



EPSOM

COLLEGE

ADMISSIONS POLICY

1. Aims of this Policy

This policy has been formed to ensure that the activities of the College fall within its charitable objectives to promote the independent education of boys and girls by providing a day and boarding school for their senior education.

2. General

Epsom College is a coeducational independent school for pupils from the ages of 11 to 18. The College has a roll of 1026 pupils.

The College is committed to equal treatment for all, regardless of a candidate's race, ethnicity, disability, religion, belief, sexual orientation or social background.

A strong academic focus is at the heart of the College and is based on the principles of encouraging lifelong learning, independence and a culture of intellectual curiosity. Supported by well-qualified and inspirational staff, pupils are encouraged to be inquisitive, to be reflective and to develop the life of the mind. The College's entry procedures are therefore intended to identify children who will thrive at the College, both academically and socially, and who will add to, and benefit from, the all-round education on offer.

Deciding on the right school for a child is very important and we believe that a personal visit is invaluable. We hold a number of open events each year but we are also happy to welcome prospective families at other times for individual tours and the opportunity to meet either the Headmaster, the Head of Lower School or the Director of Admissions.

3. Entry Points and Registration

The principal points of entry to the College are 11+ (Year 7), 13+ (Year 9) and 16+ (Year 12). The College takes the applicant's age as at 1 September to determine the correct entry point to the College. However, at the discretion of the Director of Admissions, pupils may be considered for a place into a year other than suggested by their birth date if it is felt that this would be in the best interests of the pupil and the College.

The first stage of the admissions process for candidates studying in the UK is registration. Registration is not an offer of a place, but acts as a formal request for a child to be considered for a place at the specified entry point. A non-refundable registration fee of £150 (£200 for applicants whose residential address is outside the UK) is required at the time of registration.

4. The Assessment Process

The College is not an academic hothouse, and the aim of the admissions process is to identify potential. We are looking for well-rounded pupils with interests that stretch beyond the confines of the academic curriculum and whose personal

attributes suggest that they have the potential to contribute to the College community and benefit from the many opportunities offered.

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

5. Year 7/11+ Entry ('Third Form')

Entry to the Third Form is by way of an entrance examination taken in the January of Year 6. Applicants are assessed, at the College, in Cognitive Ability Assessment (Verbal, Non-Verbal and Numerical Reasoning) and an English writing task. In the Autumn Term preceding the examinations, candidates are invited for a short interview with the Head of Lower School or a member of Lower School teaching staff. The College will also seek a reference from the applicant's school in support of their application.

Places are offered during the first week of February in Year 6. If a place is offered following this selection procedure it normally remains open for one month from the offer date. Where places are not filled following the January testing day, tests may be arranged on an ad hoc basis until all places are filled.

6. Year 9/13+ Entry ('Middle Fourth')

Entry to the Middle Fourth is by way of an entrance examination taken in the January of Year 6. Applicants are assessed, at the College, in Cognitive Ability Assessment (Verbal, Non-Verbal and Numerical Reasoning) and an English writing task. In the Autumn Term preceding the Pre-Test, candidates are invited for a short interview with a senior member of teaching staff. The College will also seek a reference from the applicant's school in support of their application.

'Deferred Places' are offered during the first week of February in Year 6. If a place is offered following this selection procedure it normally remains open for one month from the offer date. Where places are not filled following the Year 6 examination tests may be arranged on an ad hoc basis until all places are filled.

A Deferred Place is conditional upon a candidate's continued academic progress and satisfactory behaviour throughout the course of Years 7 and 8, evidenced by school reports, internal examination results and a final transfer reference which will be requested by the College in the Spring of Year 8.

Year 12/16+ ('Lower Sixth')

Applicants are invited to the College in the November of Year 11 to sit a Cognitive Ability Assessment. This is a suite of tests developed to assist schools in assessing students' reasoning (thinking) abilities that support educational development and academic attainment. The test assesses Verbal, Quantitative, Non-Verbal and Spatial Ability (reasoning with words, reasoning with numbers, reasoning with shapes and designs and thinking with, and mentally manipulating, shapes). The tests are multiple choice in nature, using a standard question booklet and answer sheet. The tests are not about recall of knowledge, and require no special preparation or tutelage, thereby offering all pupils the same opportunity to demonstrate their latent ability rather than acquired knowledge. Applicants will also have a formal interview with the Headmaster or a member of the Senior Leadership Team. The College will seek a reference from the applicant's school to support their application and will require a copy of their end of Year 10 school report.

Sixth Form places are offered on 1 December in the year prior to entry, conditional on their achieving a minimum of seven (I)GCSE passes at Level 6 and above with the expectation that candidates will achieve a Level 7 or above in the three subjects they will be pursuing at A Level (or Level 8 or 9 if they will be studying Mathematics, Sciences or Modern Languages). Once a place is offered it normally remains open two weeks from the offer date. When places are not filled following the Sixth Form Assessments, the selection procedure for any late applications is determined on mock

GCSE grades and a satisfactory report and recommendation from the applicant's school. If a place is offered following this selection procedure it normally remains open for two weeks from the offer date.

7. International Applications

The College is an approved UKVI Tier 4 (Child) Student Sponsor, and as such we welcome international pupils who can study at the College as termly boarders. These pupils are required to have an appointed Guardian over the age of 25 living in the UK, no more than two hours travelling time from the College with whom they can stay with for Exeats or at any other times when the College is closed.

All international applicants are required to sit the 'UKiset' entrance assessment. This is an adaptive online entry test taken in English designed to support admission into the UK independent education system and provides schools with all the information they need when considering an international applicant. UKiset measures four skills: Non-Verbal Reasoning (solving problems using pictures, diagrams and patterns) Verbal Reasoning (the ability to work with words and language) Mathematics (working with numbers, value, and sequences) and English skills (grammar, vocabulary, reading comprehension, listening and creative writing). The UKiset results will be supported by school reference and reports and applicants will normally be expected to have an interview either in person or via Skype or similar.

In order to cope with the academic and social demands at the College, pupils must be competent English speakers. Tuition in English as an Additional Language (EAL) is offered by the College and on arrival at the College international students are assessed by our EAL Department in order to establish the level of support required.

8. Acceptances and Deposits

If a place is to be taken up, a Confirmation Form and the Confirmation Fee must be returned to the College within the specified time on the offer letter. The Confirmation Fee is £3,000. Two thousand pounds is refunded against the first term's invoice and £1,000 is held in the general funds of the College and offset against the final invoice when the pupil leaves the College. Parents whose residential address is outside the UK are also required to pay a fee deposit of £8,000 by the start of the Summer Term preceding entry which is refunded against the first term's invoice.

Confirmation deposits for a Deferred Place are refundable up until 1 January in the year prior to entry (i.e., 20 months before entry) after which time the deposit becomes non-refundable unless there are extenuating circumstances as to the reason for cancellation.

10. Progression through the College

It is assumed that a pupil will progress through the school and will ultimately complete the Upper Sixth year (Year 13). Transfer from Year 7 or 9 through to the end of Year 11 is automatic (assuming academic progress and conduct is satisfactory). In order to progress to Year 12 (Lower Sixth) pupils are expected to achieve a minimum of seven GCSE/IGCSE passes at Grade 6 or higher, with a Grade 7 in the three subjects they will be studying at A-Level. For the more technical subjects (Mathematics, Science and Modern Languages) a Grade 8 or 9 is required.

11. Siblings and Staff Children

Epsom College aims to ensure that all pupils admitted to the school will find it an environment in which they can feel happy and secure and in which they can flourish and succeed. Our entry procedures are designed to help make decisions that best serve the individual child.

Sibling status is not ignored during the admissions process, but the College does not automatically accept every sibling who applies. This is simply because we believe strongly that Epsom College will not necessarily be the right school for every sibling. If the younger sibling of a pupil currently at the College therefore broadly meets the selection criteria described in the previous section, then he or she will be prioritised for a place during the decision-making process. The same would apply to an applicant whose parent was a current member of staff.

If a decision is required between two or more candidates who meet our admission criteria after all appropriate allowances and special consideration has been given, we may give preference to:

- A candidate who already has a brother/sister in the school or whose parent is a former pupil here;
- A candidate whose parent is a current member of our staff;
- A candidate with a particular skill, talent or aptitude.

12. Waiting Lists

If a candidate is placed on a waiting list following the entrance examinations the College will inform parents as soon as possible if a place becomes available. Waiting list places are held in no specific order; as vacancies arise places are offered to the candidate deemed most suitable to fill the vacancy, with academic performance, co-curricular skills and interests, interview assessment and school reference all being taken into consideration.

13. English as an Additional Language

All pupils with EAL are expected to access the normal academic curriculum, and to sit the usual range of IGCSEs, including English Language and Literature. In addition, those pupils who do not study French will be prepared for the IGCSE English as a Second Language (Cambridge International Examinations). EAL lessons are taught to small year groups of approximately 10 pupils, from M4th to 5th Form (Years 9 to 11).

In the Sixth Form, (Years 12 and 13), the emphasis of teaching and learning changes. EAL provision at this point concentrates on two specific areas of study: qualification for entry to British or other English-medium universities and broadening and consolidation of academic skills in English language. The course of choice leads to the International English Language Testing System (IELTS), examinations in Lower Sixth (Year 12). This qualification is recognised by tertiary level institutions worldwide. It is also possible for pupils to undertake study culminating in American examinations such as TOEFL, (Test of English as a Foreign Language), or any of the Cambridge University Main Suite Exams (CPE, CAE or FCE). In the Upper Sixth, private tuition is the norm and pupils may also re-sit the IELTS exam in this year. All EAL pupils will be assessed and awarded appropriate access arrangements in public examinations.

14. Learning Support/Special Educational or Medical Needs

We welcome pupils with special educational needs providing that our Academic (Learning) Support Department can offer them the support they require. Likewise, we welcome pupils with physical disabilities. However, we recommend that parents discuss their requirements with the Admissions and Learning Support Departments before they sit our entrance examinations in order that we can make the necessary provisions for them. Parents

are required to provide the College with a copy of their child's Educational Psychologist's report, Occupational Therapy report or medical report to support their request for extra time or special arrangements.

As with all applicants to the College, a place will only be offered if we are confident that they will truly thrive and flourish at the College.

15. Religious Beliefs

At Epsom College there is a wide diversity of skills and religious traditions within the Chaplaincy team. Our Senior Chaplain and his assistant care for the whole school and the liturgical occasions for the Christians who attend Chapel. A Muslim Imam and a Hindu priest also assist in our multi-faith educational approach within the College community.

16. Scholarships and Bursaries

Scholarships and Exhibitions are awards for excellence in academic study, the performing arts or sport. Pupils holding awards invariably go on to contribute much to school life throughout their time at the College.

Scholarships and Exhibitions are available in the following categories:

- Academic
- Performing Arts (Drama and/or Music)
- Sport

Candidates may apply for more than one award. Scholarships and Exhibitions will only be awarded if candidates of sufficient merit present themselves. If a Scholarship or Exhibition is not awarded upon entry to Epsom College at Year 7 or Year 9 there is a further opportunity to be promoted to the status of an award holder in Year 12. All awards are tenable throughout an award holder's time at the school, subject to the Headmaster's satisfaction with a pupil's industry, performance and behaviour.

For many, an award serves primarily as an acknowledgement of their achievements; for others, an award is a route to securing a higher level of financial support via a means-tested bursary. The College continually reviews the way in which access to an education at Epsom College can be extended further to allow talented children with less financially fortunate families to benefit from the superb education that the College offers. The value of each bursary varies dependent on need, but can be equivalent to up to 100% of the fees.

As of September 2020, 77 College pupils will be in receipt of means-tested support with nearly 60% of bursary awards worth 75% or more of the annual College fees. This support is provided with the help of the Education Trust, Epsom College Bursary Funds, The Old Epsomian Club and other generous benefactors.

17. Records and Review

Applicants' details will be held on file with due regard to data protection legislation and the School's Privacy Notice. 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 no more than 6 months following an unsuccessful application, but on occasion there may be a reason to retain the data for a longer period, e.g., if the parents express 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.

18. Complaints

The School's Complaints Procedure is on the School's website and can be sent to prospective parents on request. The Complaints Procedure is not available for use by prospective parents.

There is no formal mechanism for complaint or review about an admissions decision and the Admissions Committee's decision is final.