



Lincoln Minster School  
The best in everyone

## Lincoln Minster School Admissions

### Policy Statement

Lincoln Minster School (LMS) is a coeducational day and boarding school for pupils 2½ - 18yrs and, in line with its mission to provide a high quality education with 'the best in everyone' being at the centre of all that we do. We welcome pupils of all faiths and none and we seek to conduct all admissions in a fair and non-discriminatory way so that prospective pupils are not discriminated against on the grounds of race, colour, religion, nationality, ethnic or national origins, or on the grounds of any form of special educational need or disability.

This policy applies to all members of our school community, including boarders and those in our EYFS setting.

Lincoln Minster School is fully committed to ensuring that the application of this Admissions Policy is non-discriminatory in line with the UK Equality Act (2010). Further details are available in the school's Equal Treatment Policy document.

Lincoln Minster School is committed to ensuring that the admissions register is maintained in accordance with Education (Pupil Registration) (England) Regulation 2006

Lincoln Minster School seeks to implement this policy through adherence to the procedures set out in the rest of this document.

This document is available on the school website and to all interested parties on request from the school offices and should be read in conjunction with the school's Behaviour and Discipline policy and Exclusion, Removal and Review policy

This document is reviewed annually by the Principal or as events or legislation change requires.

Reviewed: C Rickart, Principal, June 2011

Updated: January 2012

Next review due: June 2012

### Admissions procedure

The main admission ages to the School are as follows:

- Pre-Preparatory Department (EYFS and Year 3), K/S 1/2
- Preparatory Department (Years 4-6 )(KS2)
- Senior / Sixth Form 11 - 18 years (KS3, KS4 & KS5)

Parents may register their son/daughter at any time but, in order to take the scholarship examination, pupils must be registered by 31 December before the year of intended entry.

Pupils can be and frequently are admitted at other stages, but particular care is taken to ensure that such admissions give the pupil a good opportunity to settle and to progress adequately towards the next targets.

Children enter the EYFS at a variety of stages. Children are encouraged to do a minimum of two sessions in Nursery and four in Early Years before starting full time school in Reception. Many children build up the number of sessions during time in Nursery and Early Years. At Lincoln Minster School we work closely with the Lincolnshire County Council Advisory Birth to Five Service. The school operate the EYE delivery within the Lincolnshire guidelines and the Code of Practice. Early Years Entitlement funding is available from the term after the children are three.

The registration form asks parents to disclose whether their son/daughter has a disability, special educational need or medical condition. If this is the case, the school will then request additional information about the prospective pupil. 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. Based on the information given and advice received, LMS is committed to making reasonable adjustments that will enable a prospective pupil to take up a place at LMS (subject to satisfying the academic admissions requirements as outlined above) and to complying with its legal and moral responsibilities under the Special Educational Needs and Disability Act 2001.

### **Entry requirements**

Admission is by interview and school report if appropriate. LMS is non-selective, but there is an expectation that pupils will work to the best of their ability and will accept the ethos of the school. Special needs children are admitted, providing the Principal considers the school is capable of providing for the needs of the child and that the child will be able to cope with the school environment. Parents of a child with Special Educational Needs are expected to provide full details on visiting the school. Lincoln Minster School is a Christian school that caters for all denominations. A high priority is placed on good moral standards ensuring that individuals are aware of their role in a caring, cohesive community.

All pupils entering the school will be tested to understand their level of academic ability. At the Prep School, admission follows a meeting with the parents/guardians and a trial day in school for the pupil. In the Senior School, students are tested to ascertain their cognitive potential ability at Key Stage 3 and 4, using a variety of appropriate tests. Entry to Key Stage 5 is dependent on school reports and examination results.

We expect that students joining us at Sixth Form level will have attained five or more GCSEs at grade C or above. Experience has shown us that this level of prior attainment indicates a student who is able to cope with the demands of our Sixth Form curriculum. We will, however, consider each case on its merits.

### **Scholarships**

Each year a limited number of scholarships are awarded to pupils who are capable of extremely high levels of achievement and who will make a significant contribution to the life of the school. The closing date for applications for the academic year 2012-2013 is 6 January 2012. No

applications can be considered after this date.

Scholarships are available for academic, music, choral and sporting excellence up to 50% of tuition (day) fees. Normally these apply to pupils at 11+ (for entry into Year 7), 13+ (for entry into Year 9) and 16+ (for entry into the Sixth Form).

Academic scholarships are available at an earlier age, for entry into Year 3 (7+). Choral scholarships for entry into the Lincoln Cathedral Choir are available from 7+. For details on these latter two, contact the Prep Department office on 01522 551301.

- **Academic scholarships**

The awards are made on the basis of performance in a competitive exam, consisting of papers in English, Mathematics and general aptitude. All three elements are taken into account and are given equal weighting. The continuation of an academic scholarship is dependent upon sustained effort and attainment. In addition to the scholarship examination, which takes place in the Lent Term preceding September entry, a report will be requested from the Headteacher of the applicant's current school in support of the application. Candidates who are successful in the examination will be required to attend an interview and provide references.

*Academic scholarship exams for 2012-2013 will be held on 19 January 2012.*

- **Sports scholarships**

Sports scholarships are awarded on the basis of outstanding sporting ability. The pupil must be able to demonstrate proficiency in both traditional team games as well as individual activities. References will also be required. The minimum entry requirement would be to have played sport at either District or County level. However, exceptional performance at either Preparatory or Primary school may be sufficient to qualify. On receipt of a sports scholarship there will be an expectation to take part in fixtures, attend extra-curricular activities and to play a leading role in the development of sport in school.

*Sports scholarship exams for 2012-2013 will be held on 16 January 2012.*

- **Music scholarships**

Award of these scholarships is by audition, written examination and interview. References will also be required. Minimum standards are:

<b>Age</b>	<b>Main study</b>	<b>Theory</b>	<b>Secondary study</b>
11+	Grade 4 ABRSM	Grade 3	Open standard
13+	Grade 6 ABRSM	Grade 5	Open standard
16+	Grade 8 ABRSM	Grade 7	Open standard

In addition to an award of a music scholarship of up to 50% remission of tuition fees, one 30 minute lesson per week will be given free of charge in the scholar's main discipline. Examination fees, the purchase of music for lessons, transport costs, and the hire or purchase and insurance of musical instruments are the responsibility of the scholar.

*Music scholarship exams for 2012-2013 will be held on 17 and 20 January 2012.*

- **Choral scholarships**

Choral scholarships are available to both boys and girls for training to become a chorister of Lincoln Cathedral. This is an opportunity for young people to make a full commitment to the music of the Cathedral and, in return, receive an excellent, all round

education at Lincoln Minster School.

Preferred entry is aged 7 or 8 as a probationer, although entry as late as 10 years old is allowed. A choral scholarship is normally for 50% of *full* fees – both boarding and tuition – and continues until the child leaves the Cathedral Choir.

*Choral scholarship auditions for 2012-2013 (date to be advised)*

### **Art scholarships**

Art scholarships are awarded on the basis of outstanding artistic ability and commitment to the subject. The pupil must provide a portfolio of artwork showing his/her artistic development over a period of years, which will be shown at interview. Candidates will also be expected to spend an a period of time in the Art Department where they will be asked to complete a variety of exercises. References will be requested from the current Art teacher and Headteacher.

*Art scholarship exams for 2012-2013 will be held on 18 January 2012.*

In a situation in which the son or daughter of a member of staff at the school, or of the school's governing body, is competing for an award, an independent adjudicator will be brought in to ensure that the school is being fair to all parties concerned. In some cases, where a scholarship has not been awarded, a bursary may be offered. These amount to reduced fees and are at the discretion of the Principal.

### **Bursaries and sibling reductions**

- **Clergy bursaries**

Sons and daughters of clergy may be eligible for a means-tested bursary. Please contact the Registrar for details.

- **Reduction for siblings**

A 5% reduction on fees is given for the second child in a family to attend the school, rising to 10% for third and subsequent children.

### **Appeals**

Parents or guardians who wish to appeal against a decision not to offer a place to an applicant may appeal in writing to Mrs Linda Heaver, Chair of the Local Governing Body of Lincoln Minster School. She will review the evidence, make a considered judgement and notify parents or guardians within two weeks.

If parents or guardians are unhappy with the decision made by the Chairman, they may refer the matter to the Chief Executive of the United Church Schools Trust. The decision of the Chief Executive is final.