



St Leonards School Admissions Policy

Admissions Introduction

St Leonards is a co-educational independent day and boarding school for pupils aged 4 to 19, with around 500 pupils in total. Choosing the right school matters, and we believe a personal visit is invaluable. We hold open events throughout the year, both online and in person, and warmly welcome prospective parents and their children for individual visits at other times. To find out more or to arrange a visit, see the website or contact the Admissions Office at registrar@stleonards-fife.org or 01334 472126.

The Admissions Process

The admissions process is designed to identify pupils who are able to benefit from the balanced and well-rounded education and to make a positive contribution towards the life of the School. When considering an application, we assess whether the pupil meets the academic and admissions criteria; whether St Leonards can reasonably meet their educational needs; whether there is an appropriate place available; and for boarding applicants, whether the boarding provision is suitable. Places are offered based on an informal interview, previous school reports, taster days, assessment and other relevant evidence. St Leonards welcomes pupils of all abilities, and the admissions process is designed to ensure that every child can thrive within, and make the most of, the curriculum.

The main points of entry are varied and we admit a number of pupils in year groups where space allows. The Admissions Team will be able to advise on the situation at the present time.

The decision to admit a pupil is taken by the Head, having considered each application carefully and on the advice of the Director of External Relations and other relevant colleagues. The School reserves the right to restrict the offer of places to children who, in its judgement, will benefit from the education offered and make a positive contribution to the life of the School.

We recommend that families apply one calendar year in advance of their preferred entry date, however we do 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.

Waiting Lists and Reserve Offers

Where the number of suitable candidates exceeds the places available, or where the School is constrained by boarding or classroom capacity, a waiting list may be drawn up based on the School's assessment of each

candidate through the admissions process. Families may be offered a reserve place and will be contacted should a place subsequently become available, at any stage up to the start of term.

Applications can be completed online via the School website.

Equal Treatment

St Leonards is committed to equal treatment for all candidates, irrespective of their own or their parents' sex, race, nationality, ethnicity, religion or belief, disability, gender reassignment, sexual orientation, social background, age, or marital or civil partnership status. The School has regard to its obligations under the Equality Act 2010.

St Leonards aims to encourage applications from candidates with as diverse a range of backgrounds as possible, to continue to enrich the community. 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 the site can accommodate them. We aim to ensure that all the pupils, including those with disabilities and/or special educational needs, are provided with a safe and inclusive environment in which to learn.

The School's policy is to apply the admission criteria to all potential pupils. We ask parents to disclose and discuss with the School any known special educational needs, disabilities or other needs that may affect their child's education, wellbeing or participation in the admissions process. This information should be provided at registration and, where relevant, before the admissions assessment, so that the School can consider and make appropriate reasonable adjustments where 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 the entrance tests is needed; all candidates are treated fairly, with equal opportunities to display their academic aptitude:

Assessment for Kindergarten to Year 3 is based on observing informal play and class time in small groups or individually and a meeting with the Head of the Junior School.

For Years 4 to PG Year 14, we ask all candidates to complete an online cognitive assessment (CAT4).

We also interview all candidates as part of the 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 pupils 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 7 to Year 12.

Bursary Assessments and interviews take place in mid-late January 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.

Scholarships recognising ability and potential are also available, and are awarded independently of financial circumstances. Further details can be found on the School's website or by contacting the Admissions Office.

International Applicants

We welcome many international pupils, who can study at St Leonards 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 works with a specialist third-party provider, Sable International, to support families through the visa process. For pupils staying with us up to 6 months, they can study as a visitor on an Electronic Travel Authorisation. Please speak with a member of the Admissions Team regarding the most appropriate immigration route. All boarding pupils whose parents live outside of the UK are required to have a UK based guardian. Information about the expectations of a guardian will be provided during the admissions journey and at point of offer.

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 level of English language proficiency required may vary depending on the entry point and the academic expectations of the relevant programme. Following consideration of the assessment results and the support

available, the School may offer a place, request further information or assessment, recommend a later point of entry, or decline an application.

Home-Educated Applicants

Where a candidate has been home-educated and a report from a current school is therefore not available, the School may require a further assessment in order to reach an informed decision.

Religious Beliefs

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

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 the child for longer than is necessary for a lawful purpose. This will generally be no more than 24 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 by emailing the Admissions Office at registrar@stleonards-fife.org.

Offer and Acceptance of a Place

Following assessment, families will be notified of the outcome of their application in writing. Where a place is offered, parents are asked to confirm acceptance within the timescale set out in the offer letter in order to secure the place. A place is only guaranteed once the signed acceptance form and deposit have been received, and is held subject to the School's Terms and Conditions.

Complaints and Appeals

Admissions decisions are made at the discretion of the School and, in respect of entry, are final. If a family is dissatisfied with the way in which their application has been handled, they may raise this with the School in the first instance. Any concern that cannot be resolved informally will be dealt with in accordance with the School's Complaints Policy, a copy of which is available on request and on the School's website.

Related Policies

This policy should be read alongside the School's Child Protection Policy, Equality and Diversity Policy, Duty of Candour, and Terms and Conditions. Fee levels are set annually by the Board of Governors and published separately on the School's website.