



ADMISSIONS POLICY

GENERAL

Luckley House School is a co-educational independent school for pupils from ages 11 to 18. The School has 305 pupils, 25 to 30 of whom are boarders. Deciding on the right school for your child is very important, and we believe that a personal visit is invaluable. We very much hope that you and your child will visit Luckley. We hold a number of open events throughout the year, which give a general introduction to the school. Details are published on our website. We are also very happy to welcome prospective parents and their children at other times. Please contact the school's Registrar, Mrs Crombie on 0118 974 3221 or email on registrar@luckleyhouseschool.org to arrange a visit.

THE ENTRY PROCEDURE

Luckley House School is an academically selective school. Selection is based upon academic merit which is assessed through an entrance examination, an interview at the school and references from the candidate's previous school. Our selection process is designed to identify pupils who are able to benefit from our balanced and well-rounded education and to make a positive contribution towards the life of the school.

The usual points of entry are at 11+/Year 7, 13+/Year 9 and 16+/Year 12. Please contact the registrar for details. The School may also have occasional places at other ages. Please contact the Registrar for details.

Applicants for admission should register by the end of November of the year preceding the desired year of admission.

EQUAL TREATMENT

Luckley House School is a Christian School, however its aim is to encourage applications from candidates with as diverse a range of backgrounds as possible. This enriches our community and is vital in preparing our pupils for today's world. Generous bursaries are offered in order to make it possible for as many as possible who meet the School's admission criteria to attend the School.

Luckley is committed to equal treatment for all, regardless of a candidate's sex, race, ethnicity, religion, disability, gender reassignment, sexual orientation or social background. The School's provision for bursaries is described below.

SPECIAL NEEDS

Luckley does not unlawfully discriminate in any way regarding entry. The School welcomes pupils with disabilities and/or special educational needs, provided we can offer them any support that they require and cater for any additional needs and that our site can accommodate them.

We strongly advise parents of children with special educational needs or physical or mental disabilities to discuss their child's requirements with the School before he/she sits the entrance exam so that we can make adequate provision for him/her. Parents should provide with the Registration Form a copy of an educational psychologist's report or a 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 child if [he/she] becomes a pupil at the School.

THE ASSESSMENT PROCESS

The aim of the process is to identify potential. Luckley is looking for well-rounded pupils with a genuine interest in education in the broadest sense of the word, with interests that stretch beyond the confines of the academic curriculum. The School has strong traditions in music, drama, art, debating, community activities and sport. There are many extra-curricular activities, all of which are important in developing a well-balanced, confident individual.

No specific preparation for the entrance tests is needed, all candidates start on an equal footing, with identical opportunities to display their academic aptitude.

All candidates for entry (below 16+) sit cognitive ability tests, which are designed for their age group, complete a short piece of creative writing and are interviewed by a member of staff (with reference to a pre-prepared storyboard for pupils wishing to enter year 7).

Candidates for entry at 16+ are offered places based on their GCSE predictions. External candidates are also required to request a reference from their current school.

We interview all candidates as part of our assessment process for each age group.

The dates for the assessment process for the current year are published on our website, together with the dates that results are posted to families and the closing date for acceptances. We will offer places to candidates from our waiting list after the closing date for acceptances.

References will be sought from the Head of a candidate's current school as part of the assessment process.

SIBLING POLICY

Most siblings join us at Luckley House School. However, admission is not automatic and there may be occasions where the school judges that a sibling is likely to thrive better in a different academic environment. A sibling discount of 10% of fees is available.

SCHOLARSHIPS

Luckley House School offers a number of scholarships a year for excellence in:

- Academic subjects
- Music
- Sport
- Art
- Drama

A scholarship may be withdrawn in accordance with the terms upon which such award is made or in accordance with the School's Terms and Conditions.

Purpose of Scholarships

Scholarships are designed to reward excellence and to celebrate exceptional talent. As such, the following scholarship awards are offered; Academic, Art, Drama, Music and Sport. In recognition of this achievement, the scholar is offered a reduction in the fees throughout their time at Luckley House School. Details of the arrangements for the Art, Drama, Music and Sport scholarships will be sent to all who express an interest.

We encourage parents of scholars who anticipate that they will experience difficulty in meeting the balance of the tuition fees to apply at the same time for one of the school's means-tested bursaries described below, when they register their child.

Academic Scholarships

All candidates at the usual entry points in Year 7 and 9 are automatically eligible for academic scholarships and are selected from the most outstanding performers in the entrance examinations.

Scholarship examinations are held in the Autumn term of Year 11 for Sixth Form Scholarships.

Scholarships are held for the duration of a pupil's time at the school, provided their conduct and performance is satisfactory.

Music Scholarships

Music scholarships are awarded to outstanding musicians who play any instrument or sing with exceptional ability. They will be required to perform 2 short pieces on 1 or 2 instruments and to undertake aural and practical tests. There will also be interviews with the Director of Music, or a member of the music department. They will be expected to demonstrate enthusiasm for and commitment to music and will be expected to make a contribution to the musical life of the school throughout their time at the school.

Music scholarships will only be awarded to pupils who have passed the school's entrance examination.

Sports Scholarships

Sports scholarships are awarded to outstanding, all-round sportsmen/women who have achieved a high level of competence in one or more sports. They will be assessed and interviewed by a member of the PE department and will be expected to demonstrate qualities of leadership and team play of a very high order. Sports scholars are expected to make a contribution to the sporting life of the school throughout their time at the school.

Sports scholarships will only be awarded to pupils who have passed the school's entrance examination.

Drama Scholarships

Art scholarships are awarded to students with outstanding dramatic ability, who demonstrate both enthusiasm and future potential. Candidates will be expected to prepare two short contrasting pieces for performance.

BURSARIES

Luckley's bursary programme is generous and is designed to make it possible for as many as possible of those who meet Luckley's entry criteria to take up a place here. The School offers a number of means-tested awards annually to entrants at the usual points of entry, where the parents have indicated on the Registration Form that they require financial support. Bursaries are means-tested in accordance with the criteria published on the School's website. Both parents are required to provide proof of their income and assets. The level of support varies according to parental need; but can extend to full fee remission.

Bursaries are always offered for 12 months at a time. The family is required to provide fresh information about its circumstances for every year that their child attends the School. Levels of support may vary with fluctuations in income or wealth.

The School's practice is to allocate its entire available bursary funding on entry. The School's expectation is that parents who do not choose to apply for a bursary at the time that their child is being assessed will not require financial support throughout the time that their child attends the School, except in wholly unforeseen circumstances.

Bursaries are only offered to families who are resident in the UK.

Our bursary policy can be viewed on our website or can be obtained from the Bursar.

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.

OVERSEAS APPLICANTS

We welcome overseas pupils, who can study at Luckley as a boarder provided that he/she has a relative or responsible adult living in the UK with whom he/she can stay for some weekends, more details of which are contained in the School's Terms and Conditions.

Fluency in English

Overseas candidates sit the Oxford Placement Tests as part of the application process. Candidates must attain the required level relative to the studies being undertaken. Candidates are also required to make the relevant progress in their EAL studies and failure to do so may result in pupils being required to resit the current academic year. Tuition in English as an Additional Language (EAL) can be arranged at the parents' expense.

RELIGIOUS BELIEFS

Luckley welcomes applications from prospective pupils of all faiths and of no faith.

SCHOOL'S TERMS & CONDITIONS

The School's Terms and Conditions are on the School's website and will be made available to parents as part of the admissions process.

COMPLAINTS

The School's Complaints Procedure is on the School's website and can be sent to prospective parents on request.

RECORDS AND REVIEW

Applicants' details will be held on file with due regard to data protection legislation and the School's Privacy Notice.

The School will not hold the personal data of you or your child 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: e.g. if the parents express an interest in the candidate re-applying for any reason at a later date, or in the potential candidacy of another sibling; or to deal with any ongoing matters or queries arising from the application.