



# Rossall

INSPIRING EXCELLENCE

## ADMISSIONS POLICY

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# **ROSSALL SCHOOL**

## **ADMISSIONS POLICY - WHOLE SCHOOL**

Rossall School is an independent co-educational boarding and day school for pupils aged 0-19 located in Fleetwood, Lancashire in the United Kingdom.

*Deciding on the right school for your child is very important, and we believe that a personal visit is invaluable in making this decision. We very much hope that as part of your decision making process you and your child will visit Rossall. We usually hold a number of open events throughout the year which give a general introduction to the School. Details of such events are published on our website. We are also very happy to welcome prospective parents and their children at other times. Please contact the School's Admissions Department on 01253 774321 or email [admissions@rossall.org.uk](mailto:admissions@rossall.org.uk) to arrange a visit. If it is not possible to hold open events or arrange school visits because of circumstances beyond the School's control, then the School will publish the alternative arrangements in place on its website.*

### **ROSSALL SCHOOL MISSION**

It is our mission at Rossall to educate – to enrich, enthuse, energise and empower the young people with whom we have the privilege to work. It is our mission to enable them to take up their place with courage, humanity and conviction as global citizens, friends, colleagues and partners in this increasingly complex world.

### **OUR VISION**

Our vision for the School has five key themes:

#### **Inspiring Intellectual Excitement and Academic Excellence**

Rossall School inspires a lifelong love of learning through the outstanding quality of teaching and learning that it provides for young people. Children are encouraged to develop their intellectual interests beyond the confines of the formal curriculum and they are challenged to engage critically with the multitude of opportunities that the School provides to develop skills, knowledge and understanding. Children are encouraged to become self-motivated independent learners with an intrinsic desire to explore both the physical and metaphysical aspects of their existence. We are an open-minded community receptive to new ideas. Children are encouraged to share their ideas and learn through collaboration and debate.

#### **Developing Compassionate and Caring Young People**

Rossall School's unique educational offering provides a perfect context within which young people may acquire the emotional knowledge and interpersonal skills necessary to live happy and purposeful lives. The School's inclusive and progressive ethos is complemented by the outstanding quality of our School community which serves to nurture resilience and develop maturity. Young people leave Rossall with the confidence and strength of character necessary to pursue their personal dreams and fulfil their professional aspirations. Above all, the School endeavours to develop young people who are caring and compassionate and we provide an extraordinary diversity of opportunities for young people to develop these attributes.

### **Engendering Cultural Awareness and Artistic Creativity**

Rossall School is committed to providing children with the opportunity to explore and develop their creative sensibilities through the outstanding quality of its performing arts and visual arts provision. Children are encouraged to develop their creative skills and their aesthetic sensibilities so that they may appreciate, comprehend and contribute to the world of infinite beauty that lies beyond the certainties of everyday life.

### **Ensuring Public Benefit**

Rossall School is an internationally-minded community yet resolutely committed to the concept of localism. We recognise our extraordinary potential to serve the local communities of the Fylde Coast and we are committed to sharing our resources and skills with the people of Fleetwood and Blackpool. The School is committed to ensuring that the lives of local people and communities are enriched by our presence. We are part of the rich fabric of this area of the North West and we actively embrace our social responsibility to serve others.

### **Promoting Sporting Excellence**

Rossall is justifiably proud of its illustrious sporting history and recognises the many health and social benefits to be derived from regular exercise and participation in team sports. Striving for excellence within a sporting context helps young people develop transferable character attributes such as resilience, self-discipline and leadership skills. Alongside a lifelong love of learning, we provide an education which, for many young people, will result in an enduring love of sports.

### **An Education for the Future**

Rossall is committed to ensuring that it prepares young people for an uncertain future by developing transferable skills within a technologically enriched and well resourced environment. A Rossall education is outward facing and encourages children to become politically literate and engage with themes of contemporary relevance such as environmentalism and humanitarianism.

## **POLICY AIMS**

The aims of this policy are:

1. To ensure compliance with the School's charitable purpose and general school admissions guidelines. Rossall School is open to everyone in the clear understanding that the aims and vision underpin the ethos and life of Rossall School. Admission is neither restricted by location (region or worldwide) nor by financial circumstances – excepting that overall there has to be a proper balance between income and expenditure such that the continuance of the School will not be financially put at risk.
2. To identify and admit children who are most suited to, and most likely to benefit from, the particular education and opportunities that Rossall offers. Although the School is not academically selective, a child's academic performance is a consideration in the admissions process undertaken by Rossall School as appropriate, in consultation with key staff, and this includes SEND pupils. It is the School's wish to ensure that all pupils who are admitted to and attend the school are able to access the curriculum

## **Equal Treatment**

Rossall School's aim is to encourage applications from candidates with as diverse a range of backgrounds as possible. This enriches our community and is vital in preparing our pupils for today's world. Rossall School is committed to equal treatment for all, regardless of an applicant's gender, gender identity, race, ethnicity, religion, disability, gender reassignment, sexual orientation or social background.

Admission will be in accordance with the School's Equality and Diversity Policy and the School's Accessibility Plan. Rossall welcomes pupils with disabilities and/or special educational needs, provided we can offer them any support that they require, cater for any additional needs and that our site can accommodate them. We aim to ensure that all our pupils are provided with a safe and inclusive environment in which to learn.

Please see separate sections below on Special Education Needs and Reasonable Adjustments.

Rossall School welcomes applications from prospective pupils of all faiths and of no faith. Although Rossall has a Christian foundation, the School does not select for entry on the basis of religious belief and it offers the opportunity for pupils of all religions to practise their own faiths e.g. through the provision of prayer rooms. However, parents should be aware that we expect all of our pupils to attend Chapel and assemblies which are an integral part of school life.

All parents must be in sympathy with the School's aims and policies.

## **Feeder Schools**

Rossall Senior School's main feeder school (at 11+) is Rossall Prep School, and Rossall Prep School's main feeder school (at 4+) is Rossall Nursery. The School has good relationships with other independent and maintained nursery, pre-school, preparatory and primary schools in the region whose pupils comprise a significant proportion of the annual intake.

## **Age of Entry and Transition**

Rossall School admits children at Nursery Level from age three months at whichever point this occurs in the school year. Parents then apply for their child to move into full time education at Rossall Preparatory School (Reception class) in the September of the academic year in which they turn five. Pupils are placed into one of three competitive houses: Assheton, Clifton, and Hesketh, upon entry into the Prep School.

Transition from Pre-Prep to Prep (Year 2 to Year 3) is seamless, unless prior concerns have been raised with parents/guardians regarding progress or behaviour.

It is anticipated that transition from the Preparatory School to Senior School (Year 6 to Year 7) is again a seamless process. Pupils complete Entrance Tests for Mathematics, English and Non-Verbal Reasoning. These tests support the ongoing assessment information from the Prep School that allow the School to make informed decisions regarding Year 7 entry. As with the transition from Pre-Prep to Prep, transition to the next level of the School needs to be in the best interests of the child especially in terms of accessing the curriculum and the School will always work with parents in this regard, through ongoing communication and giving as much early notice as possible.

Rossall is a three set form entry school from Year 7, and a nine house school. Places are offered at all age group levels throughout the School, subject to availability. Rossall admits pupils throughout the year through a rolling admissions programme.

Very occasionally, we may offer places to pupils one year ahead or behind their standard year group, if we consider, as a matter of professional judgement, that this would be in the best interests of the pupil and the School.

### **Boarding**

All boarding at Rossall is in shared or single rooms. Boarding places are allocated according to the School's policy of grouping boarders by gender and age. There are nine boarding houses. Boarding houses include Anchor House for boys and Anchor House for girls aged between 11 and 14, Rose, Wren and Dolphin for Girls aged 14 to 19, and Maltese Cross, Mitre Fleur de Lys, Spread Eagle, Pelican and Dragon for Boys aged 14 to 19. From Year 7 onwards, day pupils are placed into one of these houses in order to engender a strong sense of belonging to the school community, fostered through house events and house competitions.

### **Overseas Applicants**

Rossall School encourages boarders from overseas and currently approximately 35% of the School's population is from overseas. International boarders are welcome to join the School from the age of seven, but may join at a later point in their school career.

- (a) Rossall welcomes applications from pupils who live overseas.
- (b) Rossall is licensed by the United Kingdom Visa and Immigration organisation to sponsor pupils who require visas to study in the United Kingdom. The School will issue a Confirmation of Acceptance for Studies (CAS) reference number to each pupil requiring a visa if he or she has been offered and has accepted a place to study at Rossall.
- (c) A pupil requiring a visa to study at Rossall should ordinarily apply for a Child Student visa:
- (d) Rossall School employs the services of Holmes & Partners to support its International Pupils' Visa applications and renewals. Upon receiving an initial email from Holmes & Partners following a CAS Request form generated by Rossall School, it is the responsibility of the pupil requiring a visa and of their parents to apply to the United Kingdom Visa and Immigration Agency for a visa at the appropriate time and with the correct documentation as advised and supported by Holmes & Partners. and to inform Rossall that an application is being made.
- (e) Rossall will at all times comply with the rules and procedures of the United Kingdom Visa and Immigration organisation.
- (f) All enquiries about visa applications should be made to the Admissions Office.
- (g) All overseas pupils are required to have an AEGIS Gold or BSA accredited educational guardian on file. The educational guardian should be based in mainland UK, within two hours of school and is willing to be responsible for that pupil should an emergency situation occur. That Guardian will be asked to sign a declaration to show that they understand their responsibilities and duties to the pupil. A Guardian is needed to act for the pupil in an emergency throughout the whole time the pupil resides at Rossall School, even if that child turns 18 whilst at the School. The Deputy Head (Safeguarding & Boarding) reserves the right to exercise a degree of discretion on AEGIS Gold or BSA accreditation should the contextual factors support this.

### **Former Pupils and Siblings**

The School especially welcomes the children of former pupils.

In keeping with the School's family ethos, every effort is made to accommodate children from the same family, and, where applicable, across Rossall.

Where two or more siblings attend Rossall, the governors will provide an automatic fee discount.

Most siblings join us at Rossall. However, admission is not automatic and there may be occasions where the School judges that a sibling is likely to thrive better in a different academic environment.

### **Staff Discount**

Rossall School staff, both teaching and non-teaching, work extremely hard to support the education of the School's pupils and the smooth running of the School. In recognition of this fact, and the fact that the School supports a warm and family centred environment, staff members receive a discount on school fees to support sending their children to the School. Details of this are available on request.

### **Entrance Procedures**

Rossall School operates entrance procedures in accordance with HMC guidelines.

*Our UK admissions procedure has eleven elements:*

1. Registration which includes enquiry, visit and filling in our registration form; a non-refundable fee of £100 for UK pupils will need to accompany the completed form along with a copy of a birth certificate or passport.
2. School reports (from current school).
3. Interview or meeting with the Headmaster or other senior member of staff
4. Character references (these will usually be from the Head of a candidate's current school and will make reference to the candidates academic ability, attitude and behaviour, involvement in the school community, talents and interests and any other special circumstances that should be made known).
5. A CAT4 entry assessment or similar will be required for admission to the Senior School. A CAT4 assessment or similar may also be required for Prep School admission. Additionally all those applying for entry into Year 7 will be required to sit entrance exams.
6. Taster day at the School (all parents/guardians will need to fill in a medical form and taster day form for the taster day). During the Junior taster day, children of all ages will be assessed in life skills including social, communications, thinking and research.
7. If a child has identified special educational needs or may require learning support whilst at school then an appointment will also be made with a member of the Learning Development department as part of the admissions process.
8. Offer decision (Headmaster's decision is final).
9. Parent Contract and deposit along with medical forms and school rules form to be returned.
10. Acceptance letter and welcome brochure to be sent to family.

*Our admissions procedure for overseas pupils has eleven elements:*

1. Registration which includes enquiry, visit and filling in our registration form; a non-refundable fee of £225 for overseas pupils will need to accompany the completed form along with both a copy of a passport and birth certificate;
2. School reports (from current school).
3. References / character references (these will usually be from the Head of a candidate's current school and will make reference to the candidates academic ability, attitude and behaviour, involvement in the school community, talents and interest and any other special circumstances that should be made known).
4. The Cambridge English Language test (where appropriate) and a CAT4 entry assessment or similar will be required for admission to the Senior School. A CAT4 assessment or similar may also be required for Prep School admission.
5. Visit or Telephone / online interviews with the Headmaster, Senior Deputy Head, Deputy Heads, Director of Sixth Form, Director of IB, Director of Studies or a senior member of the Admissions team.
6. Offer decision (Headmaster's decision is final)
7. Parent contract, deposit and registration fee along with medical forms and school rules to be returned. Additionally, we require a parent's consent letter giving approval for their child to board and study at Rossall.
8. Acceptance letter issued to family.
10. Guardian forms to be filled in for all International pupils from outside mainland UK.
11. Confirmation of Acceptance of Studies produced for all International pupils to obtain a Visa to study at Rossall following receipt of all correct supporting documentation
12. Welcome-brochure to be sent to family.

The above tests do not apply to pupils applying for the Nursery up until Reception. From Year 1 to Year 6, pupils will be informally assessed in core subjects (English and Maths) during their taster day, but additional tests may be requested at the discretion of the Headmaster of the Prep School.

To enter Rossall School in the Sixth Form, UK pupils need to obtain five good grades at GCSE and minimum required grades for their choice of course. For overseas pupils entry is dependent on gaining Language Level B2 for Child Student Visa pupils and PET 1 for internal overseas pupils (pupils already at Rossall).

It is important that pupils have the requisite knowledge and skills needed to be able to access the curriculum and succeed in their studies. Rossall uses a variety of methods to ensure that pupils can access the curriculum including specialist teaching, small group work and targeted in-class support.

Ability and progress are reviewed at the end of each Key Stage of education to ensure that the pupil can access the education that is provided. This may include an assessment of behaviour and social development. There is therefore no automatic progression from one Key Stage to the next. Occasionally, the curriculum can be modified for an individual pupil but in these cases additional charges may be incurred; the published fee list relates to a standard curriculum.

#### *Additional Factors*

In the event of oversubscription of children who meet our admission requirements, then consideration will be given to the following:

- a) A child who already has a brother / sister in the School; a sibling who was previously at the School, or whose parent is a former pupil of the School;
- b) A child who is not registered elsewhere;
- c) A child whose parent is a member of our staff;
- d) A child with a particular skill, talent or aptitude;

#### **Access Arrangements**

Rossall School does not unlawfully discriminate in any way regarding entry. The School welcomes pupils with disabilities and/or special needs, provided that we can offer them any support that they require, cater for any additional needs and that our site can accommodate them. We aim to ensure that all of our pupils, including those with disabilities and/or special educational needs, are provided with a safe and inclusive environment in which to learn.

Our policy is to apply our admissions criteria to all potential pupils. We require parents of children with special educational needs, disabilities or allergies to discuss their child's needs with the School before they sit the entrance exam so that we can make adequate provision for them. Parents should declare openly and provide with the Registration Form full details of all relevant information, including a copy of an educational psychologist's report or a medical report if they have one. This is so that the School can assess their child's needs and consult with parents about the adjustments which can reasonably be made and so that the School can ensure that their child will be able to access the education offered and that we are able to ensure their health and safety, and the health and safety of others.

#### **Pupils with Special Educational Needs (SEN)**

- All pupils applying for entry between Infant Level (Reception Class) to Senior School (Year 13) and whose parents have indicated SEN requirements on the registration form will need to submit any previous assessments for consideration. A prospective pupil may be invited to meet with the Head of Learning Development for an interview or tests. For Junior pupils this will take place at the taster day stage of the admissions process.
- There is no automatic progression from Pre-Prep to Prep School or from Prep School to the Senior School. Ability and progress will be reviewed at the end of each Key Stage. Parents will be given at least a term's notice if it is considered that their child will require additional help to continue at Rossall which could incur additional fees or, indeed, if it is felt that an alternative school should be sought.



- The quoted fees are those for a standard curriculum. If the curriculum has to be modified to suit a particular child then additional charges may be incurred.
- The School reserves the right to withdraw the enrolment of a student should specific or additional learning needs become apparent that were known but not disclosed at the time of admission. This will be done if the School believes that this is in the best interests of the student and/or the School is no longer in a position to meet the needs of the pupil.
- The School has a right to request behaviour logs and attendance records from previous schools alongside a school reference, if this is deemed to be necessary.

### **Pupils with Disabilities**

Where a prospective pupil is disabled, the School will discuss with parents (and their child's medical advisers, if appropriate) the adjustments that can reasonably be made for the child if they were to become a pupil at the School.

There may be exceptional circumstances in which we are not able to offer a place for reasons relating to a child's disability. For example, if despite reasonable adjustments, we feel that a prospective pupil is not going to be able to access the education offered or that their health and safety or those of other pupils or staff may be put at risk, we may not be able to offer a place at the School.

Sometimes, the situation of pupils with disabilities and/or special educational needs changes between an offer of a place being made and the pupil starting at the School. The School requires parents to be proactive in updating the School as to any significant changes which mean that the information provided during the application process is out of date or incomplete. In the vast majority of cases, this will not affect a pupil's place at the School. However the School may, in exceptional circumstances, need to reconsider the offer of a place if a pupil's circumstances change materially. It is in the pupil's interests that any such decision is made as early as possible to avoid any disruption to their education, so parents are urged to be forthcoming in their communications with the School about any material change to their child's circumstances.

### **Bursaries and Scholarships**

The School aims to reach out to the wider community irrespective of social and/or economic circumstances, and accordingly provides bursary assistance depending on individual and family needs and circumstances. Bursaries are only awarded for pupils in Year 7 and above. Bursary funds are limited and there are always more requests for support than the funds can allow. However, financial means should not be a barrier to application and, in some cases, the support could be up to 110% of the fees where applicants provide up to date information about their financial circumstances, including documentary support. Such information is treated in strict confidence and bursaries are awarded on the understanding that parents will respect this confidence.

These will be reviewed on an annual basis by the Bursary Committee which includes the Headmaster and Bursar. *Pupils must be registered before any bursary application is made.*

In order to attract and reward pupils of a high academic, musical, artistic, sporting, dramatic or all-round ability and potential, the School offers a number of scholarships each year.

Scholarships are given at 11+, 13+ and in the Sixth Form. These awards will be reviewed on an annual basis. For more details about scholarships and bursaries, please visit the following link

<https://www.rossall.org.uk/admissions/scholarships>

### **Financial Information**

Any applicant for a place at the School, including those who apply for bursary support and overseas applicants, may at the discretion of the School be required to provide additional financial information and/or undergo checks to confirm that they are able to pay the School's fees (or any percentage of the fees still payable if a bursary or scholarship is granted).

### **School Terms and Conditions**

The terms upon which the School educates each child are set out in the School's Terms and Conditions which are on the School's website <https://rossall.org.uk/terms-conditions/>

### **Data Protection and Privacy**

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 your child for longer than is necessary for a lawful purpose. This will generally be no more than 12 months following an unsuccessful application, but reasons to retain for longer might include the parents expressing an interest in the candidate re-applying at a later date; in the case of the potential application of a sibling; or to deal with ongoing matters arising from the application.