

<b>Policy</b>	<b>Boarding Admissions Policy</b>
<b>Version</b>	1.0
<b>Synopsis</b>	This policy details the procedure and criteria for boarding admissions
<b>Introduction</b>	June 2016
<b>Review Date</b>	
<b>Related policies</b>	School admissions
<b>Reviews:</b>	

## Boarding Admission Policy

Applications for a boarding place at Shaftesbury School are welcomed throughout the year for in-year enrollment and enrollment for the forthcoming academic year. The maximum number of boarding places available is 109 with 55 boys' places and 54 girls' places available.

Applications are received on a first-come, first-served basis throughout the year. The school's published PAN does not apply to boarding due to the school being undersubscribed. If in the event the school became oversubscribed then the boarding admissions policy would be revised.

There are certain criteria that would allow for one application to be considered ahead of others in the following circumstances:

1. Significant boarding need
2. The children of those serving in the armed forces
3. The sibling of a pupil in school
4. Proximity to the school, if a permanent resident the United Kingdom

### Eligibility

Shaftesbury School, part of the Shaftesbury Multi-Academy Trust, is a Church of England voluntary controlled mainstream school. An applicant must hold a British or other European Union country passport or have indefinite leave to remain. Nationals of European Union countries are eligible for state funded education.<sup>1</sup> Boarders do not pay any fees for tuition and pay only for the cost of boarding which is set by the Academy Board annually.

### Stage process

1. Enquiry – enquiries about the availability of a boarding place does not mean an application has been made and a place cannot be held.
2. Application – an application is made by submitting a completed application form by post or online. An incomplete application will not be considered and the applicant may not always be asked to re-submit.
3. Request for further information – if there appears to be a need to request further information, such as clarification of boarding need or year group, then this will be requested and be required before the application can proceed.
4. Invitation to interview – an interview to determine suitability for boarding will be offered. This can take place in person at the school, on Skype or in person during a recruitment exhibition. Visits to the school will always involve a tour of the school and boarding house and meeting with the Head of Boarding. A

<sup>1</sup> <https://www.gov.uk/guidance/schools-admissions-applications-from-overseas-children>

meeting with the SENCo or Headteacher/Deputy Head or Assistant Head may be requested and/or required and will be discussed.

5. Reference request – a reference from the applicant’s current school will be requested and reviewed to assist in determining suitability for boarding.
6. Offer – an offer to board will be made subject to all the necessary particulars being completed. A contract and request for deposit will be made and a timeframe given to accept or withdraw the offer.

### **Further information**

1. Assessments and grades – students who are studying IGCSEs or GCSEs will be given a conditional offer of a place in Sixth Form dependent on those grades. This does not affect suitability for boarding and is merely to ensure the appropriate entry grades for courses in the Sixth Form. If after results being obtained the applicant has not met the entry criteria then they may withdraw their application without the deposit being withheld or accept an alternative course and proceed with the boarding place.
2. If an applicant is not studying IGCSEs or GCSEs then the school will use a method of assessment to determine the eligibility for courses in Sixth Form. This will normally involve an English reading, language and comprehension assessment and maths assessment. In certain circumstances it may also involve a science assessment if the courses applied for have a science requirement.
3. Applications for out of year – all decisions regarding applications for out of year will be made by the Headteacher and will consider the following:
  - a) Medical needs
  - b) Pupils learning English as an additional language
  - c) Boarding need
  - d) Already placed outside of normal age group
4. Availability of places – at the beginning of each recruitment cycle places will be allocated to age groups based on the frequency of the applications. There is not a definite number of places allocated to one specific age group and boarders are always accommodated by year group where possible. If this is not possible they are accommodated by Key Stage.
5. An application to the Local Education Authority – an application for a boarding place includes the place in school and does require an additional application to the local authority.
6. The school accepts applications for students wishing to board on the basis that they will board for a minimum of one academic year. The terms and conditions about the boarding place are detailed in the contract which will be issued when a place is offered. Applications will not be accepted for a place in year 10 (KS4) for only one academic year.

### **Suitability for Boarding**

The school has a duty to safeguarding the welfare and wellbeing of all pupils in boarding and an assessment of an applicant’s suitability for boarding will be made during the interview process and/or by assessing documents which supplement the application and the reference.

The Head of Boarding and Headteacher need to be satisfied that the applicant will be happy, safe and successful in boarding and that the facilities and structure can manage whatever needs a boarding student may present. The suitability for boarding assessment is specific to boarding and a place within school and boarding is not dependent on academic ability.

If any specific health, SEN, behavioral issues or learning disability would necessitate adjustments to the boarding provision beyond what could be reasonably expected then the applicant may be deemed unsuitable for boarding. Every effort will be made to make adjustments to the boarding provision to enable all applicants to be happy, safe and successful in boarding but an assessment as to the applicants’ ability to cope with and benefit from boarding will be made.

We do not discriminate on the basis of age, disability, gender, gender identity, race and nationality, religion or belief or sexual orientation.