



## SEDBERGH SCHOOL & CASTERTON, SEDBERGH PREPARATORY SCHOOL

<b>ADMISSIONS POLICY</b>	
Version	2023.1
Effective from	September 2023
Extent of Policy	Sedbergh School Casterton, Sedbergh Preparatory School
Policy Owner	Headmaster, Sedbergh School
Governor	John Warburton-Lee
Review by	September 2024
Frequency of Audit	Annual
Circulation	Parents by request
Publication	Website The Hub

### **GENERAL**

Casterton, Sedbergh Preparatory School and Sedbergh School ("The School") are coeducational independent schools for pupils from ages 4 to 13 years, and 13 to 18 years respectively.

Deciding on the right school for your child is very important, and we believe that a personal visit is invaluable.

### **Preparatory School**

The Preparatory School provides co-education for pupils aged 4 to 13 years. There is provision for full boarding, weekly boarding, flexi boarding and day pupils.

The Preparatory School mainly admits pupils at 4 years of age (Reception), at 7 years of age (Year 3) and at 11 years of age (Year 7), although places in other year groups may be available.

Prospective Preparatory School parents should contact the Preparatory School Admissions Team on 015242 79200 or by email to [admissions@sedberghprep.org](mailto:admissions@sedberghprep.org) to enquire and to arrange a visit.

### **Senior School**

Sedbergh School is a co-educational independent school for pupils from ages 13 to 18 years. Senior School has up to 620 pupils, some 97% of whom are full, seven day-a-week, boarders.

The usual points of entry are at 13 years of age (Year 9 / 3<sup>rd</sup> Form) and 16 years of age (Year 12 / 6<sup>th</sup> Form). We sometimes admit pupils at 14 years of age (Year 10), if there are spaces in that year group. There may be occasional places at other ages.

Prospective Senior School parents should contact our Senior School Admissions Team on 01524 279 210 or 211 or by email to [admissions@sedberghschool.org](mailto:admissions@sedberghschool.org) to enquire further and to arrange a visit.

## **ADMISSIONS PROCESS**

The aim of the process is to identify the potential of each child and to ensure that The School is an environment in which they may thrive. The School is looking for well-rounded pupils with a genuine interest in education in the broadest sense of the word, with interests that stretch beyond the confines of the academic curriculum. The School has strong traditions in music, drama, art, debating, community activities and sport. There are many extra-curricular activities, all of which are important in developing a well-balanced, confident individual.

### **1. Initial Enquiries**

Those enquiring about The School should contact the relevant Admissions Office. Families will be sent a Prospectus together with other relevant information and an invitation to visit or, if living abroad, to have an online meeting with the Headmaster or member of The School's Senior Management Teams.

The Admissions Office will take basic family details to enable ongoing contact and store them in the Enquiries Database where they are confidential, secure and protected by appropriate legislation.

### **2. Visiting The School**

We very much hope that you and your child/ren will visit The School.

We welcome prospective parents and their children to visit The School on a mutually convenient day. Visits will be tailored to individual family requirements - prior knowledge of a child's individual interests will help inform such a visit.

A visit to Casterton, Sedbergh Preparatory School would typically take two hours and include a meeting with the Headmaster or member of the Senior Management Team, and a tour of the school campus and boarding house.

A visit to Sedbergh School would typically take three hours and include meetings with the Headmaster or a member of the Senior Management Team, the Senior Registrar, a Housemaster or Housemistress plus lunch in a House with the staff and pupils, specific staff (eg Director of Academics, Sport or Music) and a tour of the School with current pupils. Families are allocated to Senior School Houses fairly and in accordance with availability of spaces. Should a family have a connection with, or reason to see, a particular House they should let the Admissions Team know as early as possible.

We encourage visitors to Casterton, Sedbergh Preparatory School to also visit Sedbergh School and can arrange for this to happen on the same day should this be helpful.

Those who have visited The School are most welcome to later go on to have a 'taster' experience – either for a day or to include an overnight stay. Please do discuss this with the relevant Admissions Team.

Should families be unable to visit The School in person, they are most welcome to hold an online meeting with the Headmaster/s or a member of the School Senior Management Team/s to help make an informed decision before applying.

The School also holds a number of open events which give a general introduction to The School. Details of such events will be published on our website. The Headmaster or member of Senior Management Team will welcome families and their children, there will be the opportunity to have a tour of The School and a sample Boarding House and to meet some of our current pupils and staff.

### **3. Application**

Following a visit, taster, open event or online meeting, families should apply by Registering with The School. The School's Registration Forms are available from the Registrar of Preparatory or Senior School as appropriate.

Registration is deemed to have taken place once a completed Registration Form, signed by all parties with parental responsibility, has been received by The School and the £200.00 non-refundable Registration Fee has been paid.

The School requires parents of applicants who anticipate that they will experience difficulty in meeting the tuition fees, or who might wish their child to be assessed for an ability/talent-based Scholarship Award, to indicate so on the Registration Form. The School also requires that any and all suspected or diagnosed special educational needs and/or disabilities and/or medical conditions and any specific exam access arrangements or other special needs of the child are declared on the Registration Form (for example: ADHD, Dyslexia, Dysgraphia, extra time in exams, use of a laptop in lessons and/or exams, etc). Details of the application process/es will then be sent.

The School requests parents to submit, alongside the Registration Form, a copy of their child's most recent school report (including tutor reports and any reports relevant to SEND (special educational needs & disabilities)). Those applying to Sedbergh School for Year 9 or above may also be asked to provide a personal statement from the child themselves.

#### **4. Assessment Process**

The School does not assess candidates for entry into the Early Years Foundation Stage.

Casterton, Sedbergh Preparatory School and Sedbergh School are non-selective on academic grounds, until entry to Sixth Form. However, applicants to Year 7 or above may be required to undertake academic assessment so that The School may assign them to the correct teaching groups.

Our entry process is designed to identify pupils who can benefit from our balanced and well-rounded education and make a positive contribution towards the life of the School. Those for whom English is not their first language will be asked to do a paper for English as an Additional language (EAL).

No specific preparation for the entrance process is needed, all candidates start on an equal footing, with identical opportunities to display their academic aptitude and extra-curricular skills and interests.

All applicants will be interviewed, either in person or online, and a reference will be requested by The School from every applicant's current school. The School will review the applicants most recent school report/s and all relevant SEND (special educational needs & disabilities) assessment reports.

From **Year 1 to Year 6**, children are invited to the Preparatory School for a taster day, during which they will be assessed through observation by staff and in a meeting with the Headmaster.

For entry into **Years 7 and 8** children will, in addition to the taster day assessment, be interviewed by a member of the Senior Management Team and, those for whom English is a first language may be asked to take an online standardised attainment test.

Assessment for entry into **Years 9, 10 or 11** at Senior School comprises an interview with Sedbergh School Senior Management Team. Formal papers will be taken in Maths and English/EAL to assess suitability for the curriculum offered and as they are helpful for setting purposes.

Assessment for entry into **Year 12 (6<sup>th</sup> Form)**, is subject to a minimum of 5 GCSEs at Grade 4 or above – with higher Grades being required to facilitate the taking of A Levels in certain subjects. Assessment comprises submission of a letter of application, end of Year 10 school report and interviews with the Head of Sixth Form and with a member of the Senior Management Team. The reference that will be requested from the child's current school will ask for predictions for GCSE examination results and, if available, actual results of GCSE Mock Examination. If the applicant attends a school where GCSEs are not taken, they will sit papers in Maths and English/EAL.

All assessments are designed for the relevant age group. Scores for these are age graded.

## **5. Place Offers**

Following satisfactory completion of the assessments and review of reports and reference, the Headmaster will write to parents making an offer of a place. The letter will make clear whether the offer is unconditional or whether any conditions remain (eg English as an Additional Language being compulsory). The letter will provide a response time frame that should be met; if this date presents a difficulty for parents they should let the Registrar know immediately.

The acceptance of a place offer does not preclude an applicant being put forward for a Scholarship Assessment

## **6. Scholarships**

Scholarships are designed to reward excellence and to celebrate exceptional age-related ability and potential.

A scholarship is the most prestigious Award, granted at the Headmaster's discretion, to those displaying excellence in their assessment.

In recognition of this achievement, the scholar may also be offered a reduction in the fees throughout his/her time at The School provided the Conditions of Award are met at all times.

Casterton, Sedbergh Preparatory School offers scholarships for entry into Year 7.

Sedbergh School offers scholarships for entry at Year 9 (13+) and Year 12/6th Form (16+).

Pupil's with Scholarship Awards moving from Casterton, Sedbergh Preparatory School to Sedbergh School are asked to attend reassessment at Senior School during Lent Term of Year 8 in order to reaffirm their award for Senior School. The School commits to honouring concurrent fee reductions provided the pupil attends the reassessment – whether or not the pupil retains the award accolade. Should a pupil not wish to be reassessed as they move from Year 8 to Year 9 then the award-based fee reduction will cease.

All scholarships are tenable on condition that the Headmaster is satisfied with the holder's good conduct and industry, and is at all times in accordance with the Scholar's Contract. In exceptional cases, a scholarship and its fee reduction may be withdrawn in accordance with the terms upon which such award is made or in accordance with The School's Terms and Conditions.

Awards may be offered to candidates who display excellence in any one or combination of the following fields:

- Academia
- Art
- Design, Technology & Engineering
- Drama
- Music
- Sport

The detailed information about Scholarship Assessments for Casterton, Sedbergh Prep School and for Sedbergh School can be requested the relevant School's Admissions Team.

## **SOCIAL INCLUSION**

The School's 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.

Casterton, Sedbergh Preparatory School and Sedbergh School are committed to equal treatment for all, regardless of a candidate's sex, race, ethnicity, religion, disability, sexual orientation or social background.

## **SPECIAL EDUCATIONAL NEEDS AND DISABILITIES**

Casterton, Sedbergh Preparatory School and Sedbergh School do not unlawfully discriminate in any way regarding entry. The School welcomes pupils with disabilities and/or special educational needs, providing we can offer them any support that they require and cater for any additional needs and that our sites can accommodate them.

Parents must disclose to The School if their child has any special educational needs and/or physical or mental disabilities before they undertake any entry assessment so that we can make adequate provision. Parents must provide a copy of any relevant educational psychologist's, Individual Education Plan or medical report.

The School will discuss thoroughly with parents (and their child's educational psychologist or medical advisers, if appropriate) the adjustments that can reasonably be made for the child if he/she becomes a pupil at The School.

The School reserves the right to withdraw any place offered based on incomplete disclosure of known or suspected SEND (special educational need & disability) or medical circumstances. The School will make reasonable endeavours to find an alternative school.

## **SIBLING POLICY**

Most siblings join us at Casterton, Sedbergh Preparatory School and Sedbergh School. However, admission is not automatic and there may be occasions where The School judges that a sibling is likely to thrive better in a different academic environment.

## **RELIGIOUS BELIEFS**

The School welcomes applications from prospective pupils of all faiths and of no faith. Although Casterton, Sedbergh Prep School and Sedbergh School are Church of England schools, The School does not select for entry on the basis of religious belief and offers the opportunity for pupils of other faiths to practise their own faiths.

However, parents should be aware that there is compulsory Saturday morning school from Year 7 upwards. Additionally all pupils are expected to attend weekly Chapel services.

## **UNIFORM**

Both Casterton, Sedbergh Preparatory School and Sedbergh School require pupils to wear uniform. Uniform lists and information regarding the purchase of uniform can be found on the School website.

## **BURSARIES**

The School welcomes bursary applications from families who might, under ordinary circumstances, not consider The School for their child for financial reasons.

The School is committed to widening access by enabling children, who would not otherwise be able, to join The School, and to allow children to remain in the event of an unforeseen change in a family's financial circumstances. However, bursarial funds are limited and therefore distributed as beneficially as possible based on a wide range of criteria, not just financial.

All applications are treated in the strictest of confidence, strictly means tested, and will be considered against any entitled concessions, current or pending awards or scholarships which may be combined into one level of support. A personal or online application interview or home visit may be required.

The School asks those who would like their financial circumstances to be reviewed to apply to the Bursar's office prior to their child beginning the Application process.

Please refer to our separate Means Tested Bursary Policy available on The School website at [www.sedberghschool.org/senior/information/school-policies](http://www.sedberghschool.org/senior/information/school-policies).

## **ADDITIONAL INFORMATION FOR APPLICANTS LIVING OVERSEAS**

### **Guardianship for all Pupils resident Overseas**

We welcome pupils who live outside the UK as boarders at The School provided that they have an Educational Guardian living in the UK. The Educational Guardian should be appointed by the pupil's parent (not an Educational Agent).

The Educational Guardian is to be available not only to the pupil, but also to The School, as a proxy for the parents, to act with delegated parental authority in the case of an emergency and other matters agreed by the parents.

All Educational Guardians are asked to counter-sign the Parental Guardianship Confirmation Form to indicate their understanding of, and agreement to, the commitment they are making.

Please refer to our separate Educational Guardianship Policy available on The School website at [www.sedberghschool.org/senior/information/school-policies](http://www.sedberghschool.org/senior/information/school-policies)

### **Fluency in English**

In order to cope with the academic and social demands of The School, pupils must be to a level of English proficiency that The School considers appropriate to successfully follow the demands of the curriculum.

Pupils entering Year 9 should have basic levels of written and spoken English at or close to intermediate level (band 4 in IELTS equivalent). For entry to Year 10, intermediate level is required, and Year 12/6<sup>th</sup> Form pupils should be at least at band 5 in IELTS equivalent, in all four aspects of the language. For entry points preceding Year 9, The School will judge applicants as appropriate.

Proficiency in English will be assessed by The School's English as an Additional Language (EAL) entry papers, together with current school reports and an online interview. We ask for the test to be taken under exam conditions, without a dictionary or translator. Applicants have 90 minutes to complete the paper. The results will be used to measure the applicant's English proficiency to the required level for each entry point.

Applicants who are deemed to require EAL lessons will be presented this as a condition of the offer. Tuition in English as an Additional Language (EAL) is arranged with an additional charge which is noted within the Fees List. In the case of a borderline result, The School may place specific conditions to an offer, for example an applicant must complete an intensive English course prior to arrival.

### **Tier 4 Child Visa Applicants**

Sedbergh School holds a Student Sponsor Licence, issued by United Kingdom Visa & Immigration (UKVI). As an Educational Sponsor the Licence allows Sedbergh School to sponsor students who live overseas to study at The School.

The School is able to issue a CAS (Confirmation of Acceptance for Studies) which enables pupils to apply for a Visa provided all the admissions criteria have been met. Whilst the School will issue a CAS number to parents, it is the responsibility of parents to apply for the Visa. It shall be the Parents' responsibility at all times to ensure that their child has the appropriate immigration permission to live in the United Kingdom and to study at The School.

The School will add an additional charge for the processing and administration work associated with the initial Visa application and ongoing documentation

## **SEDBERGH SCHOOL TERMS AND CONDITIONS**

The School's Terms and Conditions are on The School's websites:

[www.sedberghschool.org/prep/information/school-policies](http://www.sedberghschool.org/prep/information/school-policies)  
[www.sedberghschool.org/senior/information/school-policies](http://www.sedberghschool.org/senior/information/school-policies)



and are available to parents as part of the admissions process.

## **COMPLAINTS**

The School hopes that parents and pupils do not have any complaints about The School's admissions process; but The School's Complaints Procedure is available on our website and can be sent to parents on request.

Amanda Ferguson  
Director of Admissions  
July 2023