



Admissions, Bursaries and Exclusions Policy

ADMISSIONS

Parents (which includes carers and guardians) wishing to enter their daughters to any part of The Ladies' College (the **College**) should contact the Registrar and complete a registration form. For further information on registering, please contact the Registrar on 01481 721602 or by email: registrar@ladiescollege.ac.gg

Entry to the **Pre-School** is available from 2 years and is allocated by availability of places.

Melrose, the Senior School and the Sixth Form admit girls who will most benefit from the opportunities offered here. Where possible, bursaries may be used to support students who couldn't otherwise access the College.

Entry from the College's Pre-School Department to the Lower Preparatory Department, from the Preparatory Department to the Junior Department, from the Junior Department to the Senior School and from the Senior School to the Sixth Form is usually automatic, assuming the College deems that a child can reasonably access the curriculum. In the case of entry into Lower Preparatory from the Pre-School, places are allocated in order of registration.

All entrants to the Sixth Form must have achieved at least Grade 4 in Maths and English Language IGCSE or GCSE (or equivalent). In addition, a minimum Grade 6 is required in the subjects relevant to those that a student is wishing to study at A-level. In addition, for external applicants, a satisfactory reference is required alongside an interview with a member of senior staff.

Within the admissions process or at any point in the child's education at College, if the College assesses that, within reasonable accommodations, the child is not able to access education at the same level as that of other children in their cohort in the College, the College may have to recommend to the child's parents that they find a more suitable institution to meet their child's needs.

Procedures for Registration

A child will be considered as a candidate for admission and entry to the College when the Registration Form has been completed and returned to the College and **the non-refundable registration fee** paid. Admission and entry will be subject to the availability of a place and the child satisfying the admission requirements at the time. The age of the child will be calculated according to Guernsey law and custom.

Pre-School Registration Fee (non-refundable)	£100.00 (non-refundable)
Reception – Senior School Registration Fee (non-refundable)	£100.00 (non-refundable)
Sixth Form – Registration Fee (non-refundable)	£100.00 (non-refundable)

Assessment timings

- **Remove (Year 7) - Michaelmas Term for the following September**
- **Other year groups -Throughout the year, if places are available**

Admissions

- A child seeking entry to any part of the College must show evidence that they are able to access and benefit from the academic education that the College offers, have the capacity to cope with the curriculum and the pace and style of delivery of the curriculum, and are able to manage their behaviour effectively in the College's educational context. A child may be offered a place based on reasonable accommodations and, if appropriate, agreeing to access additional learning support for which a charge will normally be made. The College will not be able to offer a place to a child if we do not believe that the child can, within reasonable accommodations, access education at the same level as that of other children in their cohort in the College.
- Once admitted into Melrose, there is usually an automatic right of entry to the Senior School assuming the child can, with reasonable accommodations, access the curriculum at the same level as that of other children in their cohort in the College. However, if a child joins Melrose in Years 5 or 6 further assessment will be required to join the Senior School.
- On occasion, at the point of entry additional learning support may be a condition of the offer of a place.
- A child who, in our opinion, is consistently making insufficient effort or progress in Melrose, may be required to complete additional assessment; this will be after discussion with the parents and such discussion will take place during the Junior years but will usually be before Year 6, with the Head Teacher of Melrose who will liaise with the Principal as appropriate.

Parents of girls wishing to enter Lower Prep from The Ladies' College Pre-School will be asked to confirm their daughter's place in Lower Prep for the following year.

- Girls wishing to enter Lower Prep who have not attended Melrose Pre-School will be invited to spend a morning at The Ladies' College Melrose, during which time we will assess their suitability for a place.

- All girls who have accepted a place in Lower Prep will be invited to attend transition sessions in the Trinity Term. This will give the girls an opportunity to get to know their teacher and familiarise themselves with the classroom.

Entry to The Ladies' College

- Melrose **Pre-School** accepts girls from the age of 2 years.
- **Pupils wishing to enter Lower or Middle Prep**, should a place be available, will be invited to spend a day in the relevant class. During that time, we will assess their suitability for a place.
- **Pupils wishing to enter Upper Prep and the Junior Department**, should a place be available, will be invited to spend a taster day in the relevant class. External candidates complete standardised tests in Reading and Mathematics. A reference will be required from the pupil's current school.
- **Entry to the Senior School.** External candidates are assessed in English and Mathematics, and are asked to attend group workshops as well as meet with member of staff to discuss their areas of interest.
- **Entry to the Sixth Form.** All entrants to the Sixth Form must have achieved at least Grade 4 in Maths and English Language IGCSE or GCSE (or equivalent). In addition, a minimum Grade 6 is required in the subjects relevant to those that a student is wishing to study at A-level. In addition, for external applicants a satisfactory reference is required alongside an interview with a member of senior staff

Progression throughout all parts of the College is dependent upon satisfactory academic attainment at the respective Key Stages of the curriculum.

Unsuccessful Applications

All decisions on offers of places are final.

Prospective parents, pupils and students

Open Mornings are held every year and prospective parents are offered a tour of the College upon request at any time of year but preferably during the school day. The tour is usually given by the Head Teacher, in the case of Melrose, and by the Registrar or the Principal, in the case of the Senior School or Sixth Form.

Reasonable adjustments for applications for SEND

The College seeks to make reasonable adjustments for pupils and students with SEND (please see the Special Educational Needs and Disability (SEND) policy). Adjustments will also be given due consideration at the point of assessment for entry, as appropriate. Parents will be asked to provide a written report from an appropriate professional to advise of SEND provision for their daughter, the year before entry.

If the College deems that, within reasonable accommodations, a student will not be able to access the education at the same level as other children in their cohort, we will not be in a

position to offer a place.

English as an Additional Language

In order to cope with the academic demands at The Ladies' College, pupils and students should be fluent English speakers. Girls entering the College will normally have been educated in the English medium before joining the school. Girls entering with English as an additional language will be offered support within our classes, but individual tuition in English as an additional language (EAL) may be privately arranged at the parents' expense.

Learning Support

Some pupils and students may require learning support for specific learning difficulties, or at certain periods in their education. Our Head of Learning Support will provide support and recommend appropriate assessment where it is deemed necessary. More information about our learning support programme and charges is available on enquiry.

BURSARIES

The Governors of The Ladies' College are committed to broadening access to education at the College by offering to eligible parents (which includes those with parental responsibility) means-tested financial support towards the payment of College fees for those students who meet the College's entry criteria. Such support is known as a bursary. Bursaries may be awarded in the form of a discount of up to 100 per cent fee remission in cases of proven need (and, where appropriate, an allowance for certain other educational expenses such as College uniform or certain College trips) but, in the majority of cases, will cover a lower percentage of the fees depending on the individual circumstances of the prospective student and each of their parents.

Bursary awards are subject to an annual review of the student's and their parents' financial circumstances, with fresh information being required about the student's parents' circumstances for every year that their child attends the College. Bursary awards may be removed or varied upwards or downwards, depending on the student's and their parents' financial circumstances.

Awards are made on the basis of the College's **confidential** scale of awards which sets out award levels in relation to the child's and each parent's financial circumstances, as amended from time to time. The scale of awards is reviewed and may be revised annually by the College and each scale is approved by the Governors. Though awards are generally linked to this scale, they may be varied upwards or downwards depending on the child's and each parent's financial circumstances (e.g. their savings, investments and realisable assets as well as their income, the size of their family, any other persons dependent upon them and other factors).

Awards may also be varied upwards or downwards at the discretion of the College for pertinent reasons, including but not limited to a student's progress, attitude, attendance or behaviour; where the parents have failed to support the College or otherwise have not acted in accordance with their obligations under the College's Terms and Conditions, for example, by the late payment of any contribution they are making to the fees; or otherwise in accordance with the terms of the bursary award and/or the College's Terms and Conditions.

A bursary may be withdrawn in its entirety in accordance with the terms upon which such an award is made or otherwise in accordance with the College's Terms and Conditions. A bursary may also be withdrawn in its entirety if, in the opinion of the Principal, the child's attendance, attitude, progress and/or behaviour (and/or the parents' behaviour or conduct (or the behaviour or conduct of one of the parents)) no longer merit the continuation of the award.

The College reserves the right to amend the way in which awards are assessed, from time to time.

Requests for financial support usually fall into two categories:

- New applicants to the College where a place has been offered but parents are unable to fund the fees and certain other educational expenses.
- Existing students where a change in the student's and/or parents' circumstances has resulted in difficulty in meeting fees and other educational expenses and may result in the child being withdrawn part way through a stage of their education.

Within the second category there may be temporary arrangements dealing with the disbursement of "hardship" funds when local or national economic circumstances affect the income of College families.

The Application Process

Bursaries may be made available to parents of children entering Remove (Year 7) or the Sixth Form (Year 12) of The Ladies' College and in exceptional circumstances other year groups. (See the above section on Admissions for further information on the College's entry criteria). Bursaries are awarded at the discretion of the College governors, and the Principal and the Bursar are responsible for the management and coordination of the process.

- Step one – both parents of a child in respect of which a bursary is to be requested are required to complete a form which seeks to establish the identity and financial circumstances of the family and of each parent. This should be completed and returned to the College. In the event both parents are separated and/or divorced, financial information from both parents should still be provided, as should the financial information of any other adults in the same household of either of the parents. The form, which requests details of all income, savings and capital, will be provided by the College and must be accompanied by full documentary evidence. The completed forms, together with the necessary documentary evidence, are to be submitted to the College no later than the **date of the entrance assessment** in any year for bursaries to start the following September.
- Both parents of a child in respect of which a bursary is to be requested will be required to sign a declaration stating that the information they have provided is both accurate and complete as well as requiring them, in the event their application for a bursary is successful, to update the College in the event those circumstances change during the academic year in question. If any information provided in the application, or as part of the broader assessment process, is subsequently discovered to be false or misleading or incomplete, the College may withdraw any award which has been made with immediate

effect and, depending on the circumstances, may require reimbursement. The College may also terminate its parent contract (incorporating the College's Terms and Conditions) and require the removal of the child in such circumstances.

- Step two - the College will assess all applications to establish the likely level of support which will be required in order to allow each relevant child to attend the College. This may involve a representative of the College visiting the parents' home(s) to ensure the information has been correctly interpreted and the basis of the financial assessment has been fair. Parents may also be asked to meet a representative of the College and/or provide additional supporting information as may be requested.
- Step three - the Bursar or their nominee prepares a recommendation in accordance with the College's confidential scale of awards which is considered with the Principal and a joint decision is then reached.
- Step four - the parents are advised whether their bursary application has been successful or not. **All decisions are final and there is no right of appeal in respect of any bursary decision.**
- Step five – both parents are then required to sign a letter accepting the place at the College (if they so wish) and an acknowledgement agreeing to any additional terms and conditions relating to the bursary, at which point they will be bound by, amongst other things, the College's Terms and Conditions.

The Ladies' College may use an external organisation to assist with processing bursary applications, including making home visits. Information provided by applicants may be made available, in confidence, to that organisation for those purposes.

All personal data processed in connection with the College's arrangements for bursaries shall be processed in accordance with the College's Privacy Notice ([Privacy-Notice-v200615-.docx \(live.com\)](#)) which is available on the College's website and is otherwise available from the College upon request.

The Case for Assistance

The College will consider a number of factors when making the judgement as to the justification for support and the extent of such support; inevitably this is a holistic judgment. In the main, the child's suitability for the College is the first consideration in granting support.

- Suitability – Students applying for entry at Year 7 will be required to meet the entry requirements of the College's Entrance Assessment. Students applying for entry at Year 12 will be required to meet the College's entrance requirements for entry to the Sixth Form. Bursary funds are limited and those judged most suitable will be given priority as those likely to contribute to and gain the most from the College's educational provision. Each student to whom support is offered must, in the opinion of the Principal, be likely to make good academic progress following admission and possess the potential to make a significant positive contribution to the life of the College. Previous school

reports will be consulted for evidence of the student's attainment, progress and behaviour.

- Financial limitations - the amount of the bursary award is not influenced by the child's ability but by the extent of need. Each case is assessed on its own merits and awards are made subject to the College's ability to fund these within the context of its overall budget. It is recognised that judgements about what sacrifices a family should make to pay College fees will be personal; however, the College has a duty to ensure that all bursary grants are well focused and so, as well as current earnings, other factors which will be considered in determining the necessary level of grant will include (but are not limited to):
 - The ability to improve the financial position or earning power of each parent. For example, where there are two partners, both would be expected to be employed unless one is prevented from doing so through incapacity, the need to care for children under College age or other dependents, or the requirements of their partner's work.
 - Opportunities to release any capital. Significant capital savings and investments would be expected to be used for the payment of College fees, as would equity values in property assets.
 - In cases of parents who are divorced or separated, the contribution that is being made or could be made by both parents, regardless of who the child lives with, and based on the principle that **liability for the fees is joint and several**. This means that the College may consider the financial circumstances of each parent separately and together, treating each parent's household separately.
 - The number of school aged children in the household.
 - Contribution to household costs including College fees by other family members, any adults unrelated to the child or by third parties / outside sources.
 - Any fees which are being paid to other schools (or universities).
 - Acknowledging that others might have a different view, the College considers that the following would not be consistent with the receipt of a bursary. It should be noted that the list is not comprehensive:
 - frequent or expensive holidays;
 - luxury cars;
 - investment in significant home improvements;
 - a second property/land holdings;
 - failure to honour school fee payments to other schools.
- Other factors - it is recognised that, in addition to meeting academic requirements and financial constraints, there may be other circumstances which should be considered as part of the College's holistic judgment. These include:
 - Where a child has siblings at the College (though a bursary award to one child does not guarantee an award to a sibling).

- Where the social needs of the child are relevant (for example, where a child is suffering from bullying at their present school).
- Where a parent is critically or terminally ill or is unable to secure permanent employment due to poor health or incapacity.
- Where a separation has resulted or is likely to result in the child having to be withdrawn from the College, adding to the stress of coping with the parents separating, although the College will nonetheless consider the financial circumstances of both parents in such cases.
- Where a previous school has awarded bursary support (but please note that bursary support from a previous school is no indication or guarantee that the parents would be eligible for bursary support at The Ladies' College).

Existing Students - Change in Family Circumstances

Parents with a child at the College whose financial circumstances suddenly change may apply for a hardship award to the Bursar, explaining their situation and using the forms that are available on request. Such awards are subject to the availability of funding and cannot be guaranteed.

If parents continue to require financial support in subsequent years, they will be required to submit repeat means-testing forms in the same way as other bursary holders.

Annual Review

All bursary awards are subject to repeat consideration of the child's and each parent's financial circumstances each year and may be varied upwards or downwards depending on the outcome of any review. Current bursary holders will be issued with repeat means-testing forms at the beginning of January each year, for return before the start of the February half-term. Bursary holders will usually be advised of the outcome of the annual review by the end of March.

For those previously in receipt of bursaries, the Principal and the Bursar have the discretion to decide on the reduction or withdrawal of an award not only where a student's progress, attitude, attendance or behaviour has been unsatisfactory but also where the parents have failed to support the College, for example, by the late payment of any contribution they are making to the fees or by otherwise not acting in accordance with the College's Terms and Conditions, or the terms of the award.

All bursaries will be reassessed in detail before a student enters the Sixth Form.

Confidentiality

The College respects the confidentiality of bursary awards made to parents and recipients and prospective parents and recipients are expected to do likewise and, therefore, all parties are expected to keep the terms of any award given, or the review or withdrawal of any award, confidential.

EXCLUSIONS

Examples of circumstances in which exclusion from the College may be appropriate include but are not limited to:

- Theft
- Deliberate damage of property or acts of vandalism
- Malpractice in examinations, whether public or internal
- Unacceptable or discriminatory behaviour (e.g. bullying, significant unkindness or aggression in person or online) towards a student, member of staff or other individual within the College community
- Persistent failure to meet specified (academic) targets for progression
- Failure of the parents to support the requests or actions of the College
- Offences which actually, or potentially, damage the good name and reputation of the College
- Smoking, vaping or drinking alcohol on site or while engaged in official College activities
- Using or supplying banned substances while in College or engaged in official College activities
- Criminal offences not already outlined above
- Inappropriate use of a mobile phone during the school day
- Failing to uphold the values of the College
- Not upholding other College expectations as laid out by the Principal or member of leadership.

Exclusion may be **internal**, **temporary** for a fixed period or **permanent**.

If a child shows anti-social behaviour which puts another child at risk, parents are contacted and asked to take the child home for the rest of the day or whatever period is deemed age-appropriate.

Appeals Procedure

If parents indicate they wish to appeal against an exclusion, the Principal will invite them to write to the Chair of Governors within seven days, with full details of the grounds for appeal. Letters should be addressed to the Chair of Governors, care of the Clerk to the Governors at The Ladies' College address. This would follow the process of the Stage 2 Complaints (please see the Concerns and Complaints Policy).