as well as a confidential reference from the Head of the student's current school. For students 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 student gaining a place at the School.

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

For students with special educational needs and 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 student be successful in gaining a place at the school (see paragraph A.3 above). Students 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 students

Leighton Park School is pleased to provide a rich education for students 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 within 3 weeks of the tests being taken. The letter will inform parents whether their application to Leighton Park School has been successful. Parents will have until the end of the first week in March² to accept or decline the offer of a place. These arrangements are subject to modification. For those students 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 received for Year 7 and 9 entry may jeopardise a child's chance of a place at the School. These 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 students from overseas to sit the tests at the School. Therefore, arrangements can be made via the admissions office for students to sit tests, under strict examination conditions, at their current school or through a partner educational agent. Interviews will be arranged and carried out using Skype. The admissions office will request a copy of the student's birth certificate or passport in order to establish identity and confirm the date of birth.

B.9 Students with English as an additional language (EAL)

We welcome students who speak English as a second language provided they meet the required academic and English language criteria. Such students, on admission to the School, have all opportunities open to them that are open to other students. In addition, students will have the opportunity for specialist EAL tuition on an individual or group basis.

B.10 EU/UK and non-EU status

Applicants will be classified as having EU/UK status if one of the following apply:

- At least one of the parents or the child has an EU/UK passport;
- At least one of the parents permanently resides in the UK (not EU) regardless of nationality.

² For exact dates please refer to the school website: www.leightonpark.com

Proof of evidence will be required. For parents who are relocating to the UK, they will be afforded EU/UK status during the registration and acceptance period provided they are permanently resident in the UK by the time the child joins the School. If the status changes whilst the child is in the School, Leighton Park reserves the right to increase the deposit to the Non-EU level.

Note: for the avoidance of doubt EU, for the purposes of Leighton Park, includes all member states of the EU and EEA, including Croatia and Switzerland.

Applicants classified as EU students will be required to pay the EU registration fee, the EU acceptance deposit and the EU fees. If the status changes whilst the child is in the School Leighton Park reserves the right to increase the deposit and fees to the Non-EU level.

B.11 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 student in any of the categories 1-3 above, category 4 will be the determining criterion.

Students 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 student'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 admissions office 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 will request a copy of the student's birth certificate or 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 students 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 at the pace at which it is taught.
- D.3 Detailed criteria are:-
Students choosing to take A Level or the International Baccalaureate Diploma Programme

(IBDP) will be expected to have achieved at least five GCSE passes or equivalent at grade 6 or higher and have gained a 7 or 6 in any subjects to be studied at A Level or Higher Level IBDP. Students taking maths at A Level or Higher Level IBDP will require a 7 at GCSE.

- D.4 Where successful 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 or IBDP 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 students, though bursary funds are, naturally, limited. Bursaries are always means-tested and subject to annual review. Application forms are required in all cases and can be obtained from the Bursary once the student is registered. Please email: jennyrowe@leightonpark.com to request the form and the School's separate Bursary Policy for further information.

All bursary applications should be received by the registration deadline 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 students offered a bursary will be expected to re-apply every year, and bursaries will be subject to review every year. Is this still the case?

All applicants will be informed of bursary decisions relating by 1st March in the year of entry.

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 student'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. Students 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.

- E.3 More detailed information on Bursaries and Scholarships is available upon request from the admissions office. The closing date for applications for scholarships is the same as for registration [see section B1].

F Advice from the Department of Education

- F.1 The School will follow the statutory advice from the Department of Education regarding any student joining or leaving the School outside of the normal admissions cycle.

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.

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<http://www.leightonpark.com/parents/policies>

³ For exact dates please refer to the school website: www.leightonpark.com