



Ardingly College Admissions Policy

Introduction

1. Ardingly College (the **School**) is an independent day and boarding school in West Sussex for boys and girls aged between 2 ½ and 18.
2. The Headmaster is responsible for admissions and the operation of this policy.
3. The aims of this policy are:
 - (i) To ensure compliance with the School's charitable purposes.
 - (ii) To set selection criteria and procedures that are consistent with this charitable purpose and fair to all applicants.
 - (iii) To identify applicants whose academic and other abilities appear to match the ethos and standards of the School, and whose personal qualities suggest they have the potential to contribute sufficiently to the School community and benefit from the many opportunities that are offered here.
4. At Ardingly our mission is:
 - (i) To enable all boys and girls to develop their love of learning, academic potential and individual talents in a caring community, which fosters sensitivity, confidence, a sense of service and an enthusiasm for life. Ardingly was founded to teach the Christian faith.
 - (ii) To work for excellence in all our endeavours.

Ardingly is a Woodard School

Our founder, Nathaniel Woodard, had a simple aim: he wished to build schools which, at their heart, were Christian communities where children would be nurtured in the values of the Gospel, and each could, within the limits of their own conscience, engage with Christ in the Mystery of the bread and wine of the Eucharist. Today we are proud successors of that inheritance and we welcome students from across the world from all religions and none, and retain at our heart the values we were founded on. We are a community of stewards, and our aim is to produce young men and women, confident in their own faith and being, with a sense of justice for all, with a desire to make a difference to the wider world.

Ardingly is an academic school.

Ardingly works with families to ensure that pupils have high academic expectations, are successful in public examinations and discover interests that will stay with them for life. We are proud to teach our boys and girls to learn, to think independently, to challenge and to discuss, rather than be treated as empty vessels to be filled with facts. The College has a thriving academic life to stretch the brightest and to provide structured support for those who need it.

Ardingly is a school with a Strong Boarding Ethos

The School is committed to remain a traditional school with a strong boarding ethos. This means that, from breakfast to bedtime, there are things to do and people to do them with. All our boys and girls, boarding and day, benefit from this. The academic, sport and music co-curricular activities and drama opportunities open to our students at Ardingly are exceptional. Weekends for boarders are full, busy and purposeful.

5. No applicant will be treated less favourably during the application process or during assessment on the grounds of their skin colour, race, nationality or ethnic or national origin, gender, religious faith, disability, orientation or socio-economic group and the School. The School is keen to meet families from all backgrounds to discuss whether a child's needs and aspirations can be best supported through education in a Woodard school.

Special Education Needs and Disability

6. The School is inclusive and welcomes applicants with disabilities and special educational needs. It maintains and drives a positive culture towards inclusion of disabled people and those with special educational needs, and it will not treat an applicant less favourably on these grounds without justification. However, at present, its facilities, physical and otherwise, for the disabled and those with special educational needs are limited, but it will do all that is reasonable to comply with its legal and moral responsibilities under the Disability Discrimination Act 1995 (as amended by the *Special Educational Needs and Disability Act 2001*) in order to accommodate the needs of applicants who have disabilities for which, with reasonable adjustments, the School can cater adequately.
7. Parents or guardians of an applicant who has any disability or special educational needs should provide the Head with full written details when submitting a Registration Form.
8. The School needs this information so that, in the case of any applicant with particular needs, we can assess those needs and make sure the School can provide adequately for them throughout the admissions process.
9. The School will consult with parents or guardians about the adjustments which can reasonably be made for the applicant, both during the admission process and later as a student.

Entry Points

10. The main entry point is at 2 1/2, 7+, 11+, 13+ and 16+. Students may be accepted at other points if places are available.
11. Occasionally, an applicant may have fallen behind in his/her education due to illness etc. In such a case, the School may offer a place in a year lower than the applicant's age would normally imply. Parents or guardians will be consulted before such an offer is made, but the decision as to the appropriate year for the applicant, taking into account all the relevant circumstances, is a matter for the Headmaster, whose decision is final.

Admissions Timetable

12. Parents or guardians are invited to arrange an individual visit to the School through the Admissions Department.
13. Admission to the School is at the discretion of the Headmaster.
14. To apply to the School, parents or guardians of applicants must complete a Registration and pay the appropriate Registration Fee. This does not guarantee a place at the School. Parents may register a child at any age. When the number of registrations for a particular year reaches capacity, the year list will be closed and a waiting list will be brought into operation.
15. If the applicant has any special educational needs or disability, parents or guardians must notify the School on the Registration Form and provide full written details, including a copy of all reports prepared by an Educational Psychologist or other appropriate specialist where available. The School shall determine whether special conditions will apply to the applicant during the application process.
16. Before the due entry date, parents or guardians who have completed a Registration Form will be sent a letter by the Registrar on behalf of the Headmaster. These letters will make either an unconditional offer to those who have sat a pre-test and performed well, and who we are confident will thrive at Ardingly, or a conditional offer to those who need to show that they will cope academically at Ardingly by achieving 50% at Common Entrance or a letter placing their child on a waiting list or a letter of rejection if we are convinced that their child will not thrive at Ardingly. Parents or guardians who have not heard from the School eighteen months before they are due to enter the School are requested to contact the School. The School cannot accept responsibility for administrative errors or post going astray.
17. Prospective parents are invited to confirm their intention of sending their child to the School with the Confirmation Fee (Deposit) by the date set out in the conditional offer letter. Confirmations received after the closing date cannot be guaranteed a place at the School. Late acceptance of an offer may affect parents' choice of house.
18. All parents or guardians accepting an offer of a place at the School must provide written acceptance of the School's standard terms and conditions.

Selection

19. The preconditions for admission are that:
 - The applicant is of the appropriate age and sufficient maturity.
 - The School is able to provide adequately for any special educational needs (if any) the applicant may have, following assessment of the student by the Special Educational Needs Co-ordinator, if required.
 - The School, having made reasonable adjustment, has the capacity to cope with any disability the applicant may have.

- The applicant fulfils any conditions of offer set out in the conditional offer letter.
 - Fees (if applicable) at the present school have been paid.
20. The criteria for selection at 7+, 11+, 13+ are:
- Achieving a satisfactory mark at Common Entrance; or
 - Passing the Ardingly Entrance Exam; or

The provision of satisfactory evidence of academic ability sufficient to access the School curriculum; and

- Evidence of a satisfactory standard of written and spoken English; and
- A satisfactory reference from the applicant's current school.

The selection criterion to be fulfilled by the student will be determined by the School.

21. The criteria for selection at 16+ are:

- Six B grades at GCSE or equivalent; and
- A satisfactory reference from the applicant's current school.

22. *Admissions Record:* a confidential form of Admissions Record will be completed for each applicant.

Monitoring:

Registrar

Policy Review:

Reviewed and revised December 2011

Next review September 2013

Person Responsible:

Headmaster