



Admissions Policy

Ludgrove is an independent bi-weekly boarding school for 190 boys aged 8-13. Detailed information about the School can be found on the website. The admissions process may begin many years before a boy starts at Ludgrove and registration may take place any time after birth through our Registrar on 0118 978 9881 or registrar@ludgroveschool.co.uk. We believe however, that a personal visit is invaluable and enables parents to get a 'flavour' of the school. Therefore we require all prospective parents to visit the school with their son prior to the proposed entry date.

Places are allocated in order of application and admission to the school is at the Headmaster's discretion. The School is not academically selective, but we reserve the right to offer places to boys who have the academic ability that will allow them to benefit from our balanced and well-rounded education and to make a positive contribution towards the life of the School.

Entry Procedure

1. **Registration** - following an enquiry to the school, parents are sent a registration pack. On receipt of the completed form and non-refundable registration fee of £100, boys will then be placed on the firm or waiting list for their cohort and parents sent written confirmation of the registration.
2. **Personal Visit** - parents are encouraged to visit the school for a one-to-one meeting with the Headmaster and his wife and to have a tour of the school two years prior to their son joining the School.
3. **Open Day** – registered candidates are invited with their family to a year-specific Open Day at Ludgrove sixteen months before their son is due to start Year 4. It is a child-centred and family-orientated event where boys take part in different aspects of school life including music, science, sport art and CDT. Parents are encouraged to take part and afterwards, families are offered tours of the school with Ludgrove boys.
4. **Formal Offer of a Place** – In June following the Open Day, the Headmaster will make formal offers by post to all candidates on the firm entry list. Parents will be asked to complete the Place Acceptance Form and pay a deposit of £1,000 by 1st September one year prior to entry to confirm their acceptance of a place. This deposit is held against the final term's fees. The Acceptance Form must be signed by all individuals with parental responsibility and requires them to read and agree to the school's Terms & Conditions.

5. **New Boy Morning** - families who have accepted a place will be sent a new boy information pack in March preceding their September entry, the paperwork must be completed in full prior to the boy's start date. Families will also be invited to a new boy morning which are held in small groups, enabling the new boys to meet their shadows, who will look after them when they start and in the meantime the Headmaster's wife will discuss with parents all elements of the pastoral care, including medical matters and uniform requirements. Additionally, the Year 4 starters are asked to complete an informal English and Maths assessment which gives Ludgrove an idea of the academic profile of the year group. Parents are also asked to submit a full and most recent school report from their son's current school to provide a complete picture.

Admissions Process

We want to ensure that boys can flourish academically and pastorally at Ludgrove, giving them every opportunity to achieve success in senior school pre-tests in Year 6, Common Entrance and Scholarship exams in Year 8. Parents should provide a copy of any Educational Psychologist's or Medical reports, including Occupational Therapy, Hearing and Sight assessments, to support their application to the School and to ensure that the School can make adequate provision.

1. The main point of entry is in Year 4 (aged 8) when we remain non-selective.
2. Limited places are available for entry Year 5 and occasionally in Years 6 and 7 where space permits. Basic academic standards are required to be met for late entry, to ensure that new pupils will be able to access the curriculum and to ensure that they can assimilate easily into the established year group. Boys are therefore asked to complete assessments in English and Maths, these can either take place during a personal visit or during a trial day. The assessment process is overseen by the Headmaster together with the Head of Learning Support.
3. Entry in Year 8 is unusual as there is limited time then available for Common Entrance preparation.

Equality & Diversity

Ludgrove is committed to equal treatment for all and welcomes applications from boys with a range of backgrounds, regardless of race, ethnicity, religion, disability, sexual orientation or social background. This enriches the Ludgrove community and prepares boys for today's world.

Religious Beliefs

Ludgrove is a Christian school and this is reflected in its ethos. However, it does not select for entry on the basis of religious belief, and it offers the opportunity for others to practise their own faiths.

Special Education Needs & Disabilities

Ludgrove welcomes pupils with disabilities and/or special educational needs, providing that the Learning Support Department can offer the support that is needed and that the school site can

accommodate them. We strongly advise parents of children with special educational needs or physical or mental disabilities to discuss their children's requirements with the school to determine if the school can make adequate provision for him. It is crucial that parents provide a copy of an educational psychologist's or medical report if they have one. The school will discuss thoroughly with parents (and their child's medical advisers, if appropriate) the adjustments that can reasonably be made for the boy if he becomes a pupil at the school.

Parents should contact the School as soon as possible if they or their child require reasonable adjustments to be made during the admissions process.

Sibling Policy

Most siblings join us at Ludgrove, although admission is not automatic and there may be occasions when we judge that a sibling is likely to thrive better in a different academic environment. If a decision is required between two or more boys who meet our admission criteria, we may give preference to:

- A boy who already has a brother in the school or who has a family connection to the school
- A boy with a particular skill, talent or aptitude.

Overseas Applicants

We welcome overseas pupils provided they have a relative or legal guardian who is a resident of the UK with whom they can stay for exeat weekends, who will attend some school events and parent's meetings and who will be able to care for the boy in the event of the school being closed for any reason. This is solely the responsibility of the parents who must make the appropriate arrangements.

All boys must have the legal right to live and study in the UK or, where appropriate, will be sponsored by the school to do so. Applicants not in possession of a British or Irish passport or Settled Status will need to apply for a Child Student visa from UK Visas and Immigration. Further details can be obtained from the School Secretary on 0118 978 9881 or office@ludgroveschool.co.uk. Whilst the School will issue a CAS number to parents, it is the responsibility of parents to apply for this visa.

Ludgrove will add an additional charge for the processing and administration work associated with the initial visa application and ongoing documentation.

UK Visas and Immigration issues Ludgrove's licence as an educational sponsor so that children from outside of the UK can study at the school. They regularly monitor all boarding schools to make sure the correct procedures for visa and guardianship are being followed in order to ensure that overseas children are properly supported. The School's aim is to make sure that we carry out these duties attentively to safeguard children in our care at all times and protect our status as a sponsor of student visas.

Fluency in English

In order to cope with the academic and social demands of Ludgrove, pupils must be fluent English speakers and should have been educated in English for an appropriate period of time before joining the school so that they can access the curriculum. Boys will be expected to have English as an Additional Language (EAL) tuition if their English is not fluent, at parental expense.

Bursaries

The Governors of Ludgrove are committed to broadening access to Ludgrove in order to ensure that, as far as possible, boys who would otherwise thrive here and be an asset to the school are not prevented from coming for financial reasons. To that end, limited funds are available on a means-tested basis to assist with school fees. Such assistance is necessarily aimed at prospective parents but may exceptionally be provided to existing parents or guardians whose circumstances have materially changed.

All bursary awards are subject to annual review of parental means and may be varied depending on changing parental circumstances. A bursary may be withdrawn in accordance with the terms upon which such award is made or in accordance with the School's Terms and Conditions.

The school's Bursary Policy can be found on our website. For further information, please contact the Bursar on 0118 978 9881.

Complaints

In the unusual event of parents having a complaint about our admissions process, we would hope to address them informally, but a more formal procedure for considering it may be necessary, if a complaint remains unresolved. The School's Complaints Procedure, available on the school's website, is not available for use by prospective parents.

Records and Review

Information on applicants to the school will be held securely on file in line with applicable data protection law and the school's Privacy Notice and Retention Policy/Data Protection Policy which are accessible on the school's website.

Ludgrove will not hold the personal data of prospective parents and children for longer than is necessary for a lawful purpose. This will generally be no more than 6 months following an unsuccessful application, but reasons to retain for longer might include where a sibling may apply or to deal with any ongoing matters or queries arising from the application. Personal data in successful applications will be transferred to the pupil file to the extent that it is required to provide an education to your child.

Reviewed October 2020