



Admissions Policy

This policy, which applies to the whole school, inclusive of boarding, is publicly available on the school website and upon request a copy (which can be made available in large print or other accessible format if required) may be obtained from the school Compliance Officer.

Owner: Director of External Relations

Approving Body: Teaching and Learning Committee

Date of last Review: September 2026

Date of next Review: February 2027

Linked Policies, Procedures and Resource Materials:

- Bursaries, Scholarships and Fee Discounts Policy
- Curriculum Policy
- Data Retention and Storage Policy
- Data Protection Policy
- EAL Policy
- Educational Guardianship Policy
- Equality, Diversity and Inclusion Policy
- Privacy Notice
- Schedule of Fees
- SEND Policy including Reasonable Adjustments

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OBJECTIVE

To identify students who will benefit from the education that is offered at Woldingham School (the 'School') and contribute to the school community.

Woldingham is an independent boarding and day school for girls aged 11 to 18. The school is an academically selective school with a broad intake range. The School is looking for intellectually curious, well-rounded students with interests that stretch beyond the confines of the academic curriculum.

This policy serves as the definitive source of the procedures governing the School's admissions process, and may be consulted by all prospective families to understand how admissions decisions are made.

THE ADMISSIONS REGISTER AND DATA PROTECTION

As part of the admissions process, the School will record student data including, name, preferred name, sex, date of birth, parental and address details and whether the student will be attending on a day or boarding basis, as required by the Independent Schools Standards.

The School will also hold at least one emergency telephone number and where reasonably practicable, the School's preference is to hold details of at least two emergency contacts for each student.

Woldingham School takes its responsibilities for personal data very seriously and has policy and procedure in place to ensure compliance with the Data Protection Act 2018 incorporating the General Data Protection Regulations [GDPR].

Full detail of how your data is used can be found on the Woldingham School website in the Privacy Notice (<https://www.woldinghamschool.co.uk/policies.html>).

THE ENTRY PROCEDURE

Applications begin with registration details and a non-refundable registration fee. Families are requested to register their daughters at least one year in advance, although it is understood that this is not always feasible. Prospective families are emailed with details about assessments at the appropriate time in the admissions calendar.

The usual points of entry are at 11+, 13+ and 16+. Academic and co-curricular scholarships are available, as are bursaries (refer to the Bursaries, Scholarships and Fee Discounts Policy). Candidates for 13+ may apply for either standard or deferred entry. Occasional places at 12+, 14+ and 15+ may be available.

The assessment days are held in the Autumn Term and decisions are sent by email in December. Once the formal acceptance of a place is received, this completes a legally binding agreement, and a security deposit is required (refer to the Schedule of Fees).

All applicants are expected to attend the assessment day at Woldingham School, although where circumstances do not permit this, the School can help to arrange alternative testing dates and/or locations.

References are sought for all applicants from their current head teacher in line with GSA and HMC guidelines.

11+ AND 13+ ASSESSMENTS

The 11+ assessment process requires applicants to take the online 11+ ISEB Pre Test either at the applicant's school or at Woldingham. All applicants will then attend Woldingham School on the set assessment day to take a short, creative writing paper and have an interview with a member of staff.

The English and Mathematics 13+ assessments are broadly in line with the National Curriculum KS3 and are online tests in English, Maths and Science. All candidates are also interviewed by a member of staff.

13+ deferred entry offers are conditional upon the student continuing to make satisfactory progress at their current school. Students who accept a 13+ deferred place are required to

sit the standard 13+ assessments in the autumn prior to entry; this is solely to enable setting and consideration for academic scholarship awards. They may also apply for co-curricular scholarships in the autumn prior to entry and will be considered alongside the standard 13+ entry and internal candidates.

SIXTH FORM ASSESSMENT

Candidates are assessed in English, Maths and general comprehension (Science or Humanities). Following this, they are examined in up to two of their A Level subject choices. They are interviewed by a senior member of staff and a report from the candidate's current school is requested.

Successful candidates are expected to achieve at least 8 GCSEs, at an average of grade 5.5. Grade 7 or better is normally required to take Mathematics, Sciences or Languages to A Level. Grade 6 or better is expected for all other subjects chosen for A Level.

INTERNATIONAL STUDENTS

Applications from those permanently resident outside the United Kingdom are welcomed provided that the student

- has a relative or legal guardian living within an hour travelling distance to Woldingham in the UK, and
- is able to stay with the relative or guardian for some weekends.

Please see the Educational Guardianship Policy for more details.

Candidates are required to undergo the same entry tests as UK-based applicants. Entrance assessments can be sent to a student's current school, the British Council or an accredited agent's office if attendance at the assessment day is impossible, but it is recommended that prospective families visit Woldingham at some point prior to entry.

The school assesses all non-native English speakers. Alternatively, students can provide one of the following certifications of English language ability: UKiset, IELTS or a Certificate in Advanced English (Cambridge University).

Please see Appendix 1 for guidance on how the School's manages the admissions process and Child Student Visa sponsorship for international students.

EQUAL TREATMENT

Our aim is to encourage applications from candidates with as diverse a range of backgrounds as possible. Woldingham School is committed to equal treatment for all and complies with the Equalities Act 2010. Applicants will be considered regardless of race, disability, ethnicity, religion, sexual orientation, gender re-assignment, pregnancy and maternity, marriage or social background (refer to the Equality, Diversity and Inclusion Policy).

SPECIAL EDUCATIONAL NEEDS AND DISABILITY

The School does not discriminate in any way regarding entry. Woldingham School welcomes students with physical disabilities provided that our site can cater for them. The School welcomes students with neuro-individual characteristics, provided that our Learning Enhancement department and our teaching and residential staff can offer them the support that they require. Woldingham School is set up to provide suitable learning support for students with a range of neuro-individual needs, such as dyslexia, dyspraxia or slower cognitive processing.

Woldingham School follows the SEND Code of Practice. The welfare and educational needs of a student will be identified before they enter the school and the adjustments that can reasonably be made to meet them will be agreed with parents and, if appropriate, their medical advisers. A student's needs will be regularly reviewed.

Parents are required to complete the 'Individual Needs' section of the registration form and, if their child has such requirements, the School asks that copies of any relevant reports (including educational psychologist reports, medical reports or other relevant expert third party reports, materials or information) about their child's needs be submitted along with the initial application.

Parents should ensure that any report submitted is dated no earlier than 26 months from the date of the exam. The School encourages prospective parents and students with individual needs to meet with the School's Head of Learning Enhancement before taking the entrance assessment.

SIBLING POLICY

Many siblings join Woldingham School. However, admission is not automatic, and there may be occasions where it is judged that a sibling is likely to thrive better in a different academic environment. However, wherever possible, the School will aim to keep families together.

SERVICE FAMILIES

A generous fee discount is available for those members of the Armed Forces and the British Foreign & Commonwealth Office who qualify for the Continuity of Education Allowance (refer to Schedule of Fees).

RELIGIOUS BELIEFS

Woldingham School is a Catholic school welcoming girls of all faiths or none. Parents should be aware that students are expected to participate in assemblies, attend Mass and to take GCSE Religious Studies (Theology) in Year 11.

OVER-SUBSCRIPTION OF PLACES

In the event of over-subscription of places, the following entrance criteria will apply and in

this order:

- Results of admissions tests, interviews, report from current school and ability to integrate into the school community as evidenced on assessment days.
- Preference given to those students whose siblings are at the school or have been at the school or who are children/grandchildren of alumnae.
- Preference given to those who are applying for a boarding place.
- Preference given to students whose families are practising Roman Catholics.
- Preference will be given on compassionate grounds if the individual or family situation means that the student would benefit from the outstanding pastoral care at Woldingham School.

CONTRACTUAL TERMS AND CONDITIONS

These are available on request from the Admissions Department.

APPENDIX 1 - INTERNATIONAL ADMISSIONS AND CHILD STUDENT VISA SPONSORSHIP GUIDANCE

Woldingham School (the 'School') assesses each applicant independently. Where a student requires UK immigration permission, the visa process begins only after the School's admissions process is complete, the offer has been accepted and the required deposit has been paid.

Purpose and scope

This guidance explains how Woldingham School manages applications from international students who may require sponsorship under the Child Student route. It should be read alongside the School's general admissions, safeguarding and child protection, educational guardianship, attendance and data protection policies.

The School holds a Student sponsor licence and may sponsor eligible students aged 4 to 17 to study at the School. Sponsorship and the assignment of a Confirmation of Acceptance for Studies (CAS) are subject to the Immigration Rules, sponsor guidance and the School being satisfied that all relevant requirements are met.

Admissions decision

All applicants are assessed against the School's published admissions criteria. The School retains responsibility for deciding whether an applicant is academically suitable for the proposed course and whether a place should be offered.

Applicants may be asked to complete assessments and an interview, either in person or online. The School will retain appropriate evidence of the assessment used to determine academic suitability.

The School may request information about the applicant's immigration history, family circumstances, care arrangements and intended travel to support safeguarding and sponsorship checks.

The involvement of an education agent does not replace the School's own assessment or decision-making process.

When visa support begins

Once the admissions process has been completed, the offer has been formally accepted and the required deposit has been paid, the family will be introduced to Sable International, the School's trusted immigration partner, to support the visa acquisition process.

Sable International will communicate directly with the parent or legal guardian and will normally copy the relevant education agent, where one is appointed and the family has

authorised this. The School's nominated admissions contact will be copied into relevant communications where appropriate.

Documents collected by the School

As part of admissions and initial sponsorship checks, the School will normally request clear copies of:

- the student's current passport;
- the parent or legal guardian's passport or other satisfactory identity evidence;
- the student's full birth certificate, adoption certificate or relevant court document establishing the relationship to the consenting adult;
- details of the student's proposed UK guardian and care arrangements;
- evidence used by the School to assess the student's academic ability and suitability for the course; and
- any immigration history or other information reasonably required to assess sponsorship eligibility and safeguarding arrangements.

Documents not in English or Welsh may need to be supported by a compliant certified translation. Families should provide complete and accurate information promptly and must notify the School and Sable International of any material change.

Support provided by Sable International

Following introduction, Sable International will provide a tailored document checklist and assist the family with preparation of the relevant UK immigration application. Depending on the student's circumstances, this may include:

- reviewing identity, relationship and guardianship evidence;
- arranging or reviewing certified translations;
- preparing the required parental consent documentation;
- reviewing financial evidence and confirming whether an exemption applies;
- confirming whether a tuberculosis certificate or other route-specific evidence is required;
- preparing and submitting the application, where instructed, and supporting the family through to a decision; and
- advising the School when the case is ready for CAS assignment and checking the draft CAS information.

CAS assignment

A CAS is an electronic sponsorship record, not a visa and not a guarantee that an application will be granted. The School will assign one CAS for the relevant application only when:

- the place has been formally accepted and the required deposit has been paid;
- the School has completed its academic, identity, safeguarding and sponsorship checks;
- the School reasonably believes the student meets the relevant immigration requirements;
- the information to be included on the CAS has been checked and approved by the School; and
- any concerns or outstanding documents identified by the School or Sable International have been resolved.

The School may defer or decline to assign a CAS if information or documents are incomplete, inconsistent or raise concerns about eligibility, safeguarding, credibility or compliance. A fresh CAS is not automatically issued where an application is refused, rejected, withdrawn or otherwise unsuccessful.

Parental consent, care and guardianship

A Child Student application must include suitable written consent from the student's parent(s) or legal guardian(s) and satisfactory evidence of the relationship to the person giving consent. The consent and supporting evidence required will depend on the family's circumstances.

The School must also be satisfied that suitable arrangements are in place for the student's travel, reception and care in the UK. Families must provide accurate and up-to-date details of the student's UK guardian, accommodation and travel arrangements and comply with the School's guardianship and safeguarding requirements. Additional documents may be required where consent is provided by one parent only or where a non-parent has parental responsibility.

Visa decision, travel and enrolment

The student must hold the correct immigration permission before travelling to the UK for the purpose of beginning the sponsored course. Families should not make non-refundable travel arrangements until the appropriate permission has been granted.

The family must provide the School and Sable International with a copy of the visa decision and evidence of the student's immigration status.

On or before enrolment, the School will complete and retain the required right-to-study and identity checks, including an online status check where applicable.

The family must provide the student's travel and reception information and any evidence reasonably requested by the School.

The student must enrol by the date specified by the School and comply with the conditions of their immigration permission and the School's attendance requirements.

Ongoing responsibilities

Students and their parents or legal guardians must:

- keep the School informed of current home and UK contact details, guardian details, accommodation and immigration status;
- notify the School immediately of any change that may affect the student's permission, care arrangements or ability to attend;
- ensure the student attends as required and follows the School's absence procedures; and
- provide documents or information requested by the School for its sponsor record-keeping and reporting duties.

The School is required to monitor sponsored students and to report specified changes or events to UK Visas and Immigration. Where sponsorship must be withdrawn or a report made, the School will act in accordance with its sponsor duties and will communicate with the family where it is lawful and appropriate to do so.

As a UKVI Student Sponsor, Woldingham School is required to monitor the enrolment, attendance and ongoing engagement of sponsored students and to maintain accurate records in accordance with Home Office sponsor guidance. The School may be required to report certain changes or events to UK Visas and Immigration (UKVI), including where a sponsored student fails to enrol as expected, is withdrawn from the School, is excluded, breaches the conditions of their immigration permission, or misses 10 consecutive expected contact points without an authorised reason. For boarding and day students, an expected contact point will normally include morning and afternoon registration. The School must also continue to meet its sponsor compliance duties and maintain satisfactory sponsor performance metrics as required by UKVI.

Data sharing and confidentiality

The School and Sable International will process and share personal information where necessary to administer admissions, assess sponsorship eligibility, prepare the immigration application, meet safeguarding responsibilities and comply with legal or regulatory

obligations. Information may also be shared with UK Visas and Immigration, the Home Office, relevant professional advisers and other bodies where required or permitted by law. Personal information will be handled in accordance with applicable data protection law and the relevant privacy notices.

Important information

Immigration requirements can change and each application is assessed on its individual facts.

Neither the School nor Sable International can guarantee the outcome or processing time of an application.

The Home Office is responsible for immigration decisions. The School is responsible for its admissions decision and for deciding whether to assign or withdraw sponsorship.

This policy is a general overview and does not replace individual immigration advice or the School's other policies.

Mrs Sue Baillie Authorising Officer	Mrs Camilla Mair Director of External Relations/Key Contact
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