

# 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>Policy applies to</i></b>	Sevenoaks School (Senior)
<b><i>Date effective from</i></b>	March 2026
<b><i>Published on website/external facing</i></b>	Yes

## Admissions Policy

### 1. Introduction

Sevenoaks School is a co-educational independent school for students from ages 11 to 18. The school has around 1240 students, approximately 450 of whom are boarders. Deciding on the right school is important and we believe that a personal family visit is invaluable. We therefore hold frequent open events throughout the year and also host families for individual weekday visits. 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 discussion or individual interview, and references from the candidate's previous school. Our selection process is designed to identify students 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. Families interested in an occasional place at 12+ (Year 8) or 14+ (Year 10) should write to the registrar, sending a recent school report.

### 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 students 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 students with special educational needs and disabilities. We make adjustments in the admissions assessments on receipt of a report from an educational psychologist, or equivalent.

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.

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 student 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 students 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.

### 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 students living within a reasonable daily commute or in receipt of a Continuity of Education Allowance where their family is not able to pay full fees. Our Financial Assistance with Fees policy can be viewed on our website.

We offer a limited number of funded boarding places to candidates who are recommended to the school by [Royal National Children's Springboard Foundation \(RNCSF\)](#) or who meet the criteria of the RNCSF. They also need to be successful in our entrance assessments.

### **7. Overseas Applicants**

#### *Education Guardians*

We welcome overseas students who can study at Sevenoaks as boarders. If a boarder's parents or legal guardian live overseas (or a long distance away in the UK), they are required to have an education guardian, who lives nearby and can act for the parents. A family member or friend over the age of 25 can take on this role, if they agree to the responsibilities which the School sets out in writing, or families can appoint a professional education guardian. The School does not provide guardians. If students attend Sevenoaks on a school sponsored visa, then UKVI place some additional requirements around education guardianship, which will be detailed at the time of application. Guardians can be found through guardianship agencies and we suggest that parents refer to the AEGIS website to identify suitable agencies. Accredited guardian agencies will meet the requirements for UKVI.

#### *Length of course*

Parents of overseas students should understand that Sevenoaks School does not run a short-term study programme and expects overseas students 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). Families interested in a short course will be referred to the two-week Summer Programme.

#### *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), students 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 students should have been educated mostly or entirely in English for at least five years before coming to the School.

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

We normally expect students 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 student 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**

The majority of families applying to Sevenoaks School do so directly, without the involvement of third-party agents. All applications are assessed objectively and using an agent or agency does not provide any advantage in the admissions process.

Should parents wish to use the services of an education agent they are advised to consult the British Council's guide to choosing an education agent (<https://study-uk.shorthandstories.com/study-uk-a-student-guide-to-choosing-an-education-agent/index.html>).

Sevenoaks School has longstanding relationships with a small number of agents (who charge the School commission) and education consultants, and a list can be provided on request. We do not endorse any agents or education consultants. 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 students 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.