

WHOLE SCHOOL ADMISSIONS POLICY

This policy was revised in September 2011 in line with the School's Policy Review Schedule which ensures all policies are kept up to date and replaces that updated in 2010.

The Whole School refers to all staff and students at Lavant House in the junior and senior school which includes: the Early Years/Foundation Stage (EYFS), Pre-Prep School (Key Stage 1), Prep. School (Key Stage 2); Middle School (Key Stage 3); Senior School (Key Stage 4) and the Sixth Form (Key Stage 5).

GENERAL

Lavant House is an independent school for girls from ages 5 to 18 and boys from ages 5 to 7. The school has 158 pupils, 18 of whom are boarders. Deciding on the right school for your child is very important, and we believe that a personal visit is invaluable. We very much hope that you and your child will visit Lavant House. We hold a number of Open Events throughout the year which offer a general introduction to the school. Our main Open Day is in October. Details are published on our web site. We are also very happy to welcome prospective parents and their children at other times. Please contact, our Admissions Secretary, Linda Cranfield on 01243.527211 or email on office@lavanthouse.org.uk to arrange a visit.

ARRANGEMENTS FOR ADMISSIONS

Pupils may be admitted to Lavant House at any time during the school year at the discretion of the Headmistress and providing that there is a place available. In these circumstances, parents arrange for an interview with the Headmistress and the Head of the Junior School and Senior Housemistress, if appropriate, and are given a tour of the school. The child is then asked to spend a 'taster' day at school with pupils of the class that they would be joining. Members of staff are asked for feedback about the child which is in turn relayed to parents. Compatibility with a particular year group can mean differing standards of academic achievement and the decision whether or not to offer a place is taken at the discretion of the Headmistress. The offer of a place may be made at this stage although a transfer report from the previous school is normally requested before the offer of a place is confirmed and Key Stage standards may be taken into account too. In addition, prospective boarders are encouraged to spend a night or two in the boarding house.

THE ASSESSMENT PROCESS

The aim of the process is to identify potential. We are looking for well-rounded pupils with a genuine interest in education in the broadest sense of the word, with interests that stretch beyond the confines of the academic curriculum. The school has strong traditions in music, drama, art, debating, community activities and sport. There are many extra-curricular activities, all of which are important in developing a well-balanced, confident individual.

The dates for the assessment process for the current year are published on our web site.

Our 11+ and 13+ examinations are held at the end of January. There is no automatic transfer from the Junior to the Senior school, though normally girls continue straight from Year 6 into Form 1. Prospective pupils spend the day in school sitting examinations in the morning and enjoying some practical activities in the afternoon. The tests used have usually been NFER papers in Mathematics, English, verbal and non-verbal reasoning, for which revision is not really necessary. The examination papers are marked by our senior staff and offers made after due consideration of candidates' performances. Our selection process is designed to identify pupils who are able to benefit from our balanced and well rounded education and to make a positive contribution towards the life of the school. Prep school heads are notified about their pupils. A deposit and final registration papers are requested from parents at this stage.

Academic scholarships may be awarded on the basis of examination performance at both 11+ and 13 (see below).

Class sizes in the Junior School vary, but the aim is a maximum of 12 in an age group. In the senior school class sizes are approximately 20 although Forms IV and V may be larger as at this stage girls are taught in ability or option sets for nearly all subjects.

Our Head of Lower School visits every Year Six girl in her school, including our own Junior School, to introduce herself and to become acquainted with the girl before she starts at Lavant House. This is followed by a New Girls' Afternoon in June at which parents and girls listen to a series of short presentations about the school. The PFA also discuss their work. All the new girls have a chance to meet each other before starting school and the school uniform supplier is on hand to assist with purchases.

Girls are accepted into the Sixth Form for Advance Level work if they have passed sufficient GCSE's at the grade required by the teachers of the subjects to be studied at A level. For girls entering the Sixth Form from other schools, a transfer report will normally be requested from the previous school.

Overseas girls usually contact us either through agencies, as a result of personal recommendation or via our website. We seek reports from their previous schools and go to some pains to ascertain the level of their written and spoken English, particularly if they are proposing to undertake examination courses. Tuition in English as an Additional Language (EAL) can be arranged at the parent's expense.

We welcome overseas pupils, who can study at Lavant House as a boarder provided that she has a relative or legal guardian living in the UK with whom she can stay for some weekends.

EQUAL TREATMENT

Our aim is to encourage applications from candidates with as diverse a range of backgrounds as possible. This enriches our community and is vital in preparing our pupils for today's world. Generous bursaries are offered in order to make it possible for as many as possible who meet the school's admission criteria to attend the school.

Lavant House is committed to equal treatment for all, regardless of a candidate's race, ethnicity, religion, sexual orientation or social background. Our provision for bursaries is described below.

SPECIAL NEEDS AND/OR DISABILITIES

We do not discriminate in any way regarding entry. We welcome pupils with special educational needs and/or disabilities, providing that our Learning Support Department can offer them the support that they require. We welcome pupils with physical disabilities provided that our site can cope with them. However, we advise parents of children with special educational needs or physical disabilities to discuss their child's requirements with Lavant House before she sits the entrance exam so that we can make adequate provision for her. Parents should provide a copy of an Educational Psychologist's report or a medical report to support their request, for example for extra time or other special arrangements.

We will discuss thoroughly with parents and their medical advisers the adjustments that can reasonably be made for the child if she becomes a pupil at the school.

SIBLING POLICY

Most sisters join us at Lavant House. However, admission is not automatic, and there may be occasions where we judge that a sibling is likely to thrive better in a different academic environment.

SCHOLARSHIPS

Lavant House offers several scholarships each year for excellence in:

- Academic subjects
- Music

Purpose of Scholarships

Scholarships are designed to reward excellence and to celebrate exceptional talent. In recognition of this achievement, the scholar is offered a reduction in the fees throughout her time at Lavant House. In addition, music scholars are offered free tuition in their chosen musical instruments. Parents are asked to indicate on the registration form at the end of this document whether they wish to apply for a scholarship. Details of the arrangements will be sent to all who express an interest.

We encourage parents of Scholars who anticipate that they will experience difficulty in meeting the balance of the tuition fees, to apply at the same time for one of the school's means tested bursaries described below, when they register their child.

Scholarships are held for the duration of a pupil's time at Lavant House provided her conduct is satisfactory. We regularly review the performances of our scholars and in addition expect them to play a full part in the life of the school.

Academic Scholarships

Candidates who are awarded academic scholarships at 11+ and 13+ are selected from the most outstanding performers in the entrance examinations. At Year 10 there is a free place Bursary scholarship available each year. Further scholarships are awarded to girls entering the Sixth Form usually based on their performance in the mock GCSE examinations.

Music Scholarships

Music scholarships are awarded to outstanding musicians who play any instrument or sing with exceptional ability. Candidates must obtain a specialist

reference from their current Head of Music in addition to a reference from their Headteacher. They will be required to perform two contrasting pieces on their chosen instruments and to complete a written paper, together with aural and practical tests. They will also be interviewed with the Director of Music, or a member of the Music Department. She will be expected to demonstrate enthusiasm for and commitment to music, and will be expected to make a contribution to the musical life of the school throughout their time at the school.

Music scholarships will only be awarded to pupils who have passed the school's entrance examination.

BURSARIES

General

The Governors of Lavant House are committed to broadening access to the school by offering to eligible parents/guardians means-tested financial support with the payment of schools fees. Such support is known as a Bursary and these may be awarded in the form of a discount on tuition fees, depending on the financial, compassionate or other pertinent circumstances of applicants. Potential applicants should be aware that the school has only limited resources with which it is able to fund Bursaries.

Bursary awards are subject to repeat testing of parental means each year and may be varied upwards or downwards, depending on parental circumstances (e.g. their savings, investments and realisable assets, as well as their income, the size of their family, any other persons dependent upon them and like factors), compassionate or other pertinent considerations.

Requests for financial support usually fall into two categories:

- New applicants to the school, where a place has been offered but parents/guardians are unable to fund the tuition fees.
- Existing pupils where a change in parents/guardians' circumstances has resulted in difficulty in meeting tuition fees and may result in the child being withdrawn part way through a stage of education.

New Applicants to the School

Awareness. Information provided by the school alerting the parents/guardians of potential pupils to the possibility of gaining means-tested financial support with the payment of schools fees is included in:

- The School prospectus.
- The School website.
- The local press by means of advertisements.

The Application Process.

Bursaries may be made available to parents/guardians of children entering the Senior section (Form I and above) of Lavant House School. They are awarded at the discretion of the Governors and Headmistress, who together with the Bursar are responsible for the management and coordination of the process.

- Step One. Parents/guardians seeking a bursary are required to complete an application form which seeks to establish the financial circumstances of the household. The form, which requests details of income and capital, must be accompanied by full documentary evidence. The completed forms, together with the necessary documentary evidence, are to be submitted to the Headmistress by the published date each year for bursaries to start the following term. Application forms are treated in the strictest confidence.
- Step Two. The Bursary Committee (Headmistress, Bursar and a governor) assess all applications in order to establish the likely level of support which will be required in order to allow the child to attend the school. This may involve the Headmistress or Bursar visiting the parents/guardians' home to ensure the information has been correctly interpreted and the basis of the financial assessment has been fair.
- Step Three. The Bursary Committee makes a decision.
- Step Four. The parents/guardians are advised whether their child is to be offered a place at the school and of the Bursary offer.
- Step Five. Parents/guardians are then required to sign a letter accepting the place at the school and an acknowledgement agreeing to any conditions relating to the bursary.

The Case for Assistance.

The Bursary Committee will consider a number of factors when making the judgement as to the justification for support, and the extent of such support. In the main, the child's suitability for the school is the first consideration in granting support.

- Suitability. In assessing a child's suitability, attention will be given to the academic assessment result of each applicant, but potential will also be considered as well as actual achievement. Bursary funds are limited and those judged most suitable will be given priority as those likely to gain most from the educational provision. Each pupil to whom support is offered must, in the opinion of the Head, be likely to make sound academic progress following admission and possess the potential to develop the quality of his or her work, and benefit from participation in the wider, extra-curricular activities on offer at the school. In normal circumstances, each applicant should meet the school's normal academic requirements. Previous school reports will be consulted for evidence of good behaviour.
- Financial Limitations. The amount of the bursary award is not influenced by the level of the academic ability of the child but by the extent of need. Each case is assessed on its own merits and awards are made accordingly, subject to the school's ability to fund these within the context of what is viable within the context of its overall budget. It is recognised that judgements about what sacrifices a family should make to pay school fees will be personal. However, the school has a duty to ensure that all bursary grants are well focussed and so, as well as current earnings, other factors which will be considered in determining the necessary level of grant will include:
 - The ability to improve the financial position or earning power of the family. For example, where there are two partners, both would be expected to be employed unless one is prevented from doing so through incapacity, the need to care for children under school age or other dependents, or the requirements of their partner's work.
 - Opportunities to release any capital. Significant capital savings and investments would be expected to be used for the payment of school fees, as would equity values in houses.
 - In cases of separation, the contribution made by the absent parent.
 - Contribution to household costs by other, wider, family members, any adults unrelated to the child or by outside sources.

- Where fees are being paid to other schools (or universities) the school's grant will take into account all these outgoings.
- Acknowledging that others might have a different view, the school considers that the following would not be consistent with the receipt of a bursary:
 - Frequent or expensive holidays.
 - New or luxury cars.
 - Investment in significant home improvements.
 - A second property/land holdings.
- Other Factors. It is recognised that, in addition to academic ability and financial constraints, there may be other circumstances which should be considered. These include:
 - Where a child has siblings at the School.
 - Where the social needs of the child are relevant (eg: may be suffering from bullying at their present school).
 - Where a parent/guardian is terminally ill or is unable to secure permanent employment due to poor health.
 - Where a separation has resulted in the child having to be withdrawn from the school adding to the stress of coping with the parents/guardians separating.

Existing Pupils - Change in Family Circumstances

Within overall budget funding, the school will in normal circumstances consider cases of sudden, unforeseen need or where applications meriting bursary assistance are received out of the normal calendar cycle for bursary submission, scrutiny and award. Parents/guardians with a child at the school whose financial circumstances suddenly change may apply for a bursary to the Headmistress, explaining their situation. Such awards are subject to the availability of funding and cannot be guaranteed.

Annual Review

All bursary awards are subject to repeat testing of parental means each year and may be varied upwards or downwards depending on parental circumstances. Current bursary holders will be issued with repeat means-testing forms at the end of the Spring Term each year for return by the beginning of the Summer Term. For those previously in receipt of bursaries, the Headmistress and Bursar have the discretion to recommend to the Bursary committee the reduction or withdrawal of an award not only where a pupil's progress, attitude or behaviour has been unsatisfactory, but also where the parents/guardians have failed to support the school, for example by the late payment of any contribution they are making to the fees.

Confidentiality

The school respects the confidentiality of bursary awards made to families, and recipients are expected to do likewise.

Other Sources of Financial Assistance

In addition to the school's bursary provision, there are a number of educational and charitable trusts which provide assistance with tuition fees. In the majority of cases, these are to assist children who are already attending a fee-paying school and due to a change of circumstances may be unable to remain. Lavant House encourages parents/guardians to apply for support where it is felt a good case can be made for assistance. Further information on how to pursue such assistance may be obtained from the school.

Appeals

Where an application for a bursary has been rejected, parents/guardians may appeal to the Governing Body, via the Chairman, to reconsider the Bursary committee's decision.

RELIGIOUS BELIEFS

Although Lavant House has a Christian tradition, we do not select for entry on the basis of religious belief, and we offer the opportunity for all pupils to practice their own faiths. However, parents should be aware that there various religious services held at our local parish churches, assemblies with a broadly religious themes, morning prayers in the Junior School and that all pupils are expected to attend.

SCHOOL'S CONTRACTUAL TERMS & CONDITIONS

Copies will be made available to parents as part of the admissions process.

COMPLAINTS

We hope that you and your child do not have any complaints about our admissions process; but copies of the School's complaints procedure can be sent to you on request.

Revised September 2011
Review September 2012

Lavant House Registration

West Lavant, Chichester, West Sussex. PO18 9AB

Telephone: 01243 527211/527788 Fax: 01243 530490 Email: office@lavanthouse.org.uk

SURNAME OF PUPIL _____ CHRISTIAN NAMES
(preferred name underlined)

Date of Birth _____ Nationality _____ Religion _____

DETAILS OF PARENTS Father Mother

Name _____

(Mr/Mrs/Miss)

Nationality _____

Address and Postcode _____

Occupation _____

Telephone: Home/Work/Mobile/Email _____

Person to whom further
correspondence should be sent

Term for which entry is sought *January/April/September 20__ Age at Entry _____ years
_____ months

*Delete as applicable

*Boarder/Day Pupil

Year/Form at Entry

Name and address of present school

Dates attended _____ Name of Head _____

Other children in family with ages

Extras required _____ Use of School Bus _____

NB. If your daughter suffers from any serious medical condition or allergy, please inform the school before her first attendance or taster day.

For Parents Abroad Name, Address and Tel. No. of official Guardian

A non-returnable Registration Fee of £50 is payable immediately. Cheques should be made payable to 'Lavant House'. A deposit of £300 is due on acceptance of a place, except for overseas pupils, where a deposit of one full term's boarding fees is required. All deposits will be held until the pupil leaves and set against the final term's extras. In the event of my child not taking up the place I accept that this deposit will not be refunded.

I undertake to pay the appropriate fees and extras as long as my child attends the School and to give a full term's notice in writing or pay a term's fee in lieu of notice before withdrawing my child from the School. Before cancelling any Extras I agree to give half a term's notice in writing of such cancellation or pay the equivalent fee in lieu.

I further agree to conform to the rules and regulations of the School and understand that if, for any reason, the Headmistress requests the removal of a child from the School no claim shall arise for the remission or return of any portion of the fees payable for that term.

Signature of Father or Guardian _____ Date

Signature of Mother or Guardian _____ Date

Where applicable both parents should sign above. Guardians may only sign if they agree to be legally responsible for payment of fees.

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 - Where a separation has resulted in the child having to be withdrawn from the school adding to the stress of coping with the parents/guardians separating.

Existing Pupils - Change in Family Circumstances

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Annual Review

All bursary awards are subject to repeat testing of parental means each year and may be varied upwards or downwards depending on parental circumstances. Current bursary holders will be issued with repeat means-testing forms at the end of the Spring Term each year for return by the beginning of the Summer Term. For those previously in receipt of bursaries, the Headmistress and Bursar have the discretion to recommend to the Bursary committee the reduction or withdrawal of an award not only where a pupil's progress, attitude or behaviour has been unsatisfactory, but also where the parents/guardians have failed to support the school, for example by the late payment of any contribution they are making to the fees.

Confidentiality

The school respects the confidentiality of bursary awards made to families, and recipients are expected to do likewise.

Other Sources of Financial Assistance

In addition to the school's bursary provision, there are a number of educational and charitable trusts which provide assistance with tuition fees. In the majority of cases, these are to assist children who are already attending a fee-paying school and due to a change of circumstances may be unable to remain. Lavant House encourages parents/guardians to apply for support where it is felt a good case can be made for assistance. Further information on how to pursue such assistance may be obtained from the school.

Appeals

Where an application for a bursary has been rejected, parents/guardians may appeal to the Governing Body, via the Chairman, to reconsider the Bursary committee's decision.

RELIGIOUS BELIEFS

Although Lavant House has a Christian tradition, we do not select for entry on the basis of religious belief, and we offer the opportunity for all pupils to practice their own faiths. However, parents should be aware that there various religious services held at our local parish churches, assemblies with a broadly religious themes, morning prayers in the Junior School and that all pupils are expected to attend.

SCHOOL'S CONTRACTUAL TERMS & CONDITIONS

Copies will be made available to parents as part of the admissions process.

COMPLAINTS

We hope that you and your child do not have any complaints about our admissions process; but copies of the School's complaints procedure can be sent to you on request.

Revised September 2011
Review September 2012

Lavant House Registration

West Lavant, Chichester, West Sussex. PO18 9AB

Telephone: 01243 527211/527788 Fax: 01243 530490 Email: office@lavanthouse.org.uk

SURNAME OF PUPIL _____ CHRISTIAN NAMES
(preferred name underlined)

Date of Birth _____ Nationality _____ Religion _____

DETAILS OF PARENTS Father Mother

Name _____

(Mr/Mrs/Miss)

Nationality _____

Address and Postcode _____

Occupation _____

Telephone: Home/Work/Mobile/Email _____

Person to whom further
correspondence should be sent

Term for which entry is sought *January/April/September 20__ Age at Entry _____ years
_____ months

*Delete as applicable

_____ *Boarder/Day Pupil

Year/Form at Entry

Name and address of present school

Dates attended _____ Name of Head _____

Other children in family with ages

Extras required _____ Use of School Bus _____

NB. If your daughter suffers from any serious medical condition or allergy, please inform the school before her first attendance or taster day.

For Parents Abroad Name, Address and Tel. No. of official Guardian

A non-returnable Registration Fee of £50 is payable immediately. Cheques should be made payable to 'Lavant House'. A deposit of £300 is due on acceptance of a place, except for overseas pupils, where a deposit of one full term's boarding fees is required. All deposits will be held until the pupil leaves and set against the final term's extras. In the event of my child not taking up the place I accept that this deposit will not be refunded.

I undertake to pay the appropriate fees and extras as long as my child attends the School and to give a full term's notice in writing or pay a term's fee in lieu of notice before withdrawing my child from the School. Before cancelling any Extras I agree to give half a term's notice in writing of such cancellation or pay the equivalent fee in lieu.

I further agree to conform to the rules and regulations of the School and understand that if, for any reason, the Headmistress requests the removal of a child from the School no claim shall arise for the remission or return of any portion of the fees payable for that term.

Signature of Father or Guardian _____ Date

Signature of Mother or Guardian _____ Date

Where applicable both parents should sign above. Guardians may only sign if they agree to be legally responsible for payment of fees.

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