



## **St Leonards School Admissions Policy**

### **Admissions Introduction**

St Leonards is a co-educational independent day and boarding school for pupils from ages 5 to 19. The School has around 600 pupils in total. Choosing the right school is very important, and we believe that a personal visit is invaluable, as part of the decision making process. We very much hope that you and your child will visit St Leonards to discover what makes our community such a special place to be part of.

We usually hold a number of open events each year, which give a general introduction to the School and further details are published on our website. We are also very happy to welcome prospective parents and their children for individual visits at other suitable times. Please contact the Admissions Office on [registrar@stleonards-fife.org](mailto:registrar@stleonards-fife.org) or call 01334 472126 to arrange if this would be of interest. If it is not possible to host an open event or arrange school visits due to circumstances beyond the School's control, we will communicate this to registered families as soon as possible, with a view to arrange an alternative plan.

### The Admissions Process

Our admissions 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. Places are offered based on an informal interview, previous school reports, taster days, assessment and other relevant evidence. St Leonards is not a highly selective school. However, we need to ensure that children are readily able to access our curriculum.

The main points of entry are at Year 1, Year 7, Year 8, Year 10, PreIB and Year 12. We also admit a number of pupils in other year groups where space allows. The Admissions Team will be able to advise on the situation at the present time.

We recommend that families apply one calendar year in advance of their preferred entry date, however we do currently accept applications all year round. Whilst earlier applications do not guarantee a place in a particular year group, they are encouraged to avoid a scenario where a year group may be full.

Applications can be completed online via our School website.

## Equal Treatment

St Leonards is committed to equal treatment for all, regardless of a candidate's sex, race, ethnicity, religion, disability, gender reassignment, sexual orientation or social background.

St Leonards aims to encourage applications from candidates with as diverse a range of backgrounds as possible, to continue to enrich our community. Academic bursaries are available to new families, in an attempt to enable a range of pupils, who meet the School's admission criteria, to attend the School. The School's provision for bursaries is described in further detail below.

## Special Educational Needs

St Leonards does not unlawfully discriminate, in any way, regarding entry. The School welcomes pupils with disabilities and/or special educational needs, provided we can offer them the level of support required, cater for any additional needs and that our site can accommodate them. We aim to ensure that all our pupils, including those with disabilities and/or special educational needs, are provided with a safe and inclusive environment in which to learn.

Our policy is to apply our admission criteria to all potential pupils. We require parents of children with special educational needs or physical or mental disabilities to disclose and discuss their child's needs with the School, at point of registration and prior to completing the entrance exam, so that we can make adequate arrangements for them, if required. Alongside the Application Form, parents should provide a copy of an educational psychologist's report or a medical report, if they have one. This is to ensure the School can assess the child's needs and consult with parents about the adjustments which can reasonably be made and so that the School can ensure, for example, that their child will be able to access the education offered and that we are able to ensure their health and safety, as well, as the health and safety of others.

Where a prospective pupil is disabled, the School will discuss with parents (and their child's medical advisers, if appropriate) the adjustments that can reasonably be made for the child if they become a pupil at the School, to ensure that the prospective pupil is not put at a substantial disadvantage compared to a pupil who is not disadvantaged because of a disability.

There may be circumstances in which we are not able to offer a place for reasons relating to a child's disability. We reserve the right to make a final decision depending on the current circumstances, such as availability of provision.

## The Assessment Process

St Leonards is 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 ultimate aim of the admissions assessment process is to introduce the prospective pupil(s) to St Leonards, and to understand and identify their potential. The School has strong traditions in music, drama, art, debating, community activities and sport. There are many extra-curricular activities on offer, all of which the School believes are important in developing a well-balanced, confident individual.

No specific preparation for our entrance tests is needed; all candidates are treated fairly, with equal opportunities to display their academic aptitude:

Assessment for Years 1-3 is based on observing informal play and class time in small groups or individually.

For Years 4-13, we ask all candidates to complete an online cognitive assessment (CAT4).

We also interview all candidates as part of our assessment process.

For those who are non-native English speakers, we ask them to complete an additional online assessment and, where applicable, a further interview to ascertain their English proficiency.

With permission, references may be sought from the Head of a candidate's current school, as part of the assessment process.

### Sibling Policy

Most siblings of existing St Leonards children join the School. Admission is not automatic and so applications made by the siblings of students already enrolled will not be treated differently to other candidates.

### Means Tested Bursaries

St Leonards' Academic Bursary Programme is designed to make it possible for as many as possible of those who meet the entry criteria to receive a place. The School offers a number of means-tested awards annually, from Year 5 to Year 12.

Bursary Assessments and Interviews take place in mid-late February and applications should be made by December in the year prior to entry.

Parents should indicate on the Application Form that they require financial support. Bursaries are means-tested in accordance with the criteria published on the School's website. Both parents are required to provide proof of their income and assets. The level of support varies according to parental need.

Bursaries are awarded for 12 months and then reviewed annually. The family is required to submit updated information about its circumstances for every year that their child attends the School. Levels of support may vary with fluctuations in the level of income or wealth.

The School's practice is to allocate its available bursary funding on entry. The School's expectation is that parents who do not choose to apply for a bursary at the time that their child is being assessed will not require financial support throughout the time that their child attends the School, except in wholly unforeseen circumstances.

A bursary may be withdrawn in accordance with the terms upon which such award is made or otherwise in accordance with the School's Terms and Conditions.

### Other Remissions

Remissions are available for employees of St Leonards. Please contact the Head of Finance for further information.

A discount is available for staff of the University of St Andrews with the appropriate letter from their HR Department. Please contact the Admissions Office for further details.

At this time, no remission based scholarships are available.

### International Applicants

We welcome many international pupils, who can study at St Leonards as a boarder provided that they have the legal right to enter and study in the UK. St Leonards is registered with UKVI and can provide Confirmation of Acceptance of Studies (CAS) for pupils to come and study with us. The school is able to support families with the visa process however this is not in place of a professional Immigration Lawyer which families may wish to obtain independently.

### English Language Requirements

In order to cope with the academic and social demands of St Leonards, pupils should have a good understanding of the English language. English language proficiency will be assessed during the admissions process for non-native speakers, by completing an additional online assessment and, where applicable, a further interview.

The English language requirement level may vary, depending on the entry point (year group) and the appropriate academic course requirements. After considering this, along with the full application, the School reserves the right to offer/delay/deny a place. This decision will be based on what's best for the student as well as what level of support we can provide, at a particular time.

### Religious Beliefs

St Leonards welcomes applications from prospective pupils of all faiths and of no faith.

Although St Leonards has a Christian ethos, the School does not select for entry on the basis of religious belief, and it offers the opportunity for all to practise their own faiths.

### The School's Terms and Conditions

The School's Terms and Conditions will be made available to parents as part of the admissions process.

### Records and Review

Applicants' details will be held on file with due regard to data protection legislation and the School's Privacy Notice.

The School will not hold the personal data of you or your child for longer than is necessary for a lawful purpose. This will generally be no more than 12 months following an unsuccessful application, but reasons to retain for longer, until the applicant is no longer of school age, might include: if the parents express an interest in the candidate re-applying for any reason at a later date, or in the potential candidacy of another sibling; or to deal with any ongoing matters or queries arising from the application.

Should a family wish for their details to be erased after the outcome of an unsuccessful or withdrawn application, out with the timeframe noted above, they are welcome to request this with the School.

Last Updated: March 2023

Next Review: March 2025