Admissions Policy

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V.7	October 2023	SEND section updated
V. 8	January 2025	Updated to reflect latest ISBA guidance
V.9	January 2026	Updated author to reflect change of Head and some minor amendments to the Scholarship section. Review of the Scholarship section planned for Sept 2026 for the start of the academic year.
V.10	September 2026	Minor amendments

CONTENTS

Section	Page
1. Policy Statement	4
2. Entry Procedure	4
3. Equal Opportunity	4
4. Special Educational Needs	5
5. Assessment Process	5
6. Scholarships	6
7. Bursaries	6
8. Siblings	7
9. Overseas Applicants	7
10. Records and Review	8
11. Terms & Conditions	8

1. Policy Statement

Luckley House School is an independent, coeducational day/boarding school for pupils from ages 11 to 19 with a nominal size of up to 400 pupils of whom up to 40 are boarders.

This policy applies to admission to the School at the principal levels of entry (see below) and at all other stages where applicable.

Deciding on the right school for your child is very important and we believe that a personal visit is invaluable. We hold a number of open events throughout the year that give a general introduction to the School, details of which are published on the School website. We are also very happy to welcome prospective parents and their children at other times.

Please contact the School's Registrar, Mrs Crombie, by phone on 0118 974 3221 or by email on registrar@luckleyhouseschool.org to arrange a visit.

We very much hope that you and your child will visit Luckley and see the School for yourselves.

2. Entry Procedure

The School is selective. Selection is based upon academic merit, which is assessed through an entrance examination, an interview at the School and references from the candidate's current School. The selection procedure is designed to identify pupils who can benefit from the rigorous and extensive academic and co-curricular programmes and who will 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). Entry may also be possible at other ages as spaces allow.

Applicants should register by mid November in the year preceding the desired year of entry.

The Registration Form is available on the School website.

3. Equal Opportunity

Luckley is a school with a Christian ethos. Our aim is to encourage applications from candidates from all faith backgrounds and as diverse a range of backgrounds as possible, which we believe enriches the School community and is vital in preparing pupils for today's world.

The School is committed to admitting pupils regardless of their personal circumstances subject only to candidates meeting the entrance criteria and the ability of the School to make any reasonable adjustments as may be required.

A limited number of bursaries are offered to support applicants who meet the School's admission criteria, but who would not otherwise be able to afford the fees.

4. Information Sharing

We require parents to inform the School at the outset of the application process about any needs which their child may have or any other significant matters which the School should reasonably be aware of because, for example, it would necessitate tailored provision and/or would materially impact on their child's attendance at School and/or ability to engage in day-to-day School life. The School may wish to discuss these matters with the parents and/or require some further information.

Parents must ensure that information provided is accurate, complete and not misleading and relevant details and information (or changes to them) are shared in a timely and transparent manner.

A failure to disclose relevant information and/or the provision of inaccurate, incomplete or misleading information may - in some cases - lead to the withdrawal of an offer or termination of the School's Parent Contract.

5. Special Educational Needs

Luckley House School aims to promote equality of opportunity within a whole-school environment that has high aspirations for all pupils. As part of the entry procedure, we will assess each individual, where SEND needs are a factor, to determine if we can offer the required level of support for pupils to thrive. While the School welcomes pupils within a wide ability spectrum and supports a number of pupils with SEND, we are not a specialist school. In such circumstances, it is recommended that parents discuss their children's needs with the Head before making applications. In all cases a copy of an educational psychology report, medical report, or any other relevant documentation that will help to inform the entry process will be requested prior to an offer of admission. Where appropriate, places may be offered subject to specialist support lessons and their associated funding being agreed.

Sometimes, the situation of pupils with disabilities and/or special educational needs changes between an offer of a place being made and the pupil starting at the School. The School requires parents to be pro-active in updating the School as to any significant changes which mean that the information provided during the application process is out of date or incomplete. In the vast majority of cases, this will not affect a pupil's place at the School. However, the School may, in exceptional circumstances, need to reconsider the offer of a place if a pupil's circumstances change materially. It is in the pupil's interests that any such decision is made as early as possible to avoid any disruption to their education, so parents are urged to be forthcoming in their communications with the School about any material change to their child's circumstances.

In the event your child has an EHC needs assessment or EHCP (whether at the application stage, draft or final form) it is important that these (and the applicable supporting documentation, e.g. educational psychologist reports or other expert assessments) are shared promptly with the School and that the School is kept up to date with respect to any relevant decisions of the Local Authority or changes in provision.

There may be circumstances in which we are not able to offer a place for reasons relating to a child's special educational needs and/or disability. For example, if, despite reasonable adjustments (in the case of disability), we feel that a prospective pupil is not going to be able to meaningfully access the education offered, or that their health and safety or those of other pupils or staff may be put at risk, or where the School cannot reasonably accommodate the adjustments required or reasonably provide the nature or level of the support required.

6. Assessment Process

The aim of the assessment process is to identify potential. Luckley is looking for both academically able and well-rounded pupils with a genuine interest in education in the broadest sense. The School has strong traditions in music, drama, art, debating, community activities and sport. There are many co-curricular activities open to pupils, all of which play an important part in developing well-balanced and confident individuals.

No special preparation for the entrance exams is needed.

All candidates for entry at 11+ (Year 7) and 13+ (Year 9) sit cognitive ability tests designed for their age group. In addition they complete a short piece of creative writing and are interviewed by a member of The Leadership Team (with reference to a pre-prepared storyboard for 11+ applicants).

Candidates for entry at 16+ (Year 12) are offered places based on their GCSE predictions and other assessment data where appropriate, an interview and references from their current Schools.

Dates for assessments are published on the School website together with the dates when results are sent out and the closing dates for acceptances. We offer places to candidates on waiting lists after the closing dates for acceptances.

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

7. Scholarships

Scholarships are designed to reward excellence and to celebrate exceptional talent.

Scholarships are awarded in:

- Academic subjects
- Music
- Performing Arts
- Drama
- Sport
- Creative Arts
- All Rounders

Scholarships awarded at Year 7 or Year 9 are held until the end of Year 11 provided his/her conduct and performance are exemplary. Scholarships are reassessed for entry to Year 12 and existing Scholars are welcome to apply. In exceptional circumstances a scholarship may be withdrawn in accordance with the terms upon which awards are made or the School's Terms & Conditions.

All scholarships candidates must meet the requisite entrance criteria, details of which are available from the Registrar

The Luckley Foundation Fellowship is for Year 7 entry only, offering up to 100% fee remission to exceptional young people. Designed for pupils who may never have considered a private education, the Fellowship seeks out young people who demonstrate outstanding academic promise, leadership, creativity, service to others, or exceptional achievement in their chosen field. We are particularly interested in those who will embrace and contribute to the life of the school, enriching our community through their unique experiences, and aspirations.

Awards of up to 100% of fees are available following a competitive application process and means-tested assessment.

8. Bursaries

The School's bursary programme is designed to make it possible for a number of pupils who meet the entry criteria and whose families are resident in the UK, and who would not otherwise be able to afford the full fees, to take up a place at the School.

Bursaries are means-tested. Both parents are required to provide proof of their income and assets. The level of support varies according to parental need and can, in exceptional circumstances, extend to full fee remission.

Bursaries are always offered for 12 months at a time. Parents are required to provide fresh information about their financial circumstances each year and should expect levels of support to vary with fluctuations in income or wealth.

Pupils awarded bursaries are expected to work hard and set an example to other pupils. In exceptional circumstances, a bursary may be withdrawn in accordance with the terms upon which an award is made or the School's Terms and Conditions.

Bursaries are available only to external applicants at the principal points of entry into the School. However, hardship bursaries may be available to parents of current pupils in exceptional circumstances.

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.

A bursary may be withdrawn in accordance with the terms upon which such award is made or otherwise in accordance with the School's Parent Contract.

A Bursary will normally be reduced by the award of a scholarship.

The Bursary Policy can be viewed on our website or obtained from the Bursar.

9. Siblings

Most siblings join the School if they so wish. However, admission is not automatic and there may be occasion where the School judges that a sibling is likely to do better in a different environment. A sibling fees discount may be available, details of which may be obtained from the Registrar.

10. Financial Information

Any applicant for a place at the School, including those who apply for bursary support and overseas applicants, may at the discretion of the School be required to provide additional financial information and/or undergo checks to confirm that they are able to pay the School's fees (or any percentage of the fees still payable if a bursary or scholarship is granted).

11. Overseas Applicants

Expectations

We welcome overseas pupils who come to Luckley as boarders provided they have adult relatives or other responsible adults living in the UK who will act *in loco parentis* as necessary and with whom they can stay for leave weekends.

By arrangement the School has a small number of short-term study programmes, details of which can be obtained from the Registrar.

More details are contained in the School's Terms & Conditions.

Fluency in English

Overseas candidates sit the Oxford Placement Tests as part of the application process and must attain the required levels. Candidates are also required to make the relevant progress in their English as an Additional Language (EAL) study: failure to do so may result in pupils being required to repeat an academic year. EAL tuition can be arranged by the School but will be at parents' expense.

12. 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 any personal data for longer than is necessary for a lawful purpose. This will generally be no more than six months following an unsuccessful application, but reasons to retain information for longer might include if parents express an interest in a candidate re-applying 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.

13. Terms & Conditions

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