



# **LEIGHTON PARK**

Achievement with Values, Character and  
Community

Admissions Policy and Procedures  
Date: 24th September 2024

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## 1. Policy statement

- 1.1. Leighton Park (the School) follows the Quaker ethos and values its links with the Religious Society of Friends (Quakers), though only a small number of students come from a Quaker background. The School accepts students from all faiths and none, ages 11-18.
- 1.2. The School is owned by Leighton Park Trust.
- 1.3. The School is a selective fee-paying co-educational day and boarding school. Our mission is to inspire achievement with values, character and community like no other school can. Our vision is to develop the qualities in our young people that will help them to reach their greatest potential: to become the global changemakers of the future.
- 1.4. The main intake is at Years 7, 9, our Pre-Sixth programme (Year 11) and Lower Sixth – although students may also be considered for entry into other years, subject to availability.
- 1.5. The School normally offers places for students to join at the beginning of the Autumn Term but may consider students for entry at other points within the academic year in exceptional circumstances.
- 1.6. This policy is available on the School's public website but can also be made available in hard copy and in different formats upon request to the Admissions Team.

## 2. Policy aims

- 2.1. The aims of this policy are:
  - 2.1.1. To ensure the School identifies and admits students who will benefit from the vibrant and interdisciplinary education provided at the School, who will thrive in our culture of high expectations, whose families will be in sympathy with the ethos of a community based on Quaker values and ideals.
  - 2.1.2. To set out a transparent and fair process for all applicants.
  - 2.1.3. To ensure compliance with the School's charitable purposes.
  - 2.1.4. To ensure compliance with the Equality Act 2010 and other relevant legislation.

## 3. What Leighton Park is looking for

- 3.1. The School is always looking to enrich its community, with students who are committed to getting the most out of the opportunities Leighton Park has to offer.
- 3.2. The School has a wide range of Scholarships and Bursaries designed to attract able and talented students, capable of deep-thinking scholarship, who are passionate and have a strong commitment to ethical conduct and values. Leighton Park is looking for students with the drive and

determination to be the changemakers of the future. Our Scholarships Policy is available at section 16.

- 3.3. As a Quaker School, Leighton Park accepts students of all faiths and none, but who should be able to demonstrate an understanding of and appreciation for Leighton Park's distinctive Quaker ethos and values. All students are required to attend Meeting for Worship (our school assembly, which includes time for collective silent reflection), Collects and other aspects of the Leighton Park school day which are central to its ethos.
- 3.4. The School is looking for students who will work with us, follow our rules and guidance and benefit from our unique blend of deep Quaker values, the meaningful connections between staff and students, our first class academic and pastoral support and our holistic approach to learning.

#### 4. Equal opportunities

- 4.1. The School commits to equal opportunities for all applicants irrespective of sex, race, disability, sexual orientation, culture or any other personal characteristic that might be discriminated against.
- 4.2. At present the School's facilities for students with disabilities are limited, but the School will do all that is reasonable to comply with its legal and moral responsibilities under the Equality Act 2010 and Special Educational Needs and Disability Act 2001, in order to accommodate the needs of applicants who have disabilities for which, with reasonable adjustments, the School can cater adequately.
- 4.3. The School needs to be aware from the outset of any known disability, learning difference, or emerging issues, known or suspected special circumstances, which may affect a child's ability to participate in the admissions process or take full advantage of the education provided at the School. Parents of a child who has any physical or mental disability, learning difference, mental health challenges or disadvantageous social circumstances should provide the School with full details at initial enquiry or at the latest when registering the application, and keep the School apprised of any changes.
- 4.4. The School needs this information so that, in the case of any child with particular needs, the School can assess those needs and consult with parents about the adjustments which can reasonably be made to ensure that the application procedure is accessible for the child and that the School can cater adequately for the student should an offer of a place be made.
- 4.5. In the event of adapted or specialist provision being required for a student to access the curriculum at Leighton Park, the School will organise a consultation with the parents and relevant specialists to assess what reasonable adjustments can be provided by the School and detail the costs

of any additional provision that cannot be borne by the School.

Responsibility for the costs of this additional provision, which cannot be met through reasonable adjustments, will rest with the parents.

- 4.6. Provision to support subject-specific academic development takes place in teaching departments. Extra lessons are available from the ILC on a paid basis for students who would like additional support.
- 4.7. Leighton Park allocates funds to make reasonable adjustments each year and careful consideration is given as to how these funds can best be allocated to support applicants. Given this set budget allocation, prospective families that think they may need reasonable adjustments should ensure that they apply by the application deadline to ensure that they can be considered.
- 4.8. If special educational needs or a disability become apparent after admission, the School will consult with parents and refer to relevant specialists to consider recommended reasonable adjustments in order to allow, where feasible, the child to continue at the School.
- 4.9. Failure to disclose details of a child's known disability, mental health and or full special educational needs at the point of initial application may result in the School withdrawing a place.

## 5. Admissions procedure

- 5.1. Families should review the School's website and promotional materials to learn about the distinctive ethos and approach at Leighton Park. If interested, families should ideally then attend an open event or schedule an individual visit to learn more about the School. The School also offers Taster Days for students considering Year 7 and Year 9 entry. Parents are asked to disclose any disabilities or special educational needs (see section 4.3 in advance of a visit).
- 5.2. If families wish to pursue an interest in the School they should complete the online Registration Form, including the payment of the Registration Fee and submission of the child's most recent school report and any relevant diagnostic or other specialist reports. For UK-based families this step needs to be completed by the application deadline, which is usually in mid-November of the year prior to entry.
- 5.3. Applications out of the main admissions cycle may be considered in exceptional circumstances where a place becomes available.
- 5.4. Families usually apply the year before they wish their child to begin at the School but we also accept deferred applications for Year 9 when students are in Year 6. Families can apply in the usual way but should add on the application form that they wish for a deferred place for Year 9 entry. These

Year 6 students will be invited to the assessment day in January and, if successful, receive an offer to join in Year 9.

- 5.5. On receipt of the Registration Form and fee the Admissions Team will support the family with the application process, including scheduling entrance tests. These tests will usually be taken at the School, with the majority of our Year 7 applicants sitting the tests at an entrance test day in early January of the year of entry. Families can apply at Year 6 or Year 7 for a deferred place to join in Year 9 or apply when they are in Year 8 to join the School in the following year. The latter students will be assessed in the November of Year 8. Students based overseas can sit these tests online but they must be overseen by a suitable invigilator. This can take place at the offices of one of Leighton Park's trusted educational consultant partners, the student's current school, British Council office or a lawyer's office.
- 5.6. All applicants will have an individual interview with a member of the School's leadership team. This can be done at the School or over Zoom.
- 5.7. Leighton Park will request a reference from the Head of the applicant's current/previous school. This will be done only with the parents' permission but is a required part of our Admissions Process prior to any offer. Previous schools will be asked about the student's academic ability, participation in school life, predicted grades (if appropriate), talents, interests as well as special circumstances and normal ways of working.
- 5.8. On completion of the admissions process, successful applicants will be offered a place, usually within three weeks of sitting the tests. Where there is no space available, successful applicants will be put on a waiting list. The School will send an offer letter to the parents, setting out any specific conditions relating to the offer of a place. This offer is subject to the School's Terms and Conditions.
- 5.9. The School makes more offers than there are spaces available. Places are filled on a first come, first served basis – so families are strongly encouraged to accept their offers at their earliest opportunity to avoid disappointment. Holding an offer is not a guarantee of a place.
- 5.10. Only an official offer letter from the Admissions Department at Leighton Park, signed by the Head, carries the authority of a legitimate offer to join the School.
- 5.11. To accept the place, parents should read the offer and Terms and Conditions carefully. The completed acceptance form should then be returned to the Admissions Department. The offer letter will also detail the acceptance deposit required to secure the place. The child's place will only be secured when the completed acceptance form and acceptance deposit have been received.

5.12. The acceptance deposit will be held by the School in general funds until it is repaid without interest when the student leaves and following settlement of all outstanding fees and extras due to the School. Parents should note the requirement to give one full term's notice in writing to the Head if a student is withdrawing from the School. Failure to do so will result in a fee in lieu of notice being due, which may affect the deposit. A full term's notice in writing is also required for a change of status from full boarding to weekly or day, or from weekly boarding to day. A change of status is also subject to the desired boarding or day place being available.

5.13. The family will, in due course, be asked to complete joining forms from the School. It is a requirement that these must all be completed satisfactorily prior to the start of term. Students will not be able to start at the School if any of the joining forms have not been completed in full. It is the family's responsibility to complete these forms correctly and the School will not be held liable for days missed as a result of these forms not being completed satisfactorily.

## 6. Waiting list

6.1. In the case where a child has met our entry requirements but there is no space available, a waiting list will be held for September entry, in the following order:

- Children with siblings in attendance at Leighton Park School at the time of entry (see explanatory notes)
- Those families who have applied for a weekly or full boarding place at time of registration, where spaces are still available
- Children of practising Quaker parents or from families who regularly attend Quaker meetings, confirmed in writing by the Clerk of the meeting
- Children ranked highest, according to the entrance tests and interview, with additional reference to the school report and confidential reference.

If there is more than one student in any of the categories 1-3 above, category 4 will be the determining criterion.

Students will be placed on the waiting list according to the above criteria. Therefore, date of offer and acceptance will not be a consideration and a student's place on the waiting list could change according to the criteria set.

## 7. Applications outside the normal admission cycle

7.1. Parents are advised to contact the Admissions Team in the first instance to discuss arrangements and check that spaces are available in the required year of entry. Applications will be dealt with by the Admissions Team who meet regularly with senior colleagues to discuss in-year applications. The admissions criteria and method of assessment is the same as for the normal admissions cycle, except that in-year joiners are interviewed by two different members of the School's leadership team.

## 8. Admissions criteria

8.1. In all cases, the Head has to agree the admission of any student. The Head's decision is final.

8.2. It is a condition of admission that:

8.2.1. The student meets the admissions criteria set out in this policy.

8.2.2. Any conditions of entry to the School are fulfilled.

8.2.3. Full disclosure of any registered disability, special educational need or any additional needs is made.

8.2.4. The School receives a signed and fully completed acceptance form.

8.2.5. The School receives full payment of the acceptance deposit.

8.2.6. The School receives a copy of the student's passport.

8.2.7. The School receives a copy of the student's birth certificate in order to verify parental responsibility, and is provided with a copy of relevant court documents affecting the student's care or living arrangements, where applicable.

8.2.8. The student is of a suitable age.

8.2.9. Any necessary adaptation or specialist provision has been agreed in consultation with the parents, detailing any agreed reasonable adjustments by the School and committing to how any further adaptations or specialist provision will be paid for.

8.2.10. Students whose parents are not based within two hours travel time from the School must have an appointed guardian, in accordance with the Guardianship Agreement completed to the School's satisfaction.

## 9. Assessments

9.1. Leighton Park is a selective, independent school. Students are assessed for eligibility in different ways depending on entry point:

9.2. Assessment for Years 7-9 and Pre-Sixth

9.2.1. Reaching a satisfactory standard in our entrance tests, which are all based on the curriculum in the student's current school year.

9.2.1.1. English comprehension

9.2.1.2. Maths test



- 9.2.1.3. Creative writing/Essay
- 9.2.2. Interview
- 9.2.3. Reference
- 9.2.4. School reports
- 9.2.5. Any specialist reports (if applicable)

### 9.3. Assessment for Sixth Form

9.3.1. Entry to Sixth Form from Year 11 at Leighton Park is dependent on students meeting our minimum GCSE results as detailed in 9.3.2, as well as passing a formal interview with a member of the Leadership Team. The School will also consider a student's track record of abiding by the School's expectations in terms of work rate and effort, as well as their behaviour record.

9.3.2. UK-based students applying for a place in the Lower Sixth will not be expected to sit entrance tests but will be required to achieve the requisite GCSE results. Students must achieve five grade 6s or above, with at least a grade 7 in the subjects they wish to study. Full details are available in the Sixth Form prospectus.

9.3.2.1. Students who are not taking GCSEs will be asked to sit a maths and an English test.

9.3.2.2. All applicants are expected to undertake an interview with a member of the Leadership Team.

9.3.2.3. Leighton Park School will also request a copy of the student's most recent school report, as well as a confidential reference from the Head of the student's current school. For students applying for a place in the Lower Sixth, examination grades for GCSE modules taken and predicted GCSE results or equivalent are also requested. Failure to submit the required documentation will prevent the student gaining a place at the School.

## 10. Feedback on unsuccessful applications

10.1. The decision of the School regarding all applications is final. On request to the Admissions Department, the School will provide feedback on the application, usually in verbal form and within 28 days of the request. No correspondence on admissions will be entered into.

## 11. Overseas applications

11.1. Approximately 20% of Leighton Park students are from overseas.

11.2. The School realises that it is not always practical for students from overseas to sit the tests at the School. Therefore, arrangements can be made via the Admissions Department for students to sit tests, under strict examination

conditions, at their current school or with one of our trusted agency partners. Interviews will be arranged and carried out using Zoom or Microsoft Teams. The Admissions Department will ask for a copy of the student's birth certificate or passport in order to establish identity and confirm the date of birth. The interview will also be recorded for safeguarding purposes.

- 11.3. Leighton Park welcomes students who speak English as an additional language, provided they meet the academic criteria required. Such students, on admission to the School, have all opportunities open to them that are open to other students. In addition, specialist English as an Additional Language tuition is available if required on an individual or group basis. There is a termly charge for individual tuition and group tuition on request.
- 11.4. Please find below the guidelines for the level of English expected of a student whose first language is not English:
  - 11.4.1. Year 7 – Minimum level of A2 ability in the CEFR (Common European Framework of Reference)
  - 11.4.2. Years 8, 9 and 10 – Minimum level of B1 ability in the CEFR (Common European Framework of Reference)
  - 11.4.3. Pre-Sixth Programme – Minimum level of B2 ability in the CEFR (Common European Framework of Reference) or 5.5 in IELTS
  - 11.4.4. Sixth Form - Minimum level of B2/C1 ability in the CEFR (Common European Framework of Reference) or 5.5 in IELTS
- 11.5. For parents who are relocating to the UK, they will be afforded EEA/UK status once they are permanently resident in the UK. If the status changes whilst the child is in the School, Leighton Park reserves the right to increase the deposit to the Non-EEA level.
- 11.6. Applicants classified as non-EEA students will be required to pay the non-EEA registration fee and the non-EEA acceptance deposit.

## 12. Visas for non-UK students sponsored by the School

- 12.1. Leighton Park School holds a Sponsor License with UKVI and welcomes students from overseas.
- 12.2. All students are required to submit a copy of their passport during the registration process and this will be held on their student file. A copy of the Biometrics page, plus the vignette and entry stamps will be taken when the student joins the School. This copy will be held on file until one year has passed from the date on which the School ended sponsorship, or when inspected and approved by UKVI, whichever is the shorter.
- 12.3. The School must be notified if a new passport is issued to the student.

- 12.4. Students who do not hold a UK passport may require a CAS (Certificate of Acceptance of Study) from the School to be able to apply for a visa to study in the UK for the duration of the course. All prospective families must read carefully the requirements of a Student Visa to make sure they meet the criteria before making an application to the School. These requirements are found on the UK Government website: [www.gov.uk](http://www.gov.uk).
- 12.5. A prospective student, who has accepted a place at the School, but fails to attend the course because of a visa refusal, must pay a full term's fees in lieu of notice.
- 12.6. All non-UK students must pay an NHS Healthcare surcharge and / or private health insurance. The NHS Healthcare surcharge gives students access to emergency medical treatment. At the time of writing the surcharge is £776 per annum.
- 12.7. The School Health Centre requires a copy of the student's GHIC card, and/or valid health insurance certificate, to keep on file in case medical treatment is required at any time whilst in School. Students can only start at the School if the Medical Form has been completed in our Application Portal, as well as any care plans if these have been requested.
- 12.8. Once a place has been accepted, the School will request the following documents from the parent before assigning a Confirmation of Acceptance of Studies (CAS):
- A copy of the passport the student will use for their Visa application
  - A copy of the Acceptance Form signed by both parents. If only one parent signs the form, the School will require a copy of a death certificate or court order
  - The required deposit, or payment of one year's fees
  - A copy of the student's birth certificate
  - The parent consent letter, signed by both parents, or one parent plus a copy of a death certificate or court order
  - Details of an appointed UK Guardian submitted via our Guardianship Form in our Application Portal
  - For non-EEA students, if one year's fees have not been paid in advance, a copy of a personal bank statement or letter from a bank, showing that the required funds are available is required. The funds must be in one personal account for a consecutive 28 day period and printed no more than 31 days before the Visa application is made.
- 12.9. A student cannot use the CAS to apply for their Visa more than six months before the start of their course.
- 12.10. A single CAS cannot be issued to cover both GCSE and A Level/International Baccalaureate Diploma Programme courses.

- 12.11. The School is required to record the date the student enters the UK to begin their course. A copy of the flight ticket or boarding pass may be required.
- 12.12. If a Visa application is rejected, the Admissions Team must be informed immediately and provided with a copy of the refusal letter.
- 12.13. The School will request a share code and keep a copy of the immigration approval status on the student's record.
- 12.14. The School has authorised partnerships with certain language colleges which means that one CAS can be issued to cover both the pre-sessional course and the course at Leighton Park.
- 12.15. As part of its reporting duties, Leighton Park School will provide details to the UKVI of any third party, in the UK or another country, which has helped to recruit students. This is done on an annual basis.
- 12.16. The School is required to report any unauthorised student absence of more than 10 days (10 points of contact). The School is also required to report any student who leaves before the end of their course, or who does not enrol on the first day of their course.
- 12.17. Points Based System (PBS) Dependants

Parents of students who hold a Dependant Visa should supply the School with a colour copy of the following:

- The student's passport
- The student's share code
- The parent(s)'s passport

12.17.1. The School should be informed immediately of any change to the Dependant Visa arrangements.

12.18. While parents must take responsibility, the School monitors expiry dates of passports and visas and will endeavour to contact parents in advance to advise that new applications should be made.

12.19. European Economic Area (EEA) Students

12.19.1. The School welcomes students with Settled or Pre-settled status.

Evidence of this will be required by sharing a share code with the School.

12.19.2. A CAS will be issued to those students who do not hold Settled or Pre-Settled status to enable them to secure a Study Visa. The School will follow the procedure for Non-EEA students but will not request financial evidence.

12.19.3. A copy of the electronic immigration status will be held by the School and expiry dates regularly monitored.

### 13. Guardianship requirement for overseas students

- 13.1. All students, whose parents do not live in the UK, must have a UK Guardian. Guardians can be a relative or a family friend who is over 25 years of age and lives within two hours of the School. Guardians must have suitable accommodation so that the student could stay with them if required. The Guardian must be appointed by the parents before the student arrives in the UK and the correct Joining Form completed in our Application Portal. An international boarding student will not be permitted to start at the School if this form has not been completed.
- 13.2. Where there is no appropriate family member or friend who is willing to take on the role the parents must appoint a Guardian from a professional agency registered and approved by AEGIS. Leighton Park does not appoint or recommend specific Guardians on behalf of students.
- 13.3. The Guardian must be able to care for the student at short notice, at times of illness, recuperation, in the event of an exclusion, or otherwise as necessary, in addition to liaising with the School as necessary and providing the first point of contact.

### 14. Siblings

- 14.1. Parents who apply for and accept a place for their third or any subsequent children at Leighton Park will be eligible for a discount of 20% on each of the third and subsequent child's school fees.
- 14.2. The discount will only apply whilst there is a minimum of three siblings in full time education at the school. Where there are two siblings the fees will revert to full fees for both children.

### 15. Bursaries

- 15.1. Leighton Park School endeavours to make appropriate arrangements to enable young people from a variety of socio-economic backgrounds to take up places at the School if they meet our entrance criteria. Bursaries may be available, in cases of financial hardship, to existing and prospective students, though bursary funds are, naturally, limited. Bursaries are always means-tested and subject to annual review. Our process includes a home visit from a trusted third party company.
- 15.2. In line with our Quaker ethos, the School aims to award a small number of transformational bursaries of between 80-100% to support families for whom a fee paying education would otherwise be unattainable.
- 15.3. Application forms are required in all cases and from the Bursary once the student is registered. Please email: [jennyrowe@leightonpark.com](mailto:jennyrowe@leightonpark.com) to request the form and the School's separate Bursary Policy for further information.

15.4. The Bursary deadline is the same as the application deadline and is usually in mid-November of the year prior to entry. Any applications received after this date will not normally be considered and applicants will be invited to re-apply for the following academic year.

15.5. The parents of all students offered a bursary will be expected to re-apply every year, and bursaries will be subject to review every year. All applicants will be informed of bursary decisions in January.

## 16. Scholarships

16.1. A number of scholarships are granted for entry to Year 7, 9 and Sixth Form on the basis of competitive assessments. These scholarships are also open to those already in the School. Once gained, a scholarship normally lasts throughout the student's time at Leighton Park but is subject to a satisfactory review of progress each year. For further details please see the Scholarship Policy.

16.2. The School will consider scholarship applications from students entering Years 8, 10, 11 and Upper Sixth, who have not previously had an opportunity to apply, if a special case is presented to the Head and the Admissions Team by the relevant Head of Department.

## 17. Data protection

17.1. The School will take all reasonable measures to safeguard information provided as part of the admissions process. Information gathered as part of the admissions process will form part of the student's record in the case of successful applicants. Information gathered as part of the application for applicants who are not offered a place will be destroyed after the student ceases to be of school age as it is not unusual for students to re-apply to the School at a later date.

## 18. Explanatory Notes

### 18.1.Siblings

A sibling link applies when a child for whom admission is sought already has a brother/sister or step-brother/sister living in the same family unit and in attendance at the School, at the time of their entry to the School. A sibling does not include a cousin or other relative living in the same household.

### 18.2. Admission of twins, triplets or other children from multiple births

Where fewer places within a year group can be offered than there are children from multiple births living at a single address, the School has the discretion to treat this as an exceptional case and may admit all such children in order not to split the family.

Author: John Burnett, Director of Marketing and Admissions

Sign off: Matthew Judd, Head

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