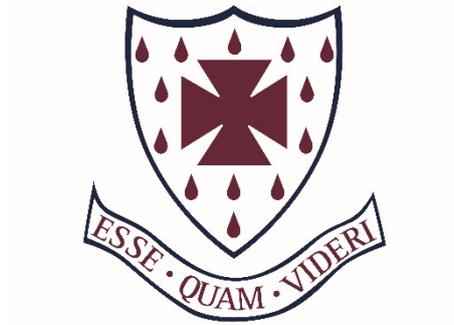


Admissions Policy



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S. Anselm's

Monitoring:	Head
Named Responsible Person:	Heads PA / Head of Admissions
Date of Policy Review:	October 2019, May 2022, January 2023, January 2024, July 2024, July 2025
Next Review date:	September 2026

Appendices:

1. International Student Guardianship Policy
2. Child Student Visa Attendance Monitoring Policy
3. International Student Travel Arrangement Policy

1. Introduction

S. Anselm's School welcomes pupils from aged 3-13 years old. When vacancies are available, admission to the School is at the discretion of the Head. Children are admitted to the Pre-School from 3 years old, Pre-Prep from 4-6 years old and Prep School from 7-13 years old.

2. Admission Process

We understand the importance of choosing the right school and parents are encouraged to visit S. Anselm's for open days, personalised visits and tours or discussions with the Head prior to applying.

- Before a formal offer of a place is made, a report is requested from the child's current school to help us understand their educational background. It is our responsibility as professionals to ensure that any decision we come to about entry into the school will be the best for that individual child. We need to ensure that he or she will be able to access our curriculum (at each key stage) and advance happily through the school. We are happy to discuss decisions with parents.
- When the decision has been made by the Headteacher to formally offer a place, parents are asked to complete and sign a Parent Contract to accept the offer based on the Terms and Conditions detailed in the contract. At this stage we ask for a deposit of £500 to secure the place. This will be deducted from the final invoice as the pupil leaves the school. Once the signed contract is returned, parents are asked to complete admission forms.
- Parents are advised that they should keep any current school informed of the intended move to S. Anselm's and must observe their regulations regarding the giving of due notice. We expect anyone moving from another independent school to meet their commitments to the previous school, in full, prior to joining us.

The School has a Christian ethos but welcomes children from many different ethnic groups, backgrounds and creeds. All candidates for admission will be treated equally, irrespective of their or their parents' race, colour, language, religion or other opinion, national or social origin, association with a national minority, orientation, property, birth or other protected characteristic.

It is important that all parties are content that a child will cope with a diverse and rich curriculum, feel safe and happy in our learning environment and make a positive contribution to the school. We would also like parents to develop an understanding of the school's ethos, policies and procedures so that the working partnership between future S. Anselm's' families and the School can begin. Human rights and freedoms are respected but must be balanced with the lawful needs and rules of the school community and the rights and freedoms of others.

3. Disability and Special Educational Needs

For the purposes of this document special needs may be defined as a physical disability, a medical condition or a learning need (e.g. dyslexia, developmental coordination disorder, ADHD, Autistic spectrum disorder, speech and language difficulties).

We do not discriminate in any way regarding entry. The School will do all that is reasonable to comply with its legal and moral responsibilities under the Equality Act 2010, the Special Educational Needs and Disability Act 2001 and the SEND Code 2015.

We welcome pupils with learning needs, providing that our Learning Support Department can, with reasonable adjustment, offer them the support that they require and the support that we provide will allow them to cope with our curriculum. Learning support lessons incur an additional charge which parents must be prepared to meet should the school deem these are necessary. We welcome pupils with physical disabilities provided that our site can, with reasonable adjustments, accommodate them.

Parents of a child who has any known special educational need must provide the School with full written details during the Admissions process. The School needs to be made aware of any known disability or special educational need that may affect the child's ability to take full advantage of the education provided at the school. With this information, the School will, in the case of any child, assess those needs and consult with parents over any reasonable adjustments that can be made so that the School can cater adequately for the child if they become a pupil.

Similarly, if a learning difficulty, medical condition or disability becomes apparent after admission, the School will consult with the parents about reasonable adjustments that can be made and which may allow the child to continue at the School. If it is felt that the School can no longer provide for the educational needs of the child, then parents will be given every support and advice in seeking an alternative educational establishment for their child.

We expect that parents of all children - prospective or current - with special educational needs, will provide full disclosure of any medical, educational psychologist or other reports regarding their child's disability, medical condition or educational needs. This information may be used to support any request, for example, for examination extra time provision or other special arrangements. In assessing any pupil, or prospective pupil, the School may take such advice and require parents to seek assessments as it regards as appropriate. We will, of course, talk each stage through with parents on a case by case basis.

In addition, if there have been any significant pastoral or disciplinary issues at a previous school, we would expect full disclosure.

Failure by parents to make the necessary disclosure of information may prevent the School from providing adequate support and may jeopardise the entry or advancement of the pupil through the school.

4. Financial Assistance

We have a limited number of Scholarship and Bursary places available each year for those joining the school, or for parents experiencing a significant change in circumstances. The demand for financially assisted places is generally oversubscribed however, so we operate a fair and transparent system for those who wish to apply.

All assisted places are subject to an annual review of parental means and may be varied upwards or downwards depending on changing parental circumstances.

More details can be found in our Bursary Policy [here](#)

A child in receipt of a financially assisted place will not be eligible for any other form of fee remission (such as Sibling Discount), even if they would ordinarily meet the criteria for such discounts.

The School offers sibling discounts. The eldest child at the school will be full fee paying and then a 10% discount will be offered for each subsequent child that attends.

The School offers a 10% discount for children with serving or ex-military parents.

Discounts cannot be combined. If a child qualifies under more than one category, only the highest discount will be applied.

A 5% discount will be applied if annual fees are paid prior to the start of the academic year.

5. International Pupils

We warmly welcome International pupils to S. Anselm's, provided that they have suitable Guardianship arrangements in the UK. Please refer to Appendix 1 of this document.

In order to cope with the academic and social demands of S. Anselm's, pupils must have a reasonable standard of English before coming to the school, which will be assessed at interview. However, tuition in English as an Additional Language (EAL) can normally be arranged at the parents' expense.

Pupils who normally reside outside the UK are required to have a Child Student Visa to study in the UK or otherwise qualify under the UK's immigration system to study in the UK. It is the parents' responsibility at all times to ensure that their child has the appropriate immigration permission to live in the UK and to study at this School. The school will advise whether a student requires sponsorship.

Please note that we also reserve the right to:

- (1) request further information and sight of documentation in support of your declarations regarding immigration and
- (2) to share information with UK Visas and Immigration (UKVI) and the Home Office for the

purposes of compliance with our responsibilities as a licensed sponsor. Please refer to Appendix 2 of this document.

Regarding International Student travel arrangements, please refer to Appendix 3 of this document.

6. Safeguarding in Admissions

The Admissions Department is committed to safeguarding and promoting the safety and welfare of every child at the School in line with the School's Safeguarding Children Policy with which every member of the department must be familiar.

We aim to ensure that at each stage of the admissions process we are aware of the learning and pastoral needs of the children with whom we come into contact. In order to do this we gather, record and share appropriately, information about a child who may join the School as a pupil. In the event of a safeguarding concern, the Designated Safeguarding Lead will be notified.

Please note that when children leave or join the School at 'non-standard' points, we are obliged to provide information of the transition to Derbyshire County Council.

7. Additional Information

Although every effort will be made to notify parents, please note that the School reserves the right to change the Admissions policy and procedure without notice at any time.

Prospective parents should be aware that the School reserves the right to vary the entry procedures at any time after registration has taken place, and to vary or waive them in any respect in individual cases. It also reserves the right to introduce an assessment as a condition of admission.

The information on the School's website is not part of any agreement between parents and the School. Although correct at the time of writing, certain statements may go out of date from time to time. Parents wishing to place specific reliance upon any statement in the website pages referred to in this guidance should seek written confirmation before accepting an offer of a place.

Appendix 1: International Student Guardianship Policy

1.0 Introduction

All international students are required to have a guardian whilst studying at S. Anselm's. Guardianship provides another means of support for an international student whilst they are in the UK, and allows them to have another adult outside of the School who they can turn to for assistance or advice, and who will provide accommodation when the School is closed and it may be impractical to travel home.

As the person with shared delegated parental responsibility, the role of guardian complements the requirement of Boarding House Parents to act in 'loco parentis'. Effective partnership between staff concerned with pastoral care, parents and guardians will safeguard the welfare of international students. The school does not appoint guardians for pupils. Some parents choose to appoint a family friend or relative but, where this is not practicable, professional guardians can be appointed using reputable, and ideally AEGIS accredited, guardianship agencies.

2.0 The purpose of a Guardianship Policy

2.1 To provide the parents of international students (and the Guardians they appoint) with a clear explanation of the school's expectations relating to educational guardianship.

2.2 To provide the parents of international students with a clear explanation of the responsibilities of the Educational Guardian they appoint.

2.3 To make known to the parents of international students that the school reserves the right to determine the acceptability of arrangements made for their son or daughter when they are residing out of School; should the arrangements prove unacceptable, parents and guardians will be advised and given reasonable opportunity to change the arrangements

2.4 To provide a pro-forma for the registration of an educational guardian.

2.5 To provide details on how communications between the School, international parents and educational guardians will operate.

3.0 Guardianship Requirements

3.1 It is the primary responsibility of the parents to appoint an Education Guardian and the selection of the appropriate person or organisation rests with the parents. Parents must fully satisfy themselves as to the suitability of their chosen Education Guardian.

3.2 The appointed Guardian may be a nominated friend of the family or another family member, or may be employed by a professional Guardianship Agency.

3.3 The appointed person must be over 25 years of age and should not be a full-time student.

3.4 The designated Guardian should have a permanent place of residence in the UK and ideally should reside within two hours travelling distance from the School, by either car or public transport.

3.5 They should be English speaking and able to provide a point of contact for the School 24 hours a day in case of emergency.

3.6 To liaise with the School over school holiday and exeat weekend arrangements, including informing the School about details of travel arrangements made for students leaving on all authorised breaks and at the beginning and end of term. This information must be provided in writing, at least three weeks prior to departure or arrival. Please refer to Appendix 3 of this document.

3.7 To provide accurate contact information (including telephone/mobile, email and full address contact details) to the School Admissions Office and later to regularly update this information as necessary.

3.8 A Guardian must provide safe and suitable accommodation and appropriate care and supervision for the student during periods when they cannot be accommodated at the School (including periods of long-term illness and disciplinary measures); regardless of the child's age, the school does not consider unsupervised stays in hotels, bed and breakfast accommodation or University Halls of Residence to provide an adequate level of accommodation or care.

3.9 If Guardians are going to be away from their UK home, for however short a time, they must notify the Senior Boarding House Parent. They must give full contact details for the period of absence and the name and address of a responsible person in the UK, fully authorised by the parents to act on their behalf.

3.10 Guardians are expected to attend Parents' Evenings and School events, where possible. They are encouraged to maintain regular contact with their charge and are warmly welcomed to visit the School. (Please note that End of Term reports can be sent to Guardians at the request of parents).

3.11 To be familiar with the School's rules, regulations and policies and to support S. Anselm's School's aims and values.

3.12 As detailed in The National Minimum Standards for Boarding Schools (22.3), all guardianship arrangements must promote the welfare, physical wellbeing and emotional wellbeing of the specified pupil.

3.13 To ensure that legal documents such as visas and registration documents are kept up-to-date and renewed/updated when necessary.

3.14 A change of Guardian must be communicated promptly to the School in writing, providing all necessary details in order to facilitate continuous care.

4.0 Appointing an Educational Guardian

4.1 Where international students need to apply for a student visa in order to study in the UK, the required CAS (Confirmation of Acceptance to Study) number will not be issued until the School is satisfied that appropriate arrangements are in place.

4.2 Additional information can be found via AEGIS (The Association for The Education and Guardianship of International Students) an organisation that inspects and accredits

guardianship providers in the UK and works to promote the welfare of international students. Please see their website for further details: www.aegisuk.net.

Appendix 2: Child Student Visa Attendance Monitoring Policy

The following policy applies to students sponsored by S. Anselm's School only.

The term 'student' in this policy refers to any pupil or student of S. Anselm's School subject to Child Student visa requirements.

1.0 Introduction

1.1 This policy outlines the additional attendance monitoring checks that S. Anselm's School is obliged to carry out as part of its sponsorship agreement with the UK Visa and Immigration (UKVI).

1.2 This policy should be read in conjunction with the Boarding Handbook which outlines expectations during boarding hours, including registration at meal times and bedtimes.

2.0 Child Student Visa - Non-attendance

2.1 As per the regulations underpinning the sponsorship management policies governed by the UKVI, S. Anselm's School is legally required to monitor all Child Student visa sponsored students and to maintain attendance records, reporting non-attendance when necessary.

2.2 Students are expected to attend all teaching sessions (Y6-8 Monday to Saturday am and pm, Y3-5 Monday to Friday am and pm).

2.3 Aside from the expected attendance at teaching sessions, students must attend for all enrolment and induction sessions. These are compulsory.

2.4 If a student does not attend within 10 days of the first day of term, they will be reported to the UKVI as a non-attender, their sponsorship may be withdrawn and their student visa is likely to be revoked.

2.5 A student who has been issued with a CAS to begin a programme of study, will be provided with a start date to the course. If the student does not attend within 10 days of the enrolment period or start date, their non-attendance will be reported to the UKVI, and their sponsorship may be withdrawn.

2.6 An electronic register will be maintained which will record attendance twice daily during the school day. It will provide analysis of attendance patterns which will be used for the implementation of this policy.

2.7 In cases of non-attendance (see section 3 below), students will be advised that they have missed a certain number of sessions and that they must meet with a member of the pastoral staff to discuss the reasons. These will be recorded. Support will be given where there is genuine need but students, parents and guardians must accept that poor attendance cannot remain unaddressed.

2.8 If, following the protocol (see section 3.1), a student's attendance does not improve, then at stage 5, we will report this to the UKVI. The reporting will occur within 10 working days of stage 5 being reached. However, the School reserves the right to inform the UKVI of the student's non-attendance prior to this point.

2.9 If the situation in section 2.8 is arrived at, the student will be removed from the School's roll, and sponsorship for their studies revoked by S. Anselm's School. At this moment, the person will no longer be considered a student of the School.

2.10 The UKVI at this point is highly likely to withdraw the student's visa and return them to their home country. Further information and guidance on this can be found through the UKVI website.

2.11 Child Student visa sponsored students may choose to defer their studies due to personal or medical reasons. Students must apply for this option, and provide evidence. The School will support students who defer their studies but must report this to the UKVI.

2.12 On deferral of a programme of study, a student visa is withdrawn by the UKVI, and when the student wishes to return to study, a new visa must be applied for.

2.13 The School will normally support this student in their return; however, it may be necessary to issue a new CAS. This is dependent on the length of time of deferral, and will be clarified on an individual basis with each student concerned.

2.14 If a student elects to finish a course early this will also be reported to the UKVI. The student's sponsorship will then be withdrawn by S. Anselm's School, and the student will be required to return home, as stipulated in the UKVI regulations and guidelines.

3.0 Expectations of Students with Child Student Visas

At S. Anselm's School we take student attendance very seriously. We expect attendance to all lessons unless there is an authorised absence.

We also expect students to be on time for lessons. Registration takes place just before the start of morning lessons each day and again after lunch. Students must attend registration and go immediately to their next lesson.

If a student expects to miss registration for another school obligation, they must advise their Form Tutor in advance. They must ensure that their Form Tutor or the School Office know they are present in school.

3.1 We will issue a series of warnings for poor attendance. These warnings are as follows:

1. A verbal warning will be given to the pupil. Parents and guardian will be contacted to advise them that the pupil has received a warning.
2. A first written warning is sent to parents and guardian.
3. A second written warning is sent to parents and guardian.
4. A final written warning is sent to parents and guardian.
5. If a pupil has an unauthorised absence of 10 or more consecutive days, we will terminate the course and will inform the UKVI.

Appendix 3: International Student Travel Arrangement Policy

Please ensure to inform the Senior Boarding Parent of all travel arrangements no less than 3 weeks before the travel date.

Passports will be kept in school for safekeeping (they will be available 24 hours a day in case of emergencies).

It is the responsibility of parents or guardians to make arrangements for airport pick-up or drop-off at the start and end of term. Children under the age of 12 are not allowed to travel on their own and suitable arrangements must be made for a responsible adult to travel with the child. The Senior Boarding Parent will book taxis, if requested, the cost of which will be added to the student's bill; however, taxi drivers will not enter the airport/train station for pick-up or drop-off unless by special arrangement and at the student family's expense.

The school only uses taxi companies which are on the school's approved list and these taxi companies only use drivers with valid DBS checks.

Exeats, Half Terms and Holidays: International students are expected to arrange flights and travel arrangements so that they arrive and leave on the correct dates and times, as published in the school's calendar. International students may remain in school over exeat weekends with 3 weeks' prior notice given.

Please note:

The school does not take responsibility for the safety of students travelling on public transport.

The school's responsibility commences when the student either arrives at the school site, or is transported in a school owned vehicle.

The school's responsibility will cease when a student leaves the school site or school owned vehicle.

The school recommends that parents make suitable travel insurance arrangements for a student's travel to and from school.