



# Rossall

INSPIRING EXCELLENCE

## ADMISSIONS POLICY

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# **ROSSALL SCHOOL**

## **ADMISSIONS POLICY**

Rossall is an independent co-educational boarding and day school from ages 2-18 located in Fleetwood, Lancashire in the United Kingdom.

### **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:

#### **OPENING MINDS**

It is vital that all of the pupils and staff within the School have the opportunity to develop, know success, be challenged and grow. We want our community to be open and receptive to views and ideas and to be part of the most exciting educational and professional opportunities available.

#### **OPENING HEARTS**

As a school with a strong Christian foundation, it is essential that we have times to come together, to share experiences and to be mutually supportive. The emotional and spiritual wellbeing of our pupils and staff is extremely important to us. We want to be a reflective school, where we learn from each other, give back to the community, enrich and are enriched.

#### **OPENING SPACES**

We have a spectacular school site and we want to optimise and harness the opportunities it offers to us. Our grounds, our buildings, our facilities, the beach, Fleetwood and the Fylde Coast all present opportunities to enhance the educational experience for our pupils and to create an inspirational working environment.

#### **OPENING DISCUSSION**

As a truly international community, Rossall is abuzz with communication. We want to be a school which communicates effectively and eloquently with the world. For our pupils, the development and finessing of communication skills, verbal and non- verbal is a hallmark of a Rossall education; we want everyone who leaves Rossall to be able to make their mark by what they say and the way they say it.

#### **OPENING DOORS**

It is vital for Rossall to be outward-looking and outward-reaching for the benefit of our whole community, both internal and external. As a global village, our school has a great deal to offer to the wider community and we are very keen to explore and embrace the opportunities to work collaboratively and make links locally, nationally and internationally.

The general admissions policy is to admit pupils who are likely to benefit from an education based on the principles set out above.

## **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) or 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 offer. Although the School is non-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 SEN pupils.

## **Equal Treatment**

We welcome children from many different ethnic groups, background and creeds. 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. All candidates for admission will be treated equally, irrespective of their or their parents' race, colour, language, religion, political or other opinion, national or social origin, association with a national minority, orientation, property, birth or other status.

Admissions will be in accordance with the School's Policy on Equal Opportunities (Pupils). The Governing Body of Rossall School recognises its responsibilities under the Special Education Needs and Disability Act (SENDA) (2001), which established the right for disabled students not to be discriminated against in education.

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 Junior School, and Rossall Junior'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**

Rossall School admits children at Nursery Level from age 2+ at whichever point this occurs in the school year. Children then move into full time education at Junior level (including Rossall Junior School) 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 from the Reception Class.

Rossall is a two set form entry school from Year 7, and an eight 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 eight boarding houses. Boarding houses include Anchor House for boys and girls aged between 7 and 13, Rose, Wren and Dolphin for Girls aged 13 to 18, and Maltese Cross, Mitre Fleur de Lys, Spread Eagle and Pelican for Boys aged 13-18. From Year 9 onwards, day pupils are placed into one of these houses for house competition and tutoring.

### **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) Overseas pupils who are citizens of countries in the European Economic Area or of Switzerland do not require visas to study in the United Kingdom.
- (c) 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 .
- (d) A pupil requiring a visa to study at Rossall should ordinarily apply for a Tier 4 child student visa, and only at the sole discretion of the School will a CAS for a Tier 4 General student be issued.
- (e) It is the responsibility of the pupil requiring a visa and of his or her parents to apply to the United Kingdom Visa and Immigration Agency for a visa at the appropriate time and with the correct documentation and to inform Rossall that an application is being made. The School should be kept informed / up to date with progress during the visa application.
- (f) Rossall will at all times comply with the rules and procedures of the United Kingdom Visa and Immigration organisation.
- (g) All enquiries about visa applications should be made to the Admissions Office. Members of the Admissions team are authorised to sign a letter supporting a pupil's or prospective pupil's application for a visa in the UK. For information on how to ensure your Visa application is successful, please visit our website which details information on errors that can be made in the application process that could jeopardise your application.
- (h) All overseas pupils are required to have a guardian resident in mainland UK who is prepared 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.

## **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.

## **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 seven elements:*

1. Registration which includes enquiry, visit and filling in our registration form; a non-refundable fee of £50 for UK pupils will need to accompany the completed form. Taster days on their own before the assessment day for Years 7, 9 and 12 do not require a registration form and fee.
2. School reports (from current school).
3. 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).
4. Entry assessments / examinations (for entry into the Senior School in Years 7, 9 and 12 and for Scholarship entry only).
5. 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 Infant/ Junior taster day, children of all ages will be assessed in life skills including social, communications, thinking and research).
6. If extra Learning Support is required then an appointment with the Learning Support representative at Rossall will also need to be made and an assessment will take place).
7. Offer decision (Headmaster's decision is final).

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

1. Registration (including enquiry, visit and filling in our registration form);
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. English essay or personal statement / English test (IB Pupils also have to sit a Science test) [These help us to comply with UKVI requirements].
5. Visit or Telephone / SKYPE Interviews with the Headmaster, Deputy Head, Head of Sixth Form, IC Head, Co-ordinator, Head of EAL, or a member of the Registry team.
6. A copy of the applicant's passport, medical form, and the school rules form.
7. Registration (from enquiry to filling in our registration form. A non-refundable fee of £50 will need to accompany the completed form).
8. Offer decision (Headmaster's decision is final)

9. Confirmation of Acceptance of Studies produced for all non-European Union pupils to obtain a Visa to study at Rossall following receipt of all correct supporting documentation
10. A parent's consent letter giving approval for their child to board and study at Rossall
11. Guardian forms to be filled in for all International pupils from outside mainland UK.

The above tests do not apply to pupils applying for the Nursery up until Year 2. From Year 3 to Year 6, pupils will be informally assessed in core subjects (English and Maths) on a taster day.

To enter Rossall School in the Sixth Form, UK pupils need to obtain five good grades at GCSE. For overseas pupils entry is dependent on gaining Language Level B2 for Tier 4 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;

#### **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 with need to submit any previous assessments for consideration. A prospective pupil may be invited to meet with the Head of Learning Support for an interview or tests at the taster day stage of the admissions process.
- There is no automatic progression from Infant to Junior School or from Junior 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 terms 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.

### **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 up to a maximum of 80% and on occasion 100% 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>

### **Admissions Appeals**

We hope that you and your son or daughter are satisfied with our admissions process. However, if any aspect of our admissions procedure gives you cause for concern, or you wish to appeal a decision, please refer to the [Complaints and Appeals Procedure – parent and general public](#) which is also available by hard copy on request.

*Last Review – January 2019*