



Admissions Policy

Ludgrove is an independent fortnightly boarding school for 185 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 a firm place being offered and the proposed entry date.

Year 4 entry

The main point of entry is in Year 4 (aged 8) when we remain non-selective.

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 £120, 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 DT. 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 who have visited Ludgrove. Parents will be asked to complete the Offer Acceptance Form and pay a deposit of £1,000 by the end of 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 boys' morning which are held in small groups, enabling the new boys to meet their shadows (a boy who is already at the school), who will look after them when they start. In the meantime, the Headmaster's

wife will discuss with parents all elements of the pastoral care, including medical matters and uniform requirements.

6. 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.

Entry into Years 5-8

Limited places are available for entry into Year 5 and occasionally into 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 informally interviewed and asked to complete assessments in English and Maths which can either take place during a 1-1 visit or during a taster day. The assessment process is overseen by the Headmaster together with the Registrar.

Entry in Year 8 is unusual as there is limited time available for Common Entrance preparation.

Admission to the school at any point is at the Headmaster's discretion and 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.

Withdrawal of a place prior to entry

The School reserves the right to withdraw the offer of a place at the School if the behaviour of a boy gives cause for concern following the making of an offer; if it becomes apparent that the school fee cannot be paid; if fees are still outstanding at a previous school; or if it becomes apparent that relevant information (including educational psychologist reports, medical documentation and specific issues raised in previous school reports) was withheld from the school before participation in the admissions process.

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 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. The School will discuss in detail 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 parents' 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 and are required to submit evidence of their right to study throughout their time at Ludgrove. If required, Ludgrove can sponsor a boy's Child Student visa. UK Visas and Immigration issues Ludgrove's sponsorship licence and 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. Further details about Child Student visa sponsorship can be obtained from the Registrar on 0118 978 9881 or registrar@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 required for boys who do not possess a GB passport.

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.

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. Transformational bursaries are offered via The National Children's Springboard Foundation. In addition, limited funds are available on a means-tested basis to assist a small number of new and existing parents with school fees.

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

Changes of address, guardianship or school following registration should be notified to the Registrar as soon as possible. Ludgrove cannot be held responsible for the consequences of correspondence not received.

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. Following an unsuccessful application, withdrawal or deferral, this will generally be up to the point at which a pupil starts Year 8. Reasons to retain for a longer period 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 September 2025