

Earlscliffe (Earlscliffe Ltd)

Policy: Admissions Policy

Member of SLT responsible: Head Teacher

Date of review: April 2026

Date of next review: April 2027

Introduction

Earlscliffe is registered with the Department for Education (DfE) as a co-educational, non-denominational, day and boarding independent school for the 14-19 age range.

The School is registered to enrol up to a maximum of 160 students.

The School estate encompasses seven separate buildings in close proximity to one another; four operate solely as boarding houses, two as boarding and teaching buildings and one as a teaching only building.

Girls and boys are housed in separate boarding houses.

Deciding on the right school or college for your child is very important, and we believe that a personal visit is invaluable. The School appreciates advanced notice of potential visits by prospective students, their families and agents to ensure staff availability. If you would like to visit the School in person, please contact us on 01303 253 951 or email admissions@earlscliffe.co.uk to arrange a visit. However, we appreciate that in person visits are not possible for all applicants. Details regarding available virtual events and open days will be published on our website and are available from admissions@earlscliffe.co.uk

The Head Teacher is responsible for the admission of students, in consultation with the admissions team, SENDCO and Deputy Head as appropriate.

The main entry point to the College is 15+ (Years 11 and 12), at the beginning of the Academic Year but the School also offers a January entry point for a five-term A-level programme and the Pre-A programme. Admission at other times and into other years can be accommodated subject to the availability of places and suitability for the student of their preferred programme of study.

If a student, for any reason, is unable to arrive and start their course on-time, the School will undertake an Academic and Pastoral Review to determine if the student is still able to access, progress and complete the course. The review will take place if a student does not arrive and start within 3 weeks of the published course start date. A review may take place earlier if we feel that it is appropriate.

Following the review, Earlscliffe will decide whether:

- The student can access, progress and complete the course and the offer remains in place pending any subsequent reviews.
- The student, with additional support, can access, progress, and complete the course. Details of that support will be provided.
- The student will not be able to access, progress or complete the course and the offer will be revoked.

Entrants will normally be placed in a programme of study appropriate to their age but where a student requires a programme of study at variance with their age this can be considered.

Entry into Lower Sixth from the One Year GCSE or Pre A-Level programmes is not automatic although preference will be shown to internal progressing students in the event of oversubscription.

Progression from the One Year GCSE programme into the Lower Sixth is subject to satisfactory performance based on predicted grades for GCSE and where applicable to relevant students, the achievement of the required level of English language.

Equal treatment

Earlscliffe aims to encourage applications from candidates with diverse backgrounds; this enriches our community and is vital in preparing our pupils for today's world.

We are committed to equal treatment for all, regardless of a candidate's sex, race, ethnicity, religion, disability, sexual orientation or social background.

Special Educational Needs and Disabilities

The College will do all that is reasonable to comply with its legal and moral responsibilities under the Equalities Act 2010 in order to accommodate the needs of applicants who have such disabilities for which, with reasonable adjustments, the School can cater adequately.

The School welcomes students with special educational needs (SEN) provided that it can offer them the support that they require. We welcome students with disabilities provided that the setting and site appropriate to the student's age and academic programme can accommodate them. Nevertheless, we require parents of children with special educational needs or physical or mental disabilities to provide all relevant information including a copy of an educational psychologist's report or a medical report if they have one when making an application.

The School will discuss thoroughly with parents and their medical advisers the adjustments that can reasonably be made for the child if s/he becomes a student at the School. In addition to these arrangements, and at the parent's request, further additional support funded by the parent may be deployed to assist the child to make more rapid progress. If known SEND issues concerning a student are not revealed to the School during the admissions process the School cannot guarantee to make any SEND provision beyond that available to any other student.

Fluency in English

In order to cope with the academic and social demands of the College, students will generally be confident users of the English language. For those whose skills require more development, tuition in English for Academic Purposes (EAP) is timetabled.

Entry Requirements

The School's entry requirements are as follows:

A-level

IELTS (Academic) 5.5 or equivalent and evidence of academic ability at five IGCSEs/GCSEs grade 6 or equivalent.

GCSE - One Year Programme

IELTS (Academic) 4.5 or equivalent and evidence of academic ability to cope with the demands of the course.

Business and Management Diploma/ University Foundation Year

IELTS (Academic) 5.5 or equivalent and IGCSE/GCSE Mathematics grade 4 or equivalent.

Pre-A

IELTS (Academic) 4.5 or equivalent

Note:

Evidence of academic ability can be provided through current or previous school reports; the provision of (translated) academic transcripts from schools previously attended; a reference provided by a current or previous school.

Students who wish to take A-Level Mathematics or Physics will be required to obtain a minimum grade 6 at IGCSE/GCSE level or equivalent. Their level may be ascertained by completing an entry test provided by the School.

Students who wish to study A-level Further Mathematics will be required to obtain a minimum grade 7 at IGCSE/GCSE level or equivalent. Their level may be ascertained by completing an entry test provided by the School.

Any student not meeting the above requirements due to extenuating circumstances may be considered on a case by case basis in discussion with the Head Teacher.

Religious Beliefs

The School does not select for entry on the basis of religious belief. Our School values underpin all that we do, and we expect all to follow the principles enshrined therein, namely community, curiosity, personal development, and respect.

Academic Selection Criteria

All students applying to study at the School will be required to take part in an admissions interview and complete a CAT4/Quest assessment.

Children working towards GCSEs are expected to have the ability to gain at least grade 5 for their GCSEs; have gained sufficient higher-grade GCSEs or international equivalents to permit appropriate study leading to grade C for A-Level or a Merit grade for the Business and Management Diploma.

The interview is conducted by a Student Admissions Manager or the Head Teacher. The SENDCo or Assistant SENDCo may also conduct admissions interviews as and when appropriate for them to do so.

The style of the interview is intended to be informal and provides an opportunity for the student (and their family) to make their own decision over the education on offer as well as for the School to learn about the student and family.

The School sets other criteria for entry which it may explore at interview. These are that:

- the applicant is of the appropriate age and sufficient maturity;
- the applicant enjoys satisfactory general health;
- the applicant's learning difficulties and other special educational needs (if any) can, in the opinion of the SENDCo or Assistant SENDCo, be managed within the School's normal provision where such an admission would not create an imbalance of needs within the year group
- the applicant's CAT4/Quest assessment suggests that success in the chosen academic programme is achievable;
- where such an admission would not jeopardise the performance and progress of their peers;
- fees (if applicable) at the applicant's present school have been paid and the parents are able, if required, to satisfy the Head Teacher that they are in a position to pay the fees of the academic programme applied for.

The School will take no heed of an applicant's race, nationality or ethnic or national origin, religious faith, area of residence or socio-economic group in any admission assessment. The School is not obliged to state its reasons for rejection of an applicant.

Procedure

Following the submission of a completed application and receipt of required documents (that must include the student's passport), the School will write to the parents, guardian or agent as appropriate with details of any academic testing that will be required.

Parents, guardians or agents will be contacted with a choice of possible interview dates and times for the student to select from.

The interview will then be conducted either in person or via Google Meet or other video conferencing platforms. Following this the interviewer will complete and save an Admissions Interview Form and direct the admissions team to send a suitable offer for the student to the student, parent, or guardian as appropriate.

If parents wish to proceed with entry, they will confirm acceptance of our offer conditions. They will then be asked to complete an Acceptance Form which is linked to our Terms and Conditions, and pay a Registration Fee and Deposit.

Upon receipt of the signed Acceptance Form, the Registration Fee and Deposit, the Student is then placed on our Entry List and the School proceeds with their application.

The Acceptance Form is linked to a copy of the School's Terms and Conditions which will form the basis of the contract with Earlscliffe and which parents are asked to retain for their records.

The School has a Scholarship programme based upon a student's intended undergraduate studies and/or career objectives. The School's expectation is that parents will not require further financial support throughout the time that their child attends Earlscliffe except in wholly unforeseen circumstances.

The Head Teacher and Governing Body of the School hope that parents and students do not have any complaints about the College's admissions process, but a copy of the School's Complaints Policy can be sent to parents on request and is available on the School's website.