



Admissions Policy and Process including Scholarships and Bursaries

Aims

1. To provide full and clear information to parents so that they know exactly what to expect throughout the admissions application and acceptance process in order that they may make a fully informed decision.
2. To provide a best practice approach in the application of Gosfield School admissions criteria, so that places are offered and accepted on a fair, equitable and legally compliant basis.
3. To support children joining Gosfield who will thrive at the school and who by engaging fully with our values, culture and ethos will permit our community to continue to thrive, grow and flourish.

Admissions Processes:

The standard entry points to Gosfield are – a) Nursery; b) Reception; c) Year 7; d) Year 12. However, the school frequently accepts entrants at other year points. Where year groups are full, a waiting list exists (see Waiting List).

1. Entry into Nursery:

- a. Initial contact and tour
- b. Parents of applicant complete registration form and fee.
- c. Once step 2 is complete we will offer your child settling in sessions.
- d. If your child is already in a Nursery setting, we will make contact.
- e. Where an applicant has significant SEN needs the SENCo or Assistant SENCo may do a Nursery visit to observe them in situ. This would happen before the settling in sessions.
- f. Once settling in sessions have been completed and both parties are satisfied, a place will be offered.
- g. By formally accepting a place, you are entering into a contract with the school and as such will be required to abide by its contractual terms and conditions that are included with the offer letter and all relevant paperwork. It is important you fully understand these conditions, so please do ask questions if you require clarification on any points.

2. Entry into Reception:

- a. Initial contact and tour
- b. Parents of applicant complete registration form and fee.
- c. Once step 2 is complete we will offer your child a guest pupil day.

- d. If your child is already in a school setting, we will contact the school and request a reference.
- e. Where an applicant has significant SEN needs the SENCo or Assistant SENCo may do a school visit to observe them in situ. This would happen before the guest student day.
- f. Once the guest pupil day has been completed and both parties are satisfied, a place will be offered.
- g. By formally accepting a place, you are entering into a contract with the school and as such will be required to abide by its contractual terms and conditions that are included with the offer letter and all relevant paperwork. Offers of a place are secured in order of receipt of the completed Acceptance Form and £500 deposit which is refundable on completion of a student's education with us. Where year groups are full, a waiting list exists (see Waiting List). It is important you fully understand these conditions, so please do ask questions if you require clarification on any points.

3. Entry into Year 7

- a. Initial contact and tour
- b. Parents of applicant complete registration form and fee.
- c. Once step 2 is complete they are added to the Register for admissions day [usually the November of the academic Year prior to admission i.e. when the student is in Year 6] - all Yr 6 external applicants attend this day - it includes a CEM test but will also include a mixture of academic, practical, creative and active lessons - qualitative feedback sought from staff conducting lessons, SLT, Head of Section and team of roving observers.
- d. Current school reports and head teachers reports sought.
- e. Where an applicant has significant SEN needs the SENCo or Assistant SENCo may do a school visit to observe them in situ at their primary/prep school. This would happen before the admissions day.
- f. Those who apply for scholarships [written application] are invited, in addition, to a separate scholarship day. This includes an art task, sports trials, auditions, academic tests etc depending on the candidate. Where appropriate, applicants are asked to submit a portfolio or other evidence. The relevant HoD is asked to rank their applicants and complete a spreadsheet with narrative commentary and a rank order. This day and process includes both external and internal scholarship applicants.
- g. Feedback collated and then reviewed by the Principal and Head of Admissions and places and scholarships offered. Balance between boys/girls and PA/Sport/Art/Academic considered in offer process and the scholarship process. The total allocation of funds available for scholarships for each Year 7.
- h. By formally accepting a place, you are entering into a contract with the school and as such will be required to abide by its contractual terms and conditions that are included with the offer letter and all relevant paperwork. Offers of a place are secured in order of receipt of the completed Acceptance Form and £500 deposit which is refundable on completion of a student's education with us. Where year groups are full, a

waiting list exists (see Waiting List). It is important you fully understand these conditions, so please do ask questions if you require clarification on any points.

4. Entry to Year 12

- a. Initial contact and tour
- b. Parents of applicant complete Sixth Form registration form and fee? (no fee currently).
- c. Once step 2 is complete we will offer your child a Sixth Form taster day.
- d. If your child is already in a school setting, we will contact the school and request a reference and latest school report.
- e. Where an applicant has significant SEN needs the SENCo or Assistant SENCo may do a school visit to observe them in situ. This would happen before the Sixth Form taster day.
- f. Once the taster day has been completed and both parties are satisfied, your child will receive a conditional offer.
- g. Once your child receives their GCSE exam results, they must be submitted, and your offer will be confirmed.
- h. By formally accepting a place, you are entering into a contract with the school and as such will be required to abide by its contractual terms and conditions that are included with the offer letter and all relevant paperwork. Offers of a place are secured in order of receipt of the completed Acceptance Form and £500 deposit which is refundable on completion of a student's education with us. Where year groups are full, a waiting list exists (see Waiting List). It is important you fully understand these conditions, so please do ask questions if you require clarification on any points.

5. Entry at other year points

- a. Initial contact and tour
- b. Parents of applicant complete registration form and fee.
- c. Once step 2 is complete we will offer your child a guest pupil day where a CEM test.
- d. If your child is already in a school setting, we will contact the school and request a reference and latest school report.
- e. Where an applicant has significant SEN needs the SENCo or Assistant SENCo may do a school visit to observe them in situ. This would happen before the guest student day.
- f. Once the guest pupil day has been completed and both parties are satisfied, a place will be offered.
- g. By formally accepting a place, you are entering into a contract with the school and as such will be required to abide by its contractual terms and conditions that are included with the offer letter and all relevant paperwork. Offers of a place are secured in order of receipt of the completed Acceptance Form and £500 deposit which is refundable on completion of a student's education with us. Where year groups are full, a waiting list exists (see Waiting List). It is important you fully understand

these conditions, so please do ask questions if you require clarification on any points.

Waiting List

Where the number of applicants exceeds the number of available places in the year group applied for, places are allocated with the following priority:

- a. Existing Gosfield Nursery Pre-Reception students transitioning into Reception Class
- b. Existing Gosfield School Year 6 students transitioning into Year 7
- c. Existing Gosfield School Year 11 students transitioning in to Lower Sixth Form
- d. Siblings of current students
- e. Children of former students

If applicants still exceed places available, each applicant will be assessed and prioritised as follows:

- f. A prospective student who is a sibling of a student already at the School
- g. Prospective students who have shown the greatest aptitude to meet our Mainstream Admissions criteria
- h. Prospective students whose previous school reports and references are of the highest calibre
- i. Prospective students who in the opinion of the Principal and Head of Admissions, will most closely align to the values and ethos of Gosfield School
- j. Prospective students' engagement in extra-curricular activities both at school and outside school

Equality and Special Educational Needs and Disability

Applications are welcomed in all year groups for prospective students between the ages of 4 years at the point of entry and 18 years in the September of the academic year of their entry. The aims of the School are applied to all students irrespective of differences in ethnic background, culture, language, religion, sexual orientation, gender or gender reassignment and disabilities (so long as the student is able to involve themselves in school activities). Equally these differences will be recognised and respected, and the School will provide a positive culture of tolerance, equality and mutual respect.

Gosfield School is non-denominational and therefore welcomes applicants from all faiths and none. Whilst we operate on Christian principles, we respect and celebrate the beliefs and practices of all faiths. The spiritual, moral, social, cultural and civic development of our students is fundamental to our work as a school community.

The School is able to accommodate prospective students who have learning or physical disabilities. The School has Special Educational Needs Co-ordinators in the Prep and in the Senior School. A full assessment of the need will be made prior to a place being offered to ensure that we are able to offer the best educational journey for a prospective student with additional needs. The school reserves the right to determine whether we are able to meet the needs of any child with special educational needs and/or disabilities.

Parents are required to disclose their knowledge of any learning disability including but not limited to dyslexia, ASD, dyscalculia, dysgraphia, non-verbal learning disabilities, oral or written language disorder, specific reading comprehension deficit and dyspraxia at the time of registration. Disabilities, medical or health conditions, allergies and behavioural difficulties must also be disclosed. Prospective students with specific physical, medical, learning or behavioural needs will be assessed by the School's specialist teachers on their ability to access the age appropriate curriculum with reasonable adjustments, their ability to fully integrate with their peers and the School's values, culture and ethos.

Additional learning needs will attract additional cost, particularly for one to one tuition sessions. This will be discussed and agreed prior to you accepting a place at Gosfield School and reviewed on a regular basis. Where additional needs are discovered after the student joins the School and reasonable adjustments can be accommodated, additional cost may also apply, dependent upon the discovered need. Where such emerging issues prove to be severe or seriously disruptive and were not disclosed to the School before admission, the School reserves the right to request that the student be removed from the School and parents to make alternative educational arrangements for the student. It is therefore vital that parents disclose any known issues that will affect a successful educational journey at the School before admission. It is also important to note that the Gosfield School main building is Grade 2 listed and access to some areas may be unavoidably restricted for some with reduced mobility.

Overseas students

The School welcomes overseas day students who hold a valid visa and have parents or guardianship in the local area. We do not offer boarding.

Scholarships

Scholarships are available for prospective students of excellence. These are typically available at Year 7 and Year 12 as part of the standard entry process. Scholarships are available in the following core areas; academic distinction, art, sport, and in particular cricket and netball with entry to our academy programmes, and performing arts including music, dance and drama.

Scholarship days are held annually for each core area and prospective students are welcome to apply to join a scholarship day at which a full assessment of excellence will be conducted. Scholarships are offered from a 10% fee remission based on level of excellence in the area applied for, the ability to fully comply with the School's Admissions requirements and additional interests in extra-curricular activities both at school and outside school. Details and dates of Scholarship Days are available on the School website or from the Head of Admissions.

Occasionally scholarships are made available to other year groups. Where this is the case, scholarship assessment days will be held and decisions made through the same fair, transparent process.

Funds available for scholarships are determined annually by the school's governing council. Decisions as to the level of scholarship are made by the principal in consultation with the relevant colleagues and these decisions are final.

All individual scholarship offers are strictly confidential between the parent and the school. If this is breached, the scholarship can be revoked.

Bursaries

A number of means tested Bursary awards are made annually. These are awarded to prospective students whose parents would otherwise be unable to afford to pay for the benefits of Independent Education. Submission of a Bursary application for new joiners can take place at whatever point they enter the school.

Means tested Bursaries are offered from a 10% fee remission to prospective students who will most closely align to the values and ethos of Gosfield School, who demonstrate the ability to fully comply with the School's Admissions requirements and who offer additional interests in extra-curricular activities at school and outside school.

Details of Bursary awards are available on the School website or from the Head of Admissions.

All individual Bursary offers are strictly confidential between the parent and the school. If this is breached, the Bursary can be revoked.

Provisional Place Allocation for Siblings

On successful completion of the admissions process, parents may register siblings in order to provisionally reserve places for them in any given year group with specific start dates in mind. In such cases, the School's Registration Form must be completed and submitted together with a non-refundable registration fee of £150 to reserve the provisional place allocation for siblings.

The application process for siblings, including the Guest Student Day, needs to be successfully completed a minimum of one full term prior to the provisional joining date. If places are not currently available in the required Year Group at the time the first sibling joins the School, siblings may still register and will be offered priority for a place should one become available (see Waiting List).

Any reserved places will be subject to demand for that year group, and school deposit and one term's fee will apply.

Admissions Register

It is a legal requirement that the School holds an Admissions Register. For each student, the School requires the following details for the Admissions Register:

- a. The student name in full as shown on the birth or adoption certificate (unless legally changed, when evidence of this will be required) and the name preferred to be used in school
- b. Their sex
- c. The name and address of every person known to the School to be a parent of the student or have parental responsibility (and an indication of the parent with whom the student normally resides) and the address of the child.

- d. At least two telephone numbers at which the parent/carers can be contacted in the event of an emergency
- e. The telephone number of a relative who can be contacted in the event the parent cannot be reached in an emergency
- f. The student's day, month and year of birth
- g. The day, month and year of the student's admission or readmission to the School and the start date
- h. The name and address of the school last attended, if any
- i. The school is required to keep this information for 6 years

Removing a child from the School Register

When a child is moving to another school, either due to independent reasons or as part of a normal school transition, the school will follow the DfE guidance and use the appropriate codes to represent the individual circumstances.

Offers

All offers of a place at the School are contingent upon the School receiving all complete and accurate information required regarding the student, and are made on the understanding that parents or guardians are able to meet the fees requirement and any outstanding financial obligations to current or previous schools have been fully met. The School reserves the right to remove any students should any pertinent information be found to have been withheld, concealed, or not made available prior to the student's start date.

Principal's Decision

All places at the School are offered at the Principal's discretion and the decision of the Principal is final.

Policy Reference

This policy takes account of the following terms of reference:

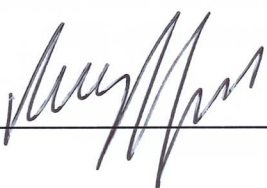
- a. Education (Student Registration) (England) Regulations 2006 and Education (Student
- b. Registration) (England) (Amendment) Regulations 2016
- c. The Independent School Standards Regulatory Requirements April 2019
- d. Education Act 2002 and Education and Inspection Act 2006 updated May 2025
- e. School Standards and Framework Act 1998 Updates May 2025
- f. The Equality Act 2010 updated 2023
- g. KCSIE 2025
- h. DfE Working together to improve school attendance 2024

Ratified by the Governing Council of Gosfield School

Signed K Macanott

Chair of Governors

Date 14/10/25

Signed  Date 14/10/25
Principal

Date of next review: October 2028