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St David's College

— Est. 1965 —

ADMISSIONS POLICY

Admissions

Date	Review Date	Monitoring	Coordinator	Nominated Governor
22/03/26	**22/03/27**	**Annually by Andy Russell**	**Andy Russell**	**Pete Gaskell**

We believe this policy should be a working document that is fit for purpose, represents the school ethos, enables consistency and quality across the school and is related to the following legislation:

- Data Protection Act 2018
- United Kingdom General Data Protection Regulation
- Equality Act 2010

We believe it is essential that this policy clearly identifies and outlines the roles and responsibilities of all those involved in the procedures and arrangements that is connected with this policy.

St David's College Admissions Policy

St David's College is an independent co-educational day and boarding school for years 5 to 13 with a Christian religious designation. It may set its own admissions criteria and is not subject to admissions law as would apply in a maintained school.

Deciding on the right school for your child is very important. We believe that a personal visit to see the school in action on a normal working day will allow you to appreciate the very special provision that the school gives to all its pupils. Your visit will give you an opportunity to have a relaxed, personal tour of the school and a chance to chat with various members of staff who can answer any of the questions you may have. We also hold a number of Open Days which give a general introduction to the school and the chance to meet staff and current pupils. Details are published on our website.

To arrange a visit to the school you can contact the Admissions Office whose details are available on our website.

School ethos

St David's is a non-selective school that offers a mainstream curriculum but has a specific emphasis of facilitating the learning of pupils with Additional Learning Needs. We offer places to pupils who we feel will benefit from our whole person education approach and who are prepared to equally contribute to the life of the school.

Our aim is to encourage applications from candidates with as diverse a range of backgrounds as possible. This enriches our community and is vital in preparing our pupils for today's world.

The Usual Points of Entry

The usual points of entry are Year 5, 7, 9 and 12.

The pupil's age must be suitable for the relevant year of entry. If a parent/guardian wishes that a pupil enters a year group which is outside their age range, please contact the Admissions Office for further details. The School cannot guarantee that a pupil will be offered admission into a year group outside their normal age range.

In-year applications will also be considered on a case-by-case basis.

The application process

Prior to making an application Parents/guardians and pupils are encouraged to visit the school on an Open Morning, if possible, prior to arranging an interview.

If the parents/guardians feel that St David's College may be an appropriate school for the education of their child, then they should contact our Admissions Office. You will be asked to complete a Registration Form. Copies of recent school reports should be provided along with any Additional Learning Needs information as relevant. Educational Psychologist Reports and other documentation for Additional Learning Needs will be reviewed by our SEN Department. If appropriate our Admissions Office will invite you to bring your son/daughter to visit the school and meet the Headmaster.

The Headmaster will make a decision on whether to offer a place based on the interview and the provided paperwork. The Headmaster may call references from the applicant's current/previous school. The Headmaster may insist on some taster days before a decision can be made.

The Headmaster will write to the parents shortly after the interview with the outcome of the application. If a place has been offered then a pack is sent that includes terms and conditions, Data Protection Policy, Child Protection Policy and formal contract.

If the parents wish to accept the offer of a place, then the Acceptance, Medical and Wellbeing Forms need to be returned along with the deposit and a copy of the child's passport.

The school is happy to offer 'taster days' to any parents who request this in order for them to make a decision about the placement.

Additional Learning Needs

We welcome pupils with Additional Learning Needs and disabilities provided that we can offer them the support they require, and our site can accommodate their needs. The school has an international reputation for its provision in Additional Learning Needs. Additional information is available from the school.

The Headmaster or a representative will meet with the applicant and parents/guardians, and this will consist of a tour if required, meeting teachers and current pupils, and an interview conducted by the Headmaster or a representative in the presence of the parents or guardians.

The School will discuss thoroughly with parents (and their child's medical advisers, if appropriate) the adjustments that can reasonably be made for the child if they become a pupil at the School.

Academic Requirements

St David's College is not academically selective, so no exam or test is used as part of the application process.

Sibling Policy

It is common for siblings to join the school; however, admission is not automatic and there may be occasions where we judge that a sibling would thrive in a different academic environment. If a sibling does join a discount is available as outlined below.

Fee Discounts

We offer a 10% discount of the gross fees to.

- siblings of pupils who are currently at the school. This discount is applied to the fees of any younger siblings.
- current members of the armed forces
- children of Christian clergy

SCHOLARSHIPS

St David's College offers a number of scholarships each year for excellence in:

- Academic subjects
- Cadogan Award
- Sport and Outdoor Pursuits
- Music, Creative and Performing Arts

A scholarship may be withdrawn in accordance with the terms upon which such award is made or in accordance with the School's Terms and Conditions.

Scholarships are designed to reward excellence and to celebrate exceptional talent. In recognition of this achievement, the scholar is offered a % reduction in the fees. Parents are asked to indicate on the Registration Form whether they wish to apply for a scholarship. Details of the arrangements will be sent to all who express an interest.

The offer of any scholarship shall be subject to the overall determination of the Headmaster.

Additional scholarships may be offered, subject to suitability to entrants into Year 12.

Academic Scholarships

Candidates who apply for academic scholarships are selected from the most outstanding performers in the year group. Selection will be determined by academic attainment as ascertained by exam performance and school reports and an interview process.

Music Scholarships

Music scholarships are awarded to outstanding musicians who play any instrument or sing with exceptional ability. Candidates must obtain a specialist reference from their current head of music in addition to a reference from their current Head. They will be required to perform short pieces on their instruments and to complete a written paper, together with aural and practical tests. There will also be interviews with the Head of Music, or a member of the music department. The candidate will be expected to demonstrate enthusiasm for and commitment to music and will be expected to make a contribution to the musical life of the school throughout their time at the school.

Sports Scholarships

Sports scholarships are awarded to outstanding, all-round candidates who have achieved a high level of competence in one or more sports. Candidates will be assessed and interviewed by the Director of Sport and will be expected to demonstrate qualities of leadership and team play of a very high order. Candidates will be required to provide a specialist reference from their current

Head of Sport. They will be expected to make a contribution to the sporting life of the School throughout their time at the School.

BURSARIES

The St David's College bursary programme is designed to broaden access to those who would benefit from an education at the school

The school offers means-tested awards annually to entrants at the usual points of entry, where the parents have indicated on the Registration Form that they require financial support.

Bursaries are means-tested in accordance with the criteria published on the School's website. Both parents are required to provide proof of their income and assets. The level of support varies according to parental need; but can extend to a significant % in cases of proven need.

The bursary is reviewed on annual basis and is reviewed in line with current and up to date information about the family's financial circumstances. This is to ensure that funds our allocated to those who require financial assistance. The School's practice is to allocate its entire available bursary funding on entry.

Bursaries are only offered to families who are resident in the UK.

The school's expectation is that parents who do not choose to apply for a bursary at the time that their child is being assessed will not require financial support throughout the time that their child attends the School, except in wholly unforeseen circumstances.

Our bursary policy can be viewed on our website or can be obtained from the bursar/admissions secretary.

EQUAL TREATMENT

St David's College aim is to encourage applications from candidates with as diverse a range of backgrounds as possible. This enriches our community and is vital in preparing our pupils for today's world. Bursaries are offered in order to make it possible for as many as possible who meet the School's admission criteria to attend the School.

OVERSEAS APPLICANTS

We welcome overseas pupils, who can study at St David's College as a boarder provided that he/she has a relative or responsible adult living in the UK with whom he/she can stay for some weekends and school holidays, more details of which are contained in the School's Terms and Conditions.

However, parents of overseas pupils should appreciate that we do not run a short-term study programme and expects overseas pupils to finish a complete course of study such as Years 9-11, or Years 12 -13.

Pupils who require a Child or Student Visa will be required to demonstrate that they are able to satisfy the requirements of the UK Immigration Rules. We are able to issue a CAS (Confirmation of Acceptance of Studies) which enables students to apply for a visa provided all the admissions criteria have been met. The responsibility for the rest of the visa process falls with the applicants and their parents.

Fluency in English

In order to cope with the high academic and social demands of St David's College, pupils must be fluent English speakers.

Students require a minimum level of proficiency in the English language to study English within our English language curriculum mainstream cohort. Our EAL coordinator can be contacted on an individual basis for assessment in this field if the pupil has not been taught in the medium of English in their previous education.
Tuition in English as an Additional Language (EAL) can be arranged at the parent's expense if this is required.

All overseas applicants must ensure that they have a right to study or remain in the United Kingdom for the entire period of their study in accordance with the requirements of the Home Office.

RELIGIOUS BELIEFS

It is important to note that St David's College is designated with a Christian faith. The Trust Deeds state: "The aim of the Trust is the development of the whole person through a general education in the best and wisest sense, with a wide choice of interest and activity and an appreciation of moral and spiritual values. The presentation of the Christian faith showing the love of Christ both by example and teaching is to be an essential part of the school."

However, St David's College welcomes applications from prospective pupils of all faiths and of no faith. The School does not select for entry on the basis of religious belief and pupils of all faiths are welcome.

However, parents should be aware that there is compulsory Sunday Christian chapel for all pupils not in the 6th form, and that all pupils are expected to attend various services during the year e.g. the annual Speech Day service, assemblies etc.

Schools Contractual Terms and Conditions

The School Parent Contract, which incorporates the School's Terms and Conditions, is forwarded to parent(s) together with the Offer Letter, Acceptance form, Fees Schedule, Complaints Procedure and Data Protection Policy. The Acceptance Letter must be signed by the parent(s) as acknowledgement of the receipt of the Terms and Conditions and of their acceptance of the same.

The School's Terms and Conditions are on the School's website and will be made available to parents as part of the admissions process. Both parents or who is responsible for the payment of fees must sign the registration and application forms for admission to St David's College.

RECORDS AND REVIEW

Applicants' details will be held on file with due regard to data protection legislation and the School's Privacy Notice and Retention of Records / Records Management Policy.
The School will not hold the personal data of you or your child for longer than is necessary for a lawful purpose. This will generally be e.g. no more than 12 months following an unsuccessful application. We may retain the information for longer than 12 months if you have expressed an interest in the candidate re-applying for any reason at a later date, or in the potential candidacy of another sibling; or to deal with any ongoing matters or queries arising from the application.

For further details please consult our Privacy Notice which is available on our website.

COMPLAINTS

Copies of the School's Complaints Procedure are sent out with the School Parent Contract.

The School's Complaints Procedure is on the School's website and can be sent to prospective parents on request.

Equality

Under the Equality Act 2010, St. David's has a duty not to discriminate against any of the protected characteristics. Due regard has been given to equality law when developing and implementing St David's policies, practices and day-to-day activities. St David's will continually monitor the way this policy operates to ensure it does not unlawfully discriminate, permit harassment or victimisation, or limit equality of opportunity. St David's is committed to meeting its obligations under the Equality Act 2010 at all times.