

# SEVENOAKS SCHOOL

<b><i>Policy reference</i></b>	AA1
<b><i>Policy Category</i></b>	Student and Parent Facing Policies
<b><i>Name of policy</i></b>	Admissions Policy
<b><i>Purpose of policy</i></b>	To inform prospective parents of the School's Admissions Policy and Procedures
<b><i>Scope</i></b>	Parents
<b><i>Regulatory or legal requirement addressed by policy</i></b>	Education Regulations 2014 (Independent School Standards)
<b><i>Other policies referred to</i></b>	Financial Assistance with Fees Visa Policy Complaints Procedure
<b><i>Policy owned by</i></b>	Director of Admissions
<b><i>Date effective from</i></b>	January 2024
<b><i>Published on website/external facing</i></b>	Yes

# SEVENOAKS SCHOOL

## 1. Introduction

Sevenoaks School is a co-educational independent school for pupils from ages 11 to 18. The school has around 1200 pupils, approximately 450 of whom are boarders. Deciding on the right school for your child is important and we believe that a personal visit is invaluable. We hope that you and your child will visit Sevenoaks. We hold a number of open events throughout the year which give a general introduction to the school. Details of how to visit can be found on our website.

## 2. The Entry Procedure

Sevenoaks is an academically selective school. Selection is based upon academic merit which is assessed through written tests, a group assessment or interview and references from the candidate's previous school. Our selection process is designed to identify pupils who are able to benefit from our broad and balanced education and who will make a positive contribution to the life of the school.

The usual points of entry are at 11+ (Year 7), 13+ (Year 9) and 16+ (Year 12). Details of the entry procedures for all three entry points (including the deadlines for registration), information on preparation for the assessments and the dates of the assessments can be found on our website.

## 3. Equity, Diversity and Inclusion

Sevenoaks School encourages the widest possible diversity of backgrounds in applications from candidates. This enriches our community and is vital in preparing our pupils for today's world. The school is committed to equitable treatment for all, regardless of a candidate's gender, race, ethnicity, religion, disability, sexual orientation or social background.

### Special Educational Needs and Disabilities

The school welcomes pupils with special educational needs and disabilities. In doing so it is essential for the welfare of the applicant that the school carries out an informed assessment of the child's needs to ensure that they can be properly met by the school's Learning Support Department, its pastoral care structures, and the campus environment. We strongly advise parents of a child with special educational needs due to neurodiversity, physical disability or mental health difficulty to discuss their child's requirements with us before they sit the entrance exam. Parents should provide a copy of an educational psychologist's report or medical evidence if they have this. The school will discuss thoroughly and carefully with parents and their medical advisers the adjustments that can reasonably be made if your child becomes a pupil at the school.

### Religious Beliefs

Sevenoaks School is a lay foundation and it does not select for entry on the basis of religious belief but is supportive of pupils of different religious backgrounds who wish to practise their own faiths. Parents should be aware that there is compulsory Saturday school.

## 4. Family and Old Sennockians Policy

We welcome applications from children who have siblings at the school, or whose parents studied at Sevenoaks. Admission is not automatic and there will be occasions where the school judges that a sibling is more likely to thrive in a different academic environment.

# SEVENOAKS SCHOOL

## 5. Scholarships

Sevenoaks offers scholarships for excellence in:

- Academic studies
- Music
- Art
- Sport
- Drama

Academic and Music scholarships are available at 11+, 13+ and 16+ entry. Sport, Drama and Art scholarships are available to internal and external candidates at 13+ and to external candidates at 16+.

### Purpose of Scholarships

Scholarships are designed to recognise excellence and to celebrate exceptional talent. The school does not offer fee remission for scholarships, except for music scholarships which provide some free tuition in one musical instrument.

Details of the procedure and criteria for all scholarships can be found on our website.

## 6. Financial Assistance

Sevenoaks School has a long history of providing financial assistance to enable young people of all backgrounds to benefit from the outstanding education we provide. Sevenoaks School offers means-tested financial assistance with fees for able day students from families who could not afford to pay full fees. Our Financial Assistance with Fees policy can be viewed on our website.

We offer funded boarding places to candidates who meet the criteria of the [Royal National Children's Springboard Foundation](#) and who are successful in our entrance assessments.

## 7. Overseas Applicants

We welcome overseas pupils who can study at Sevenoaks as boarders. The school does not provide guardians, guardians can be found through guardianship agencies and we suggest that parents refer to the AEGIS website to identify suitable agencies. Parents of overseas pupils should understand that Sevenoaks does not run a short-term study programme and expects overseas pupils to finish a complete course of study of at least two years, such as Middle School (Years 9-11), or Upper School (Years 12-13).

### Visa Sponsorship

Sevenoaks School is a UKVI visa sponsor and will sponsor boarding students for Child Student visas where required. The school does not sponsor visas for day students. More information can be found in the visa section of the school's website.

### Fluency in English

In order to cope with the high academic and social demands of Sevenoaks, where all subjects are taught in English (apart from languages), pupils must have a high level of fluency in English, both written and spoken: at least an intermediate-upper intermediate level, equivalent to between B1 and B2 (CEFR); ALTE level 2/3; or IELTS level 6. Formal language qualifications are welcomed but not required. Normally pupils should have been

# SEVENOAKS SCHOOL

educated in English for at least five years before coming to the school.

## **8. School's Contractual Terms and Conditions**

We normally expect pupils to complete their schooling at Sevenoaks School. A term's notice, or the payment of a term's fees in lieu of notice, is required for any pupil who leaves the school before the end of the Upper Sixth. Copies of the school's contractual terms & conditions are available on the school's website and will be made available to parents as part of the admissions process.

Students will apply for and, if successful, be allocated either a boarding or a day place. Due to capacity limitations within the school and its boarding houses, it may not be possible for students to switch between day and boarding. Families are encouraged to give the school as much notice as possible if they wish for their child to change status and should be aware that this may not always be possible.

## **9. Working with Agents**

Sevenoaks School welcomes referrals from third party agents working on behalf of prospective students and their families. The school's policy is not to pay commission to agents or agencies. The school takes seriously its obligation to ensure that agents are acting with legitimate intentions and may undertake checks if required.

## **10. Complaints**

The school hopes that prospective parents and pupils will be very happy with the school's admissions process, but copies of the school's complaints procedure can be sent to parents on request and are available on the school website.

## **11. Review**

The Admissions Policy accords with the charitable objectives of Sevenoaks School. The policy is reviewed and approved by the Governing Body.

# SEVENOAKS SCHOOL

POLICY SIGN-OFF AND OWNERSHIP DETAILS	
Document name:	Admissions Policy
Version Number:	v1.0
Approved by	Education Committee – 23 <sup>rd</sup> January 2024 Board of Governors – 31 <sup>st</sup> January 2024
Date Approved:	31 <sup>st</sup> January 2024
When does policy take effect from:	Ongoing
Date for Review:	January 2025
Consulted with (Departments / Area of Service / Job Title):	Senior Leadership Team
Author:	Director of Admissions
Owner (if different from above):	Director of Admissions
Document Location:	School Website