

## Lincoln Minster School

### Admissions

#### 1. Policy Statement

Lincoln Minster School (LMS) is a coeducational day and boarding school for pupils 2 - 18yrs and, in line with its mission to provide “an education for life” with the six core values of ambition; confidence; creativity; respect; enthusiasm and determination 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.

In line with our Provision of Information policy, this document is available to all interested parties on our website and on request from the main school offices and should be read in conjunction with the following documents: Behaviour and Discipline policy and Exclusion, Removal and Review policy.

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

<b>Reviewed By</b>	J M Wallace; Headmaster F Thomas; Head of the Preparatory School
<b>Date</b>	August 2017
<b>Reason for Change</b>	Annual review
<b>Next review date</b>	August 2018

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## **2. Admissions procedure**

The main admission ages to the School are as follows:

- Pre-Preparatory Department (EYFS and KS1)
- Preparatory Department (Years 3-6 )(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 Friday 8<sup>th</sup> December 2017.

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 Discoverers (aged 2 – 3 years) and four in Explorers (aged 3 – 4 years) before starting full time school in Reception. Many children build up the number of sessions during time in Discoverers and Explorers. At Lincoln Minster School we work closely with the Lincolnshire County Council Advisory Birth to Five Service. The school operates the EYE delivery within the Lincolnshire 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. LMS will take reasonable steps to avoid putting disabled students at a substantial disadvantage in matters of admission. 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) and to complying with its legal and moral responsibilities under the Special Educational Needs and Disability Act 2001.

## **3. Entry requirements**

Admission is by school report, requested from the applicant's current Headteacher, and interview (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 Headmaster 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, upon 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.

In the event of demand for places exceeding places available, applicants will be expected to sit an entrance examination, the results of which will be considered when the option of offering a place arises. Other considerations will be siblings of current pupils and any other connections the applicant may have with the school.

#### **4. Admissions Procedure**

After the initial enquiry from parents, usually a tour of the school and a meeting with the Headmaster follows. Should parents wish their son/daughter to join the school a simple admissions process is followed:

- Completion of a registration form and payment of the non-refundable £150 registration fee.
- An Acceptance pack is issued to parents. This contains all necessary contractual and compliance documentation.
- Parents complete and return the Acceptance pack forms along with the refundable entry deposit of £250.
- Joining details are issued to parents/pupils as appropriate.

#### **5. Admissions Procedure for International Pupils**

The initial enquiry would normally be received via an Agent on behalf of parents. Applications are considered by the Headmaster; Director of Studies and Bursar. Before offering a place applicants take the LMS English Language Tests and are interviewed over Skype (or in person should the pupil be able to visit). A place is offered if it is felt the pupil is of a sufficient level to satisfactorily access and complete the course applied for. Should parents wish their son/daughter to join the school the admissions process is followed:

- Completion of a registration form and payment of the non-refundable £150 registration fee.
- An Acceptance pack is issued to parents. This contains all necessary contractual and compliance documentation.
- Parents complete and return the Acceptance pack forms along with the refundable entry deposit of £5000 (Tier 4 pupils) or £500 (EU pupils).
- All necessary evidence to issue a CAS (Confirmation of Acceptance for Studies) number is collated and verified. The Registrar will then issue a CAS number for visa application.
- Joining details are issued to parents/pupils as appropriate.

#### **6. Scholarships**

Each year a limited number of scholarships is 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 2018-2019 is Friday 8<sup>th</sup> December 2017.

Scholarships are available for academic, art, music, choral and sporting excellence and are awarded at the Headmaster's discretion. 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 also 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 Registrar on 01522 551300.

Upon receipt of a Scholarship application, a report will be requested from the Headteacher of the applicant's current school in support of the application.

Where pupils are already attending Lincoln Minster School, reports and references for all scholarship applicants will automatically be provided.

### 6.1 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. Candidates who are successful in the examination may be required to attend an interview and provide references.

*Academic scholarship exams for 2018-2019 will be held on Tuesday 16<sup>th</sup> January 2018.*

### 6.2 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 2018-2019 will be held on Wednesday 17<sup>th</sup> January 2018.*

### 6.3 Music scholarships

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

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

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 2018-2019 will be held on Thursday 18<sup>th</sup> January 2018.*

### 6.4 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 later entrants will be considered. A choral scholarship is normally for 25% of *full* fees – both boarding and tuition – and continues until the child leaves the Cathedral Choir. The Cathedral will also consider a further Choral scholarship in addition to the LMS offer.

### 6.5 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 a period of time in the Art Department where they will be asked to complete a variety of exercises.

*Art scholarship exams for 2018-2019 will be held on Monday 15<sup>th</sup> January 2018.*

## **7. Assisted Places, Bursaries and Sibling Reductions**

### **7.1 Clergy bursaries**

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

### **7.2 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. This reduction applies when all children are in attendance as fee-paying pupils at the same time.

### **7.3 Assisted Places**

Assisted places are available to pupils who wish to apply. Application forms are available from the Registrar.

## **8. Appeals**

Parents or guardians who wish to appeal against a decision not to offer a place to an applicant should use the school's complaints procedure, which is available on the website, or a hard copy can be provided on request from the school offices.

## **9. Admissions Register**

Upon admission to LMS an entry regarding the pupil will be made in the Admissions Register in line with the Education (Pupil Registration) (England) Regulations 2006.

The Admissions Register is updated monthly by the Registrar and stored in electronic format in a separate folder on the school network which is backed up daily. The Admissions Register records the following data:

- i. Pupil's full name
- ii. Sex
- iii. Name and address of every person known to the school to be a parent and/or carer of the pupil (and an indication of the parent/guardian with whom the pupil normally resides and which parents hold parental responsibility)
- iv. At least one telephone number at which the parent can be contacted in an emergency
- v. Full date of birth
- vi. Admission (or readmission) to the school date
- vii. Name and address of last school attended if known
- viii. Indication of pupil status – boarding or day attendance

The Admissions Register is retained on the network for at least three years after the end of the school year in question. Any inclusions/deletions are completed in accordance with the Education (Pupil Registration) (England) Regulations 2006.

The Admissions Register is maintained via the iSAMS system and any amendments made can be attributed both by date and name to the person making the alteration. All corrections can be easily identified.

**Lincoln Minster School informs the local authority where the child is resident when**

- i. The child has been taken out of school to be home educated
- ii. The family has apparently moved away
- iii. The child has been certified medically unfit to attend
- iv. The child has been in custody for more than 4 months
- v. The child has been permanently excluded