



## 15a Admissions Policy



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## **Introduction**

Choosing the right school for your child is a very important decision. We do all that we can to help families to make the right choice.

Whilst University College School is an academically selective school, we are keen to invite and encourage applications from pupils of all backgrounds. In accordance with the aims of our founders, UCS is committed to equal treatment for all, regardless of race, ethnicity, religion, sexual orientation or social background. Indeed, our aim is to encourage applications from candidates with as diverse a range of backgrounds as possible. This enriches our community and helps to prepare pupils for their lives beyond school.

The school has no religious affiliation and was founded on the principle that the opportunity of an academically fulfilling education should be available to all who can benefit from it. It is for this reason that we offer means-tested fee assistance in order to enable as many as possible who meet the School's admission criteria to attend the School. We welcome families from all backgrounds to view the School and to register their sons or daughters for assessment.

Boys in Year 6 at the UCS Junior Branch transfer to the Senior School automatically at the end of that year. Thus all references to the 11+ point of entry should be taken to refer to external (non-Junior Branch) candidates.

## **Covid-19**

Temporary government restrictions are currently in place, affecting activities in schools. These may affect the running of open evenings, visits to school during the school day by prospective pupils and their families, and the operation of Entrance Examinations and interviews.

As a result, any operational matters referred to in this document are subject to change for the academic year 2020-21. Given the fast-changing nature of government guidelines and restrictions, as well as the possibility of local or school-specific lockdowns, we will always ensure that the admissions pages of the UCS website carry the most accurate information and all prospective families are advised to check there, or contact the Admissions Office, for updates on our processes.

Any changes to our operations as a result of Covid-19 restrictions will not alter the principles of admission set out in this Admissions Policy.

## **Open Evenings & School Visits**

UCS Senior School holds Open Evenings which give a general introduction to the School and offer the chance to tour the site and facilities and to meet with a variety of teachers (including the Head) and pupils. Each Open Evening is aimed at either 11+ or 16+ entry and is staffed accordingly.

In addition to Open Evenings, we strongly encourage personal visits which include a School Tour during the school day. If time permits, this can also include a private meeting with a senior member of staff. These visits can be arranged by contacting the Admissions Office.

Our Open Evenings and School Tours are open to all prospective parents and their sons/daughters.

## **Application to UCS Senior School**

### **Points of entry**

The main points of entry are at 11 years (Year 7) and 16 years (Year 12). Until and including September 2022, there is an additional point of entry at 13 years (Year 9).

Vacancies may occasionally arise at other ages. The Admissions Office provides guidance for the application and assessment process applicable for these '*ad hoc*' admissions on a case-by-case basis.

### **Application for 11+ and 16+**

Our aim is to manage the process in such a way as to make applications as straightforward as possible. Applications for 11+ and 16+ places must be made via the online Application Form on the school website before the published deadline, which falls in the autumn of the final school year before admission, i.e. of Year 6 for 11+ entry and of Year 11 for 16+ entry. The precise deadline dates are stated on the website.

Applications open up to one year ahead of the application deadline.

Completed application forms necessitate the acknowledgement by means of marking a check box of either parents or legal guardian(s) where applicable.

There is a standard, non-refundable registration fee, to cover the costs of administration and assessment. This fee will be waived in the case of candidates applying for fee assistance.

Once the application and fee (where payable) have been received, the applicant is registered and receives a confirmation to this effect. The applicant will then be entered for the relevant assessment process, details of which can be found in the section below.

### **13+ applications**

Applications for the final cohort to be recruited for this point of entry closed in September 2019. Candidates are normally in Year 6 when they are selected for 13+ entry.

If there are deemed to be places still available for 13+ entry in September 2021 or 2022, offers will be made first of all to boys on the Waiting List.

If the Waiting List should be exhausted, we may then accept new application from boys who have not previously applied, and/ or we may invite previous applicants in for re-assessment and interview. Any boys invited for re-assessment will be those who narrowly missed out on a Waiting List place in the initial round of assessment.

There may be ad hoc places available at 13+ from September 2023 and each year thereafter, as there may be at any time for 12+ or 14+. Boys will need to have started Year 7 before we accept an application for a 13+ place two years henceforth, and therefore such applications could at the earliest be accepted in September 2021. All applicants will be required to sit an assessment and be interviewed, and academic references will be requested from the boy's current school.

### **Applicants who are 'out-of-year'**

Normally, the pupils within a year group have birthdays within one year of each other, running 1<sup>st</sup> September to 31<sup>st</sup> August. Families of prospective pupils who apply to join year groups which do not fit within the normal birth date range, for example if they have missed or skipped a school year, or if they are applying from overseas where an academic year runs January to January, should provide a short explanation of their child's situation when they apply. The application is treated as if they were born in the academic year to which they are applying. There is no restriction relating to valid dates of birth relating to points of entry but the circumstances of the child will be taken into consideration when deciding whether the year group placement is appropriate, and therefore whether to make an offer of a place in that year group.

### **Applicants who are not UK/ EU citizens**

In the application form, applicants are required to indicate whether they are UK or EU citizens, and if not, to indicate the basis upon which they have residency in the United Kingdom. In the event that an offer of a place is eventually made, the School must be provided with the appropriate documentation which evidences the right of residency and the right to study.

UCS does not presently hold a Tier 4 licence and therefore we are not able to accept applications from families requiring Tier 4 sponsorship.

This section of the policy will be updated to reflect Home Office requirements for EU citizens living in the UK as and when the consequences of the UK's departure from the EU are known.

Please refer to the appendix, 'Protocol for checking passports and visas' which explains how the school acts on its responsibilities to ensure that all pupils who are enrolled are entitled to live and study in the UK.

## **Overseas Applications**

We take the greatest care to ensure that applicants from overseas are treated fairly. Equally, we must all ensure that any flexibility we extend to them does not disadvantage our main application cohort.

Overseas candidates may be permitted to sit the Entrance Examination for 11+ or 16+ in their country of residence provided that the Director of Admissions is satisfied that the controlled conditions required for the test can be arranged and guaranteed. Usually this will require the Entrance Examination to be overseen, for example by a member of staff at the applicant's current school, or in a private testing centre. In addition, we can accommodate video interviews, for example via Skype.

It is our preference to accommodate test candidates here at UCS and to interview them and their families in person. We will always seek to make arrangements to do this, and in so doing we may offer an alternative testing date near to the scheduled date, and/ or allow an interview to take place before the result of the Entrance Examination is known, including on the same date that the examination is taken. In the latter case, the undertaking of an interview never prejudices in favour of the candidate, but merely serves as a practical convenience if the Entrance Examination result is deemed to be sufficiently strong that we would allow the application to progress to the interview stage.

## **Applicants with SEND**

We do not discriminate in any way regarding entry.

Parents are required to inform the school, upon application, of any specific learning or educational needs affecting their son or daughter, and of any specific provision or adjustments which meeting those needs will necessitate. Initially this is done by ticking the check box on the application form. Admissions staff will contact the families of all candidates in due course, i.e. on or around the date of cohort application closure, to ensure we are provided with all the necessary documentation (see below).

It is important that full details of the needs and associated provision/ adjustment are disclosed as soon as possible after we request them. If a pupil has had an assessment by an Educational Psychologist or medical professional, or has an EHC plan, a copy of the completed report or documentation must be forwarded to us.

The school will make all reasonable adjustments to meet the candidate's specific learning or educational needs, both during the admissions process and as a pupil of the School should their application be successful. These adjustments will be subject to the School's accessibility (SEND) policy and usual routines and budget constraints. In the event that the document(s) supplied as outlined in the paragraph above indicate a requirement for

a degree of adjustment and/ or level of support which the school cannot reasonably make, we will consult the parents and, where appropriate, the Local Authority to ensure that the provision specified in the Statement or EHC plan can be delivered by the School. (Further details regarding Statements of Educational Needs and EHC plans can be found on page 8).

We welcome pupils with physical disabilities, conscious that there are some areas in our older buildings to which access may be difficult in certain cases. If we determine that the nature of the physical disability may create difficulties in terms of accessing our buildings for the purposes of pursuing their application, i.e. to take the Entrance Examination and to participate in interviews and any other part of the admissions process, we will contact parents (and medical advisers if required) to discuss how we can ensure that we accommodate the prospective pupil.

In addition, the documentation forwarded to us in respect of the candidate's specific learning or education need will be used in order to assess whether the candidate qualifies for access arrangements for entrance tests, such as extra time, use of a laptop and/ or special rooming arrangements. Please see the following section of this policy for further details. Note that such documentation will always be taken into account when considering any other kinds of adjustment that we need to make to meet the candidate's specific needs, regardless of when it is submitted.

Once a place has been offered to a pupil who has a declared specific need, the school will discuss with parents, the pupil and, if necessary, other relevant professionals, the provision of specific support that is required and any adjustments that can reasonably be made.

The school reserves the right to require parents to withdraw a pupil from the school if information regarding a pupil's needs or difficulties has been withheld and which, had it been provided earlier would either:

- have made a significant difference to the school's management of the pupil's learning difficulties or needs

or:

- have led the school to indicate that that it was unable to offer an adequate level of support or to make the reasonable adjustments required.

### **Entrance Exam Access Arrangements**

Full details regarding the Entrance Exams are given in the relevant section below.

All our Entrance Examinations are administered by ourselves at UCS, and we are the sole arbiters in relation to Access Arrangements.

Extra Time, use of a laptop and any other special arrangements deemed reasonable and necessary for the entrance examination will be made available for pupils with SEND, provided that both of the following conditions are met:

1. The particulars of such needs or difficulties, together with evidence thereof where appropriate, have been given to the School within ten working term-time days of the published date of the Entrance Examination. Evidence of Special Educational Need may take the form of any of the following;
  - a Statement of Educational Need, or an Education and Health Care plan
  - a medical report
  - a currently applicable Educational Psychologist's report (or similar as prepared by a Specialist Assessor); if this is the only evidence provided, it must explicitly recommend special access arrangements (see also below for the way in which such reports are reviewed by the School if a pupil is subsequently admitted).
2. The child's existing school allows Extra Time and/ or use of a laptop for tests and exams of a style similar to our Entrance Exams.

An identification of access arrangements for entrance tests, however, does not constitute a guarantee that access arrangements will be put in place for future internal and public examinations, should the candidate in question secure a place at the school. Whilst the School will take careful note of details and recommendations within a specialist report, any subsequent adjustments will be based upon evidence of need as it is presented within the context of the School and the pupil's daily learning.

### **Candidates with English as an Additional Language (EAL)**

A learner of English as an Additional Language (EAL) is a pupil whose first language is other than English. An individual's first language is considered to be that to which she or he was initially exposed and which has continued to be the primary language used at home.

Information regarding a pupil's first language and level of fluency is sought upon application to the School.

UCS recognises that many candidates will have multi-lingual abilities and we welcome the richness and diversity that this brings to the School; however, in order to thrive within the academic and collegiate community of UCS, all pupils will need to be able to speak and understand English to a high standard.

Candidates need to be able to demonstrate a level of linguistic competence through the admissions selection process to satisfy us that they have the clear potential to attain proficiency by the time they are required to take any public examinations.

The most competitive universities will require students for whom English is not a first language to have achieved at least a Level 6 or 7 in the International Language Testing System (IELTS) and the School advises candidates for places to join our Sixth Form (at 16+) to be capable of achieving this without difficulty.

No specific provision is made in the admissions selection process for candidates with EAL, or for candidates who do not speak, read and/ or write English, aside from those required by JCQ for public examinations.

Whilst the Learning Support Department does not provide specialist EAL teaching nor operate as an IELTS Centre, we are able to offer linguistic support in developing written fluency, idiomatic expression and in the understanding of subject specific vocabulary.

### **Additional notes on candidates with EHCs**

Under the Children and Families Act (2014), Statements of Educational Need were replaced by Education, Health and Care Plans (EHC Plans). EHC Plans are designed to embrace all the needs that a child or young person has within education, health and care.

Where a Local Authority concludes that a child with a Statement of Special Educational Needs or EHC plan should be placed into an Independent School and names the school in the Statement/EHC plan, the Local Authority retains legal and financial responsibility for ensuring that the provision specified in the child's Statement/EHC plan is made. This will include paying the fees charged by the Independent School. The day to day practical responsibility of making provision will rest with the school.

If a Local Authority is satisfied that the provision set out in a Statement/EHC plan can be made more economically in the state sector, it may decline to name an Independent School in a statement/EHC plan. This does not prevent parents from making their own arrangements to pay for a place at an Independent School of their choice, as long as the Local Authority is satisfied that the arrangements are suitable. Local Authorities have discretion to make payments to assist parents to make their chosen Independent School suitable.

For further information regarding the provision of EHC Plans, and how they relate to admissions to independent schools in general, parents should contact their Local Authority for advice.

## **Selection Procedures**

UCS is an academically selective School. We make every effort to give candidates full opportunity to reveal their academic potential rather than merely to reflect current educational experience. Selection at all points of entry follow a similar sequence.

All candidates sit an Entrance Examination. Whilst Entrance Examination results are an important part of our selection process, shortlisting for the next stage always takes full account of the academic and personal reference from the current school and any relevant pastoral circumstances. If the candidate has attended their current school for less than one school year, we may seek an additional reference from school(s) attended in the past three years.

Following the Entrance Examination, candidates may be invited to interview or they may be advised that their application has been unsuccessful. We aim to interview as many candidates as resources permit.

The interview process is intended to give us a broad view of each candidate. At 11+ this includes the opportunity to participate in a simulated learning experience. This further contributes to our judgement regarding the academic potential of each candidate. We will also consider each candidate's ability and potential to make the most of the diverse opportunities on offer at UCS, to contribute positively to the life of the School and to the experience of other pupils. An enthusiasm for the extra-curricular life of the School – supporting our long-standing traditions in music, art, drama, debating, community activities and sport - will be an advantage. Again, we take full account of the academic and personal reference from the current school.

Those who best meet our criteria as evidenced from all stages of the process will receive an offer of a place, whilst others who meet our criteria but did not perform quite so strongly overall may be placed on a Waiting List. Inevitably, we must stand the remaining candidates down.

Progression at each stage is always at the Headmaster's discretion. In situations where there are Extenuating Pastoral Circumstances, such as bereavement or illness, the Headmaster may decide to allow a candidate to progress through the selection process and indeed may make an offer of a place which may or may not carry the normal conditions for that point of entry (see 'Offer of Places at UCS Senior School' below).

## **The Assessment Process**

The key dates for all aspects of our assessment process for the current year are published on our website.

No specific preparation for the Entrance Examinations is needed. All candidates start on an equal footing, with identical opportunities to display their academic aptitude and personal skills. We do not provide past papers or practice papers.

### Candidates for 11+

All Year 6 candidates sit papers in English and Maths, which are designed for their age group, i.e. Year 6, taking into account National Curriculum content. These are pen and paper tests taken at UCS.

### Candidates for 13+ (admission September 2021 or 2022)

The main selection process has now concluded.

Any late candidates who qualify for Year 7 or Year 8 application, or any candidates who are being re-assessed in those years should any such process operate (see '13+ applications' on page 3), will sit pen and paper exams in Mathematics and English at UCS.

Candidates for 16+: All Year 11 candidates sit a Thinking Skills Assessment and complete a piece of discursive writing. The Thinking Skills assessment is not subject-specific and does not require any specific preparation. The assessment process is identical for all applicants regardless of proposed subjects for further study. These are pen and paper tests taken at UCS.

## **The Interview process**

At 11+, candidates participate in a mini-lesson usually consisting of 6-8 candidates and lasting around 50-60 minutes. This is then followed by a solo interview with a member of the teaching staff lasting approximately 10-15 minutes.

At 16+, candidates are given two interviews; one lasting approximately ten minutes with a senior member of staff, and another lasting approximately 20 minutes with a member of the teaching staff.

Ad hoc candidates are interviewed for approximately 15-20 minutes with one member of staff.

## Offers of Places

Offers are made according to the annual timetable which is devised by the Director of Admissions. Where appropriate our schedule for offers complies with dates as agreed and published by the North London Consortium.

The general conditions of our offers are set out below. However further conditions may be attached to any offer we make. In particular, we may require non-native English speakers to demonstrate proficiency in English language by undertaking an IELTS course, or similar, to a level appropriate for the point of entry into the School. Where any such situation arises this will be indicated in the offer letter.

Offers at 11+ are generally unconditional in terms of subsequent academic performance of the prospective pupil between the date of offer and entry to the Senior School.

Offers at 13+ are conditional upon satisfactory performance in the Common Entrance examinations (or an equivalent assessment) taken at the boy's current school in the summer of Year 8.

Offers at 16+ are conditional upon the candidate attaining (I)GCSE grades in line with the requirement for our own Upper Remove to progress into the Transitus. Please note that, in all references to GCSEs below, this should be taken to refer also to IGCSEs.

Prospective pupils must attain a grade average of 7.0 per subject across a minimum of nine eligible GCSE subjects, where all grades from all eligible subjects are included in the calculation of the average. Any GCSE grades awarded on the legacy A\*-U scale will be counted as 8 for an A\*, 7 for an A, 6 for a B, 4 for a C, 3 for a D, and 2 for an E.

In situations where the candidate is sitting fewer than 9 eligible (I)GCSEs or equivalent different qualifications, we may set an equivalent alternative threshold for performance. Candidates who are at a school where it is school policy to enter pupils for fewer than nine GCSE subjects, or who are taking an alternative type of qualification (for example candidates graduating from foreign education systems), will not be disadvantaged. All such candidates will need to provide evidence that they have met a satisfactory academic standard broadly equivalent to our expectations of candidates who are taking GCSEs.

All GCSE subjects taught at UCS are eligible; prospective pupils requiring clarification as to whether a GCSE course they are taking is eligible should contact the Admissions Office. Ineligible subjects include, but are not limited to, Modern Languages subjects where the candidate is a native speaker, or is bilingual.

Any candidate may receive an offer based on the understanding that certain A Level courses will be taken.

Evidence that the conditionality of our offer has been met must be provided before the place is confirmed and the prospective pupil can take up the place.

### **Unsuccessful Candidates and the Waiting List**

Candidates to whom we are unable to offer a place will receive notification that their application has been unsuccessful. At 11+ and 13+, the stronger candidates amongst this number may be placed onto a Waiting List. Should any places become available, offers may be made to candidates on the Waiting List according to their rank order without further assessment or interview.

The Waiting List automatically expires at the end of the first half-term after the point of entry that was applied for.

Families may notify us that they wish to withdraw from the Waiting List at any time.

### **Sibling Policy**

Whilst we are very happy to welcome siblings at UCS, admission is not automatic. Siblings must go through the same process as all other applicants at their chosen point of entry. Siblings will not be admitted if we believe that they are unlikely to thrive within the UCS environment or if we think that their admission in preference to another candidate would be unfair.

## Acceptance of a Place at UCS

Acceptance of any place at UCS requires the following;

- The payment of a non-refundable\* financial deposit, in the form of advance payment of a portion of the first term's fees. This is adjusted to take into account any Fee Assistance that has been granted, including up to 100% remission. However, any adjusted deposit which is paid remains non-refundable\*.
- The payment of a surety which be held against any charges incurred during a pupil's last term at UCS. It is returned when the pupil leaves the School but is also refundable if a family withdraws their acceptance of an offer of a place. See note below regarding Fee Assistance.
- The completion, signing and return of the School's Parent Contract by both parents (or guardian(s)) as named on the original application. A separate copy of the Terms and Conditions of this Agreement will be provided for retention by the family.
- The completion, signing and return of all compulsory joining documents, including a copy of the prospective pupil's passport and any applicable visas. The School reserves the right to withdraw an offer of a place if the citizenship/residency information provided in the original application cannot be supported by suitable evidence.

\* All deposit payments are fully refundable within fourteen days of the date on the returned Acceptance Form.

Acceptance of an offer will indicate agreement to any conditions attached to it, including those relating to academic performance in the interim.

## **Fee Assistance**

Fee Assistance at UCS takes two forms; means-tested Bursaries, and Music Scholarships. We do not offer fee assistance on the grounds of broad academic ability, known widely in the independent sector as 'Academic Scholarships' or similar. The School will occasionally offer prizes to candidates whose performance in the Entrance Exams, Interviews and Activities is exemplary in order to recognise that achievement.

### **Means-tested Bursaries**

In our efforts to ensure the widest possible access to a UCS education, we are keen to provide financial assistance to candidates who qualify for a place on the basis of aptitude and ability but who would otherwise be unable to take up a place (or would find it very hard to do so) as a result of family financial circumstances. It is UCS policy that Fee Assistance should be directed primarily on the basis of need. The parents/ guardians of any candidate for a Senior School place, or any current pupil, may apply for a means-tested Bursary.

Parents/ guardians of prospective pupils should indicate their intention to apply during the application process for the place. This will prompt the Finance Office to contact the family regarding the application. Registration Fees are waived for those applying for Fee Assistance although the School reserves the right to require payment retrospectively if the application for Fee Assistance is unsuccessful. Parents/ guardians of current pupils should contact the Finance Office if they wish to apply for a means-tested Bursary.

The parents/ guardians of a prospective pupil who have accepted an offer of a place may subsequently apply for a means-tested Bursary, including in the period before the prospective pupil starts at the school. Such applications are likely to be considered after the main process of bursary fund allocation and although they will be received and considered without prejudice, there is inevitably a greater possibility that the bursary fund will have been exhausted (see further comments regarding exhaustion of bursary funds below).

All Bursary applications are means-tested. Both parents/ guardians of any applicant will be asked to complete and return our "Statement of Financial Circumstances" form. We use the information on that form, together with any supporting documentation, to objectively determine eligibility.

The eligibility calculation aggregates all forms of income, including (but not limited to) welfare payments, dividends and rental income, and then subtracts mortgage interest/ rent payments and an allowance for other dependent children. Assets such as property owned by the applicants are also considered. The detailed, prevailing calculation rules are available from the Finance Office on request.

As a general guide, if the figure resulting from the calculation outlined above is below £40,000 per year then the candidate is eligible for a 100% Bursary. There is then a sliding scale to zero eligibility where the resulting figure exceeds £100,000.

In addition to covering school fees at the eligible percentage, Bursaries cover additional expenses which are otherwise paid for by the school and recharged in termly invoices. Exam fees, school books and essential school trips are covered at the same rate as the Bursary. School trips which are not regarded as essential are covered at lower percentages than the Bursary, or may not be covered at all. The Vice Master determines the Bursary percentage applicable to such trips.

The Bursary fund is substantial but it is a limited fund. We are eager to support as many candidates as possible but there may be occasions when there are insufficient funds to offer bursaries to all candidates who are eligible and to whom a place has been offered. Under such circumstances, existing Bursary holders will always be prioritised, subject to the continuing eligibility from year-to-year as outlined below. We will make the situation clear to prospective families who are eligible but whose needs we cannot meet.

All Bursaries are awarded for twelve months at a time. The annual re-assessment process is identical to that for all new applicants as outlined above. Levels of support may change from year to year to reflect fluctuations in family financial circumstances. Percentages will not normally move up or down by more than 10% between years.

## **Cases of Hardship**

In addition to fee assistance that is provided upon entry to UCS, the School maintains an annual Hardship Fund for families whose circumstances change after their son or daughter has been admitted to the School. In order to qualify for hardship assistance, families must be able to show a material and significant change in their circumstances that could not have been predicted at the time that a fee-paying place was accepted. The criteria for the award of hardship funding is, in other respects, the same as for all other fee assistance, but, since funds are limited, hardship funding is not automatic. Hardship funding is always temporary and is aimed to help a family to avoid disruption to their child's education by enabling him/her to remain at UCS until the next 'break-point' in the educational process.

## **Music Scholarships**

Music is a particular strength at UCS and we are keen to encourage talented musicians to join the School. Music Scholarships may be made to outstanding instrumentalists or singers. Scholarships are made on the basis of audition, conducted by the UCS Music Department with the guidance of an outside assessor. Auditions are held shortly after the Entrance Examination for each point of entry to the school. Advice and guidance regarding these auditions, and the Music Scholarship application form, is readily available on the UCS website but parents requiring further information are advised to contact the UCS Music Department.

Music Scholarship auditions do not form part of the Entrance Examinations. The outcome of auditions, and indeed of the Entrance Examinations and subsequent interviews, are mutually exclusive. Thus, music auditions are not considered by the School when determining whether to make an offer of a place. Music scholarships will only be offered to pupils who have qualified for admission to UCS through our standard entrance procedures.

Any awards made will take into account a judgement of the contribution that the pupil is likely to make to the musical life of the School. The school may withdraw a Music Scholarship if it is evident that the recipient is not contributing sufficiently in that regards. We will only do so having issued a caution and reasonable opportunity for the recipient to duly increase their contribution.

Pupils who apply for a Music Scholarship may also apply for Fee Assistance based on their family's financial circumstances, as any other external applicant could. The application process for the Fee Assistance is as for all other Fee Assistance applications. If awarded, the Fee Assistance is on top of any Music Scholarship, and the maximum overall fee remission from such dual awards is 100% of the termly fees.

### **Disposal of Admissions Data**

Data received by UCS during the admissions process is subject to the provisions of our Data Privacy Notices for the relevant parties. An up to date copy of our Data Privacy Notice is available from the admissions pages of the school website or upon request from the Admissions Office.

Admissions Data is held and is disposed of according to the requirements of the School's Disposal of Records Schedule, which complies with all relevant legislation including the GDPR.

### **Monitoring and Evaluation**

The Headmaster, advised by the Director of Admissions, is responsible for the monitoring and evaluation of this policy and will report to the governing body periodically on the effectiveness of this policy.

### **Links to other Policies**

This policy has links to the Equal Opportunities, Curriculum, Learning Support and SEND Policies.

## **Appendix; Protocol for Checking Pupils' right to study in the UK**

Overall responsibility for ensuring pupils' right to live and study in the UK is the responsibility of the Admissions Department (Senior School) or the Admissions administrators (Pre-Prep and JB) for both prospective and current pupils.

This protocol applies to pupils throughout the UCS Foundation.

The families of all pupils who join the school are required in the application process to indicate if they are a UK or EU national.

The family of any pupil who is indicated as not being a UK or EU national is asked later in the admissions process if the child has the right to live and study in the UK, i.e. whether they have a valid visa, and whether it is a dependent's visa or if the child would require Tier 4 sponsorship. The UCS Foundation has no active licences and will not offer places to candidates who require Tier 4 sponsorship. If in the course of the application process it emerges that a candidate would require such sponsorship, the application will be cancelled and the registration fee returned without penalty.

All candidates who accept an offer of a place here are then required, as part of the joining information provided by families, to supply a photocopy or scanned image of a valid UK/ EU passport or birth certificate. If the right to live and study in the UK is dependent upon a visa, we require originals of the child's visa for our inspection; all relevant pages are then copied or scanned and then hard copies placed in the student's file. Families are also required under Section 3 of the Terms and Conditions to inform the school immediately if there is any change in the citizenship of the pupil which affects their right to live and study in the UK. For sake of clarity, this does not include normal renewal of UK or EU passports.

Any prospective pupil whose family fails to provide this information will not be permitted to join the school.

Hard copy images of passports and visas supplied at this time are retained in the pupil files in the Headmaster's Secretary's office in each foundation school.

Records are also kept of the expiry date of any applicable visa. Families are required to contact the school and supply an image of the renewed visa as soon as is practical after they have received it. Failure to do so is a breach of our Terms and Conditions and could result in the child being unable to remain a pupil at the school. As a further diligence measure, the Admissions Office (Senior School) or relevant administrative staff (Junior Branch and Pre-Prep) check our records of visa expiry dates on or around 1<sup>st</sup> May every year to ensure that we have up to date records.

## **Tier 4 Visas- Enrolled Pupils**

On occasion when the need arises for the school to offer Tier 4 sponsorship for an enrolled pupil, such as if there is a change in their citizenship or visa which would otherwise preclude them from remaining in the UK, the Headmaster may decide to offer such sponsorship and support the family's application for a Tier 4 visa subject to the conditions of such as laid down by UK Visas and Immigration Office. In such circumstances the application is handled by the senior school's Admissions Department with the advice of the HR Department and the Deputy Head (Pastoral) as appropriate, regardless of whether the pupil is in the Pre-Prep, the Junior Branch or the Senior School.

Failure to secure a Tier 4 visa would result in the child being unable to continue as a pupil at the school. As sponsors of a Tier 4 visa, the school would be jointly responsible with the pupil's family for ensuring the successful renewal of the visa in due course.

*P Miller*

*Director of Admissions*

*July 2020*