

Admissions Policy

For just as each of us has one body with many members, and these members do not all have the same function, so in Christ we, though many, form one body, and each member belongs to all the others.

Romans 12: 4, 5

Ampleforth College

Person responsible for Policy	Director of Admissions Ampleforth College
Ratified by	St Laurence Education Trust
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Policy at a glance:

- This policy sets out the criteria for admission to Ampleforth College
- The process for selection is detailed along with consideration of Special Educational Needs of an applicant.
- How a house is allocated is outlined.

Introduction

1. Ampleforth College (the **College**) is an independent day and boarding school in North Yorkshire for boys and girls aged between 11 and 19.
2. The Headmaster is responsible for admissions and the operation of this policy.
3. Admission to the College is at the discretion of the Headmaster.
4. The aims of this policy are:
 - (i) To ensure compliance with the College's charitable purposes.
 - (ii) To set selection criteria and procedures that are consistent with this charitable purpose and fair to all applicants.
 - (iii) To identify applicants whose academic and other abilities appear to match the ethos and standards of the College and whose personal qualities suggest they have the potential to contribute significantly to the College community and benefit from the many opportunities that are offered here.
5. Our mission at the College is:
 - (i) To recognise the unique personal value of every student; to inspire them to love learning and nurture their talents so that they achieve excellence – both inside and outside the classroom
 - (ii) To maintain a community dedicated to pastoral care where every student feels valued and supported by those around them; to support those who are struggling and protect those that are vulnerable
 - (iii) To prepare our students to flourish into adulthood; to give them the resilience they need to thrive in the modern world as young men and women of enduring friendships, with deep and nourishing faith and discernment
 - (iv) To invite students into a life of faith through experiencing the Catholic and Benedictine tradition and thereby being part of a community that lives the Benedictine values
 - (v) To share with families the moral (community), spiritual (faith), and intellectual (scholarship) formation of their children
6. The selection criteria and interview procedure are determined and reviewed from time to time by Governors of the St Laurence Education Trust.
7. No applicant will be treated less favourably during the application process or during assessment on the grounds of their skin colour, race, nationality or ethnic or national origin, gender, gender reassignment, disability, orientation, or socio-economic group. The College is keen to meet families from all backgrounds to discuss whether a child's needs

and aspirations can be best supported through education in a Benedictine school.

8. Accessibility: This policy can be made available in large print or other accessible formats if required.

Special Educational Needs and Disability

9. The College is a mainstream school with an ambitious curriculum. We welcome applications from students who can access our curriculum from the classroom setting. We are an inclusive school and welcome applications from students with disabilities and special educational needs where we have the capacity and ability to support the student within the classroom to learn and progress. We will make reasonable adaptations to do this wherever possible in line with our responsibilities under the Equality Act 2010 and the Special Educational Needs and Disability Act 2001.
10. The priority for Senior Leadership and for the Learning Support Department is that every child has good quality teaching which is adapted to individual needs and every child is enabled and supported to flourish in the classroom. The key objective of the Learning Support Department is to support teachers to use adaptive teaching so that all students remain with their specialist subject teachers and continue to learn with their peers in a learning environment which works for all.
11. The College needs to be aware of any known disability or special educational need which may affect an applicant's ability to participate in the admissions procedure or to take full advantage of the education provided at the College. Parents or guardians of an applicant who has any disability or special educational needs must provide Admissions with full written details when submitting a Registration Form including a copy of all reports prepared by an Educational Psychologist or other appropriate specialist where available. Full disclosure enables the College to assess need properly. The College can then consult with parents about adjustments which reasonably can be made to ensure the application procedure is accessible for the applicant, and the viability of the College being able to meet need so that an offer might be made.
12. The College will do all that is reasonable to ensure that the information and application procedure is accessible for disabled candidates and will make such reasonable adjustments as necessary. For example, the College will be able to provide an examination paper in large font for a visually impaired student.
13. If special educational needs or disability become apparent after admission, the College will consult with parents about whether reasonable adjustments could be put in place to enable the child to continue at the College.

Entry Points

14. Usual entry points are Year 7 (11+), Year 9 (13+) and Year 12 (16+), however, each year we enrol many students in Years 8, 10 and 11 and welcome applications for all year groups.

Occasionally, an applicant may have fallen behind in his/her education due to illness etc. In such a case, the College may offer a place in a year lower than the applicant's age would normally imply. Occasionally, an applicant may be seeking a place in a year higher than the applicant's age would normally imply. Parents or guardians will be consulted before such an offer is made, but the decision as to the appropriate year for the applicant, taking into account all the relevant circumstances, is a matter for the Registrar on behalf of the Headmaster, whose decision is final.

Admissions Timetable

15. Parents or guardians are invited to arrange an individual visit to the College through the Admissions Department.
16. To apply to the College, parents or guardians of applicants must complete a Registration Form and pay the appropriate Registration Fee. This does not guarantee a place at the College. Parents may register a child at any age.
17. The steps leading to the offer of a place are outlined below.
18. All parents or guardians accepting an offer of a place at the College must provide written signed acceptance of the College's Parent Contract through signing the Confirmation Form. Parents' attention is particularly drawn to the notice period clauses in the Parent Contract.

Selection

19. The preconditions for admission are that:
- The applicant and their family are supportive of the mission of the College.
 - The applicant is of the appropriate age to apply to the College.
 - The applicant fulfils any conditions of offer set out in the offer letter.
 - Fees (if applicable) at the present school have been paid. Parents are required to give permission for the present school to be contacted in this regard
 - The selection criteria to be fulfilled by the student will be determined by the College
20. There are several criteria for selection at 11+ and 12+ (for entry to Years 7 and 8) and the College reserves the right to take up any or all of the following:

- Satisfactory reports from the current school
 - Meeting the standards of the Ampleforth Entrance Assessment. Or, for international applicants not following the English education system:
 - Evidence of a satisfactory standard of written and spoken English
 - Evidence of a satisfactory standard in Maths
 - A satisfactory interview with the Registrar
 - A satisfactory pastoral and academic reference from the applicant's current school
 - Full disclosure in the Confidential Information Form to enable the College to consider any arrangements which may be needed to assist an applicant in joining and flourishing at the College
 - Commitment to the College's ethos
 - Having a satisfactory taster day, if required by the College
21. There are several criteria for selection at 13+ (for entry to Year 9) and the College reserves the right to take up any or all of the following:
- The provision of satisfactory evidence of academic ability sufficient to access the College curriculum e.g. satisfactory school reports from the current school
 - Meeting the standards of the Ampleforth Entrance Assessment in Years 6, 7 or 8, where applicable Or, for international applicants not following the English education system:
 - Evidence of a satisfactory standard of written and spoken English
 - Evidence of a satisfactory standard in Maths
 - Achieving 50% at Common Entrance, where applicable
 - A satisfactory interview with the Registrar
 - A satisfactory pastoral and academic reference from the applicant's current school
 - Full disclosure in the Confidential Information Form to enable the College to consider any arrangements which may be needed to assist an applicant in joining and flourishing at the College
 - Commitment to the College's ethos
 - Having a satisfactory taster day, if required by the College

22. There are several criteria for selection at 14+ and 15+ (for entry to Year 10 and Year 11) and the College reserves the right to take up any or all of the following:

- Satisfactory school reports from the current school
- Meeting the standards of the Ampleforth Entrance Assessment where applicable Or, for international applicants not following the English education system:
 - Evidence of a satisfactory standard of written and spoken English
 - Evidence of a satisfactory standard in Maths
- A satisfactory interview with the Registrar
- A satisfactory pastoral and academic reference from the applicant's current school
- Full disclosure in the Confidential Information Form to enable the College to consider any arrangements which may be needed to assist an applicant in joining and flourishing at the College
- Commitment to the College's ethos.
- Having a satisfactory taster stay, if required by the College

23. There are several criteria for selection at 16+ (for entry to Year 12) and the College reserves the right to take up any or all of the following:

- A minimum of two Grade 6s and three Grade 5s at GSCE or equivalent, including meeting the College's required grade for each of the subjects the applicant wishes to study where applicable (see Sixth Form Options Booklet on our website)
- Or, for international applicants not following the English education system:
 - Evidence of a satisfactory standard of written and spoken English
 - Evidence of a satisfactory standard in Maths
- Satisfactory reports from the current school
- A satisfactory interview with the Registrar
- A satisfactory pastoral and academic reference from the applicant's current school
- Full disclosure in the Confidential Information Form to enable the College to consider any arrangements which may be needed to assist an applicant in joining and flourishing at the College

- Commitment to the College's ethos.
 - Having a satisfactory taster day, if required by the College
 - Evidence of a satisfactory standard of written and spoken English, where applicable
24. We reserve the right to restrict the offer of places to those children whom we feel can benefit from the broad and varied curriculum offered and make a positive contribution to the College community.

Entry Process

25. **For entry into Year 7 and Year 8:** in the Autumn Term before entry, parents or guardians who have completed the Registration Form will be sent a letter by the Registrar. These letters will invite children to come to Ampleforth in the Lent Term to sit the Entrance Assessment and be interviewed by the Registrar. After the assessment, parents or guardians will be sent a letter by the Registrar on behalf of the Headmaster. These letters will make an offer to those who have performed well, and who we are confident will thrive at the College. These will be conditional upon receipt of a satisfactory pastoral and academic reference from their current school and in some cases will be conditional on evidence of academic progress.

If places in a year group are full, then a letter will be sent placing the child on a waiting list. A letter of rejection will be sent if we are convinced that the child will not thrive at the College. Entrance Assessments and offer letters will be dealt with on an ad hoc basis for those who register after the Entrance Assessment date in the year before the due entry date.

For applicants living overseas who are not in the English education system, offer letters will be sent following receipt of satisfactory school reports, a satisfactory interview with the Registrar, and evidence through assessment of a satisfactory standard in Maths and in written and spoken English.

26. **For entry into Year 9:** In Year 6, parents or guardians who have completed the Registration Form will be sent a letter by the Registrar inviting children to the College early in the Lent Term to sit the Entrance Assessment and be interviewed by the Registrar. Those in Year 7 who have not yet taken the Entrance Assessment will also be invited at this time. Those in Year 8 who have not taken the Entrance Assessment in Year 6 or Year 7, will be invited to sit it in November. Children who perform well, and who we are confident will thrive at the College, will be sent an offer letter. The offer will be conditional on achieving 50% at Common Entrance where applicable, and on a satisfactory pastoral and academic reference from their current school. In some cases it will also be conditional on evidence of academic progress.

If places in a year group are full, then a letter will be sent placing the child on a waiting list. A letter of rejection will be sent if we are convinced that the child will not thrive at the

College. Entrance Assessments and offer letters will be dealt with on an ad hoc basis for those who register after the Entrance Assessment date in the academic year before the due entry date.

For applicants living overseas who are not in the English education system, offer letters will be sent following receipt of satisfactory school reports, a satisfactory interview with the Registrar, and evidence through assessment of a satisfactory standard of Maths and in written and spoken English.

27. **For entry into Year 12:** From November onwards in Year 11, Parents or guardians will be sent an offer letter by the Registrar on behalf of the Headmaster. This will offer a place to those who have completed a Registration Form, had a satisfactory interview with the Registrar, and provided satisfactory evidence of academic ability through school reports. The offer letter will be conditional upon achieving a minimum of two Grade 6s and three Grade 5 at GCSE or equivalent, and meeting the College's required grade for each of the subjects the applicant wishes to study, where applicable. The offer will also be conditional on receipt of a satisfactory pastoral and academic reference from their current school. In some cases it will also be conditional on evidence of academic progress.

If places in a year group are full, then a letter will be sent placing the child on a waiting list. A letter of rejection will be sent if we are convinced that the child will not thrive at the College. Offer letters will be sent on an ad hoc basis to students who register less than two terms before the due entry date in Year 12.

For applicants living overseas who are not in the English education system, offer letters will be sent following receipt of satisfactory school reports, a satisfactory interview with the Registrar, and evidence through assessment of a satisfactory standard in Maths (where required for their A-level choices) and in written and spoken English.

28. **For entry into other year groups,** parents or guardians who have completed a Registration Form will be sent a letter by the Registrar on behalf of the Headmaster. These letters will make an offer to those who have performed well in assessments, fulfilled the criteria set out in section 22, and who we are confident will thrive at the College, conditional on receipt of a satisfactory pastoral and academic reference from their current school.

If places in a year group are full, then a letter will be sent placing the child on a waiting list. A letter of rejection will be sent if we are convinced that the child will not thrive at the College.

Oversubscription Criteria

29. Where a year of entry is oversubscribed, additional selection criteria will be applied.

If we need to decide between two or more candidates who meet our admission requirements, after all appropriate allowances and special consideration has been given, we may give preference to:

- baptised Roman Catholics with a sibling at the College
- a child with a sibling at the College
- baptised Roman Catholics who are seeking boarding places
- a child whose parent is a former student here
- a child whose parent is a current member of our staff
- a child with a particular skill, talent or aptitude
- other applicants in registration order

Accepting Offers

30. Prospective parents are invited to confirm their intention of sending their child to the College with the Confirmation Fee (Deposit) by the date set out in the offer letter. Confirmations received after the closing date cannot be guaranteed a place. Prospective parents will be sent a House Preference Form at the same time and should complete and return this to the Admissions Department by the deadline given. All House Preference Forms received by this deadline, with a completed confirmation form and payment of confirmation fee, will be processed according to the House allocation criteria set out below (section 39). Late acceptance of an offer may affect parents' choice of House. Depending on when families apply for a place, there may be limited Houses available from which to choose. For children who live overseas and who are interviewed remotely, the College reserves the right to allocate a suitable House on behalf of the family.
31. The College is a sponsor licence holder and is under an obligation to ensure each student has a Right to Study in the UK. The College has a Right to Study Policy in place. A child's ability to enrol at the College is subject to producing documentation to confirm their Right to Study. Should a child require sponsorship, their parents must inform us before accepting the offer.

Ampleforth College House Allocation Overview

32. There are currently eight boarding houses at Ampleforth, three for girls and four for boys in Years 9 to 13, and one for boys and girls in Years 7 to 8. On arrival, all students join a House which will become a central focus and important base for them during their time at the College. For those joining Junior House, this will be for up to two years before moving to a Senior House. Each House is run by a Housemaster or Housemistress who is supported by a resident assistant and team of house tutors. The pastoral care of the students is of paramount importance to us and there are many points of contact available for parents and students, both within the House and throughout the College.

When parents confirm their intention of sending their child to the College, those going into Year 9 or above are invited to express a preference for a Senior House. This happens when the

Registrar sends the offer letter, as outlined in sections 25-28. The House Preference Form requires three ranked choices to be made.

33. Choosing a House is an important decision and parents are advised to consult the Admissions Team and individual Housemasters or Housemistresses. Families are welcome to visit the Houses to assist in this decision-making process.
34. Places in years other than Year 9 are limited and it may not be possible to offer the full choice of Houses. Even in Year 9, a House may be over-subscribed and therefore an allocation procedure may be deployed. This is most likely for day boys and girls, who are integrated into the boarding houses, because day places are limited.
35. Confirmations received after the initial deadline date detailed in section 25-28 will have the House allocated following the same protocol but on the understanding that only certain Houses may have places available.
36. Admissions, on behalf of the Headmaster, reserves the right to make the final decision with regards placement in individual Houses to ensure a balance throughout the College, but every attempt will be made to accommodate parental wishes where possible.
37. Where no House Preference Form is received before entry, Admissions, on behalf of the Headmaster, will allocate a House.
38. It is in the interests of every child that the mix of students in each House is broadly balanced. This ensures that each House is a diverse community, and every student has the opportunity to form friendship bonds within their House with students of many and varied backgrounds, interests and talents. It also means that Inter-House competitions will be contested more evenly with the outcomes more likely to be determined by the qualities of teamwork, creativity, resilience, and leadership.

Ampleforth College House Allocation Protocol:

39. The number of day places in each House is determined in part by the unique architecture of each House.
 - First priority will be given to siblings of children currently in the House.
 - Second priority will be given to siblings of Old Amplefordians who were in the same House and wish to maintain the family tradition.
 - Third priority will be given to children of Old Amplefordians who were in the same House and wish to maintain a family tradition.
 - All other applicants will be prioritised equally.
 - Children of staff will not be admitted to a House where their parent is a Housemaster, Housemistress, Assistant Houseparent, or a Tutor.

Where a place is contested between children who fall into the same priority category, the allocation will be made with regard to the individual qualities of each child with respect to the overall balance of the College. For example, where one child is a Scholar and the House in question has fewer Scholars than other Houses, the Scholar would take preference.

40. Allocation of boarding places, which are usually less contested, will be made following the same sequence of priorities as day places.
41. In seeking to establish a balanced intake across the Houses, consideration will be given to factors including academic strength, sporting ability, musical and artistic ability, and first language.
42. Ampleforth is fortunate to be supported by families from across Europe and the rest of the world who greatly value our unique ethos. It is important for the children of these families to integrate as easily as possible into College life, particularly where their first language is not English. Therefore, Admissions reserves the right to place these children across all Houses, establishing a broad mix of nationalities and enabling these children to mix more readily with native English speakers.