

## ADMISSIONS POLICY NON-DUKES EDUCATION APPLICANTS

Owner: <b>LPS HEAD OF ADMISSIONS &amp; MARKETING</b>	<b>September 2024</b>
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## AVAILABILITY

This policy is made available to parents, staff, and students in the following ways: via the school website, within the Parent Policies Folder in the reception area, and on request from the school office.

### Monitoring and Review:

This policy is subject to regular monitoring, refinement, and audit by London Park Schools, who undertake a formal annual review of this policy.

## INTRODUCTION

London Park Schools is an independent senior school group providing education for boys and girls aged 11 to 18. London Park Schools comprises London Park School Clapham, London Park School Mayfair, London Park School Sixth, Hybrid @ LPS (Mayfair and Sixth only) and is a part of Dukes Education.

As smaller schools, we seek to admit students who we believe will benefit from our more personalised approach and will contribute to our community. We do not have a formal examination process but instead, look at suitability for a place at our schools using the following criteria:

- A review of recent digital data scores - e.g., CAT tests, MIDYAS, ISEB, Wandsworth test etc. or in the case of 16+ entry, GCSE's, mock-GCSEs, and predicted scores. If no digital data is available, we may require the candidate to sit an online test with us.
- Recent school report
- Reference from a candidate's current school
- A recent piece of creative writing from a candidate's current school
- Discovery or 'D' Day – including interview with the relevant LPS Head or member of senior staff.

Priority is given to candidates who:

- are siblings of current students at London Park Schools
- are current students at a Dukes school – (please see Dukes Schools' Admissions policy for more details)
- may have a talent that is valuable to the school and as such, are liable for a Principal's Award (please see separate Principal's Award document)
- are Looked After Children, consistent with the Education (Admission of Looked After Children) (England) Regulations 2006, subject to the school's admissions criteria in accordance with the school's Looked After Children Policy.

## AVAILABLE PLACES

### Senior Schools

Each of our senior schools has provision for between 40-60 students per year group with 20 students in each form. There are usually 40 places for Year 7 entry and up to 20 places for Year 9 entry. We support gender equality and, as coeducational schools, aim to achieve a 50/50 gender balance within the offers made.

### Sixth Form

At the end of Year 11 – i.e. after GCSEs are taken, some students will leave London Park Schools for other forms of study or to study A Levels at other establishments, but it is our hope and intention that all students who wish to move on to study A Levels at London Park Schools, will have the opportunity to do so.

At the end of Year 10/beginning of Year 11 each London Park School will discuss potential subject choices and pathways for sixth form entry. We recommend a predicted grade of at least Level 6 (7 for those wanting to study Maths) to make the most of A Level study.

We take students from both LPS Clapham and LPS Mayfair (previously Eaton Square Senior) – as well as offering places to external candidates (subject to places being available).

There are approximately 50 places per year group.

Priority is given to students who:

- are current students at London Park Schools (with equal quotas being given to students from each school)
- are current students at another Dukes senior school

## EQUAL TREATMENT

We are inclusive schools, welcoming applications from students from as diverse a range of backgrounds as possible. This enriches our community and helps our students' understanding of the world. Human rights and freedoms are respected but must be balanced with the lawful needs and rules of our school community and the rights and freedoms of others. We are committed to equal treatment for all students, regardless of gender, race, religion or belief, sexual orientation, gender reassignment, pregnancy, maternity, or disability in accordance with our obligations under the Equality Act 2010.

## SPECIAL EDUCATIONAL NEEDS AND DISABILITIES

We welcome all students who can make the most of the opportunities on offer and flourish in our community. We welcome applications from candidates with special educational needs, providing that we can offer them the support they need, and they are able to independently access the curriculum. We do not have the facilities to offer highly specialised support. However, the school will do all that is reasonable to comply with its legal and moral responsibilities under the Act and the Special Educational Needs and Disability Act 2001, to accommodate the needs of candidates with disabilities or needs for which, with reasonable adjustments, the school can cater adequately.

We welcome applications from candidates with disabilities. While at present our facilities for students with disabilities are limited, we will discuss thoroughly with Parents (in consultation with their medical advisers) the adjustments that can reasonably be made to ensure that any student who has fulfilled our entry requirements can access the school's culture, curriculum, policies, and procedures. We meet with parents to discuss possible support for individual pupils once an application has been made to the school.

## ADMISSIONS PROCESS

### 11+ & 13+ entry

Our admission procedure for candidates applying for a place at 11+ or 13+ from a school which is not a member of the Dukes Education Group is as follows:

1. **Register:** Parents should register their child by completing the online form available on the school website and paying the non-refundable registration fee of £150 by the published deadline – usually towards the end of November in the year preceding entry.

On the application form, parents should indicate whether they are applying for entry at 11+ or 13+ and whether they are interested in LPS Clapham or LPS Mayfair. If interested in both, please register for each and let the relevant Admissions know the order of preference.

Parents should also indicate whether their child needs Tier 4 Sponsorship (only available at LPS Mayfair) and whether they have any additional learning needs that should be taken into consideration (e.g. specific learning difficulties, disabilities or language requirements).

If English is not a student's first language, we may ask for proof or willingness for a student to gain proficiency in English before confirming a place.

2. **Review and References:** Once an application has been received, the school will request the following from an applicant's current school:
  - the most recent digital data scores – CAT, ISEB Wandsworth Test scores or equivalent (if these are not available, we can arrange for a student to take a CAT test)
  - a piece of recently marked creative writing.
  - a school reference.
3. **Discovery or 'D' Day:** All registered applicants\* will be invited to a Discovery Day – usually in late November, with an additional day in early January. This is our opportunity to get to know each applicant better, and for them to get to know more about us. A Discovery Day consists of a series of collaborative task-based exercises. These tasks focus on maths, English and science and require applicants to think critically and creatively and hypothesise about the outcome of a pre-defined scenario. As part of this, applicants will also have a one-to-one meeting with a member of the schools' leadership team – usually the Head or Deputies.

**Our aim is not to create additional stress about exams but to enable every applicant to enjoy their time with us and for each of us to discover whether there is an appropriate mutual fit.**

*\*This excludes those applying from any Dukes Prep school. For details on the Dukes Assured Access system, please see the **Admissions Policy – Dukes Education**.*

## 16+ Entry

Our admission procedure for candidates applying for a sixth form place into LPS Sixth at 16+ from a school which is not a member of the Dukes Education Group is as follows:

1. **Register:** Parents should register their child by completing the online form available on the school website and paying the non-refundable registration fee of £150 by the published deadline – usually by the end of October in the year preceding entry.

Parents should also indicate whether their child needs Sponsorship and whether they have any additional learning needs that should be taken into consideration (e.g. specific learning difficulties, disabilities or language requirements).

2. **Review and References:** Once an application has been received, the school will request the following from an applicant's current school:
  - Predicted GCSE scores in desired A Level subjects
  - a confidential school reference.
3. Applicants will be invited into LPS Sixth to meet the Director of Sixth form and discuss potential entry.

## OFFERS

Successful applicants will be sent a formal offer via email, accompanied by the school's parent contract and a link to the online acceptance form and deposit payment link.

Acceptance of the place should be made by returning the signed parent acceptance form, which acknowledges that the parents have read and understood the parent contract. Alongside the form, parents must pay the appropriate deposit for the school of choice (currently £1,000 for LPS Hybrid, £2000 for LPS Clapham and £3,000 for LPS Mayfair/Sixth). This deposit is held by the school and will be refunded when the student leaves the school, minus any deductions for unpaid items.

Offers must be accepted by the deadline stated in the offer email.

The first term's fees will be billed in July and must be paid no later than the first day of term prior to entry in September.

Places are offered based on availability. If all spaces are filled before the deadline, outstanding offers will be placed on a waiting list. Once the deadline is passed, should any spaces remain, offers will be made from the waiting list based on best fit for the cohort. Placement on the waiting list is not disclosed and may vary depending on subsequent withdrawals from the list or additional applicants assessed.

Applicants who are not offered a firm place, but who meet the criteria for entry, will remain on the waiting list for a second round of offers, should places not be filled by the published deadline. Applicants who do not meet the criteria for entry will be informed by the published deadline.

## **OCCASIONAL PLACES**

These may be available from time to time and are limited to the fulfilment of student numbers in each year group. Places will become available as students vacate the school. Once a place has been vacated, applicants on the list for the relevant year group will be invited to apply following the usual procedures – ie. digital data scores, creative writing, report, and school reference. They will also be invited into school to meet the Head.

All applicants wishing to gain a place are required to complete a registration form in the normal way. Should there more than one applicant for one place, priority will be given firstly to siblings and secondly to those already in a Dukes school, while mindful of the point below.

In the filling of occasional places, the school aims to improve or at least maintain the gender balance where achievable and ensure a ‘best fit’ for the form in which the vacancy has arisen.

## **CANCELLATION OF A PLACE**

The cancellation of a place that has been accepted can cause long-term loss to the school, especially if it occurs after other families have made their decisions about schooling for their children. As a result:

- the deposit is non-refundable and will be retained by the school if a place is cancelled after the acceptance form has been received and the deposit already paid.
- if **less** than a full term's notice of cancellation has been given in writing, the parents are liable to a full term's fees payable as a debt.

## **DISCLOSURES**

Parents must, as soon as possible, and in advance of the school's decision, disclose any known or suspected special circumstances relating to their child's health, allergies, disabilities, learning difficulties, special educational needs or any other circumstances which may affect their child's performance or ability to engage with the school curriculum. The school needs this information so that, in the case of any student with a disability or special educational need, staff can assess these and where possible take reasonable steps to make sure the school can provide adequately for them wherever possible.

Disclosures must be made at the point of application within the ‘confidential information’ section of the application form so that we can establish whether the school can reasonably meet their needs.

## **ENGLISH AS AN ADDITIONAL LANGUAGE**

Students for whom English is an additional language (EAL) will be provided with appropriate support if accepted at London Park Schools. Students may be assessed to gauge the support that may be needed to ensure equal access to the curriculum along with all other aspects of life at London Park Schools.

For full details regarding the school's policy and procedures for students requiring English as an Additional Language (EAL), please see the school's policy on SEND and EAL which is available on the school website.

## **OVERSEAS APPLICANTS**

The school can only make offers to students who are UK or EU nationals with the right to remain in the UK or those who have the relevant visa to enable them to live in the UK for the duration of their education here. In some circumstances London Park Schools can sponsor Tier 4 visa applications.

## DECISIONS

The Principal's decision is final, and there is no right of appeal.

## SCHOLARSHIPS & BURSARIES

### PRINCIPAL'S AWARDS

**Principal's Scholarships** are awarded to those students who we believe will offer an outstanding contribution to London Park Schools across a range of school areas. They are awarded at the Head's discretion to pupils who demonstrate a particular strength or aptitude in a certain area, which may or may not be covered in school, but will contribute broadly to the life of the school.

Prospective students should submit three pieces of evidence as part of the standard admissions process – these could be a photograph together with a reference from a coach mentor or teacher, physical work like a portfolio, or certificates. These are considered alongside and as part of the Discovery Day and other admissions criteria. Principal's Awards can be worth up to 10% of fees.

### BURSARIES

We would like all children who fulfil our admissions criteria to benefit from a London Park School education and know that some families may require assistance. Bursary assistance is limited and will be assessed on a case-by-case basis. For existing students in London Park Schools, limited bursary assistance may be available in exceptional circumstances, to provide short-term help. All enquiries about bursaries should be made to the relevant school Head in the first instance.

Additional bursary funding may be provided by the Dukes Foundation. Applications in the first instance are made by completing a Statement of Financial Circumstances form, after speaking first to the Principal. The trustees of the Dukes Foundation consider each application on an individual basis and awards are made in writing to the applicant following the successful completion of the admissions procedure.

**September 2024**