



# SHEBBEAR COLLEGE

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## ADMISSIONS POLICY

### Whole School Policy

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Reviewed and Updated: 16th February 2022 by J Conway  
Reviewed by SLT: 14th February 2023  
Next Review: February 2024

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### Policy Review at Shebbear College

**The SLT acknowledge their responsibility to ensure that this policy is effective and follows regulatory requirements. The SLT and Governors undertake a regular review (at least annually) to satisfy themselves that the implementation of this policy is effective.**

### Introduction

Shebbear College is a non-selective academic school that places emphasis on its pupils to have a range of interests and aptitudes which it believes important to foster.

Children are accepted at the College at all ages (4-18) subject to a system of testing, whether by a formal examination or not, as may be laid down by the Head, and the availability of a place.

The College wishes to build up a community of pupils with a wide and diverse range of skills, but who are capable of pursuing an essentially academic curriculum.

### Registration

Prospective parents must register via the Registrar – [admissions@shebbearcollege.co.uk](mailto:admissions@shebbearcollege.co.uk).

All parents/guardians are requested to complete a Taster Day form before attending a Taster Day, which should be addressed to the Registrar. On acceptance of a place, parents/guardians are required to complete a Registration Form, together with a non-refundable registration fee to cover administration expenses once the child turns 5.

The completion and signing of a registration form does not guarantee admission by the Head nor does it in any way bind parents. The registration fee is non-refundable.

## **Entrance**

Once a place has been offered by the College an acceptance form should be completed, and a deposit paid to guarantee the place. Ideally, parents should confirm the decision for their children to join the College a term before the date of entry, but late entries throughout the academic year are accepted where the above criteria have been met. Parents will also need to complete the Parents' Contract which sets out, in detail, the terms and conditions on joining the College.

## **Overseas Pupils**

The College seeks to maintain its multi-cultural links and endeavours to recruit pupils from overseas. Careful attention is paid to ensure that there is an appropriate balance between the number and origin of overseas pupils and those from the UK.

## **Withdrawal**

A full term's notice is required and must be given in writing on or before the first day of the preceding term in respect to withdrawal of a pupil from the College after acceptance of a place, or for removal at any time during the pupil's education at the College. A full term's fees become payable in the absence of the notice given above.

The Head may require a pupil to leave the College for a grave disciplinary offence or, if otherwise considered that it is in the best interests of the pupil or the College so to do. No claim for repayment of fees in advance shall then arise. Upon a term's notice by the Head, a pupil's attendance may be terminated following a failure to maintain the academic or general standards required.

## **Fees**

The fees schedule is listed separately.

## **Special Educational Needs and Disabilities (SEND)**

The College is mindful of a child's special educational needs and/or disability and wishes to be as inclusive as possible within the reasonable limits of the College to manage.

At the time of application and prior to offering a place, all parents will be asked to give a comprehensive statement with regards to any known special educational needs and/ or disability that a prospective pupil may have and, if necessary, to undertake appropriate assessments to diagnose conditions and the requirements to manage identified needs.

Once a special educational need and/or disability has been declared the College's Disability and Special Educational Needs Policy will become part of the admission process. Parents can be assured that the school will be sensitive to the details and requests for confidentiality.

A failure to declare a known special educational need and/or disability at the time of application and prior to a place being offered, may result in the place being withdrawn.

## **Free Childcare Entitlement**

Shebbear College participates in the government's 15 hours free childcare scheme for 4 year olds joining the Reception Class. From the term following a child's third birthday, all children are entitled to receive 15 hours free entitlement provided by the government. In addition a child may be eligible to receive the government's extended 30 hours funding. As per the 15 hours, the 30 hours funding is provided from the term following a child's third birthday. The government scheme ends when a child turns 5.

## **Scholarships and Bursaries**

A number of means-tested bursaries and non-means tested scholarships are awarded each year to applicants. More details on this process can be obtained from the Registrar.

## **Selection Processes**

In most cases (and if practicable), applicants and their parents are invited to the College to meet the Head and/or the Head of the Prep School.

Applicants are invited to undertake a Taster Day to find out more about the College. This process also allows a number of informal and formal assessments to be carried out.

In all cases the College will ask for a reference from the applicant's existing school. Acceptance to the school is subject to a satisfactory reference, and a 4 week probationary period.

A failure to declare any information which may impact on the suitability of the child to thrive at Shebbear College, may result in the place being withdrawn.

The main entry point for the Senior School is at 11+. Applicants sit an entrance assessment in the preceding January (CAT4 Assessment). Full details of this process is available from the Registrar.

To enter the Sixth Form, applicants are usually required to have five GCSE passes at grades 9-4 - preferably with a grade 6 or above in subjects chosen to be pursued at A-level or BTEC. In all cases to be successful in gaining a place applicants must prove to the Head that they have the ability to access the courses available.