



LOUGHBOROUGH AMHERST SCHOOL

Admission Policy

1. Introduction

Loughborough Amherst School is a co-educational, Roman Catholic independent fee-paying school, founded by the Rosminian Sisters of Providence. It exists for the mainstream day education of girls and boys aged 4 to 18 and also offers a limited number of places in high quality, familial boarding provision.

The School is part of Loughborough Schools Foundation (LSF), along with The Loughborough Nursery, Fairfield Preparatory School, Loughborough High School and Loughborough Grammar School, a family of schools situated on a single campus in Loughborough. The school is a member of the Catholic Independent Schools Conference, Independent Schools Association and the Society of Heads. The School is proud to be entrusted with delivering a first-class education to the country's leading junior tennis players in partnership with Loughborough University and the Lawn Tennis Association.

Loughborough Schools Foundation is a company limited by guarantee, run by a Board of Governors.

The school accepts applications for admission from pupils irrespective of race, nationality, colour, ethnic or national origin, religion or creed, disability or previous educational background. All applications are treated equally. In particular, the school takes seriously its responsibilities to ensure compliance with the Special Educational Needs Codes of Practice and Disability and Equality Acts.

By the very nature of the School, we are keen to receive applications from families sympathetic to the Catholic ethos of Amherst and those of pupils with siblings already educated at the School. It is our wish to allow all successful candidates to gain a place at Loughborough Amherst School, although this is not always possible when demand exceeds the number of places available.

2. The Procedure

a) Registration

An application form must be completed, together with payment of the non-refundable Registration Fee. Bespoke application forms for standard, international and sixth form entry can be found on the relevant page of the Amherst website: <https://lsf.org/amherst/admissions/admissions-overview/>

Details of application can be obtained from the school Registrar: amherst.admissions@lsf.org

It is a standard part of the admissions process that a school reference is requested from the applicant's current school and place offers cannot be released without this being in place. Parental consent to contact the setting to obtain this information is requested on the application form.

b) Admission process

▪ Entry into Preparatory school

For applicants to Reception, the Head of Prep will visit the applicant child's current setting and make a place offer based upon observations made, in conjunction with the child's key worker. Alternative arrangements will be made where a pre-school child does not attend a setting.

Entry into years 1 to 6 is subject to satisfactory participation in a taster day, combined with the results of an online computer adaptive testing session. In certain circumstances, more than one taster day may be required.

▪ Entry into Senior school

Standard entry into Year 7 is dependent upon a successful outcome of the entrance assessment session which takes place at the beginning of the calendar year. This session will comprise online adaptive tests, tasks in English and Mathematics and an interview with a member of the Senior Leadership Team. The results of this session and feedback from staff involved are considered alongside a school reference from an applicant's current school, to determine whether a place offer is made.

Applicants wishing to join any other year group are required to spend a taster day in school, which will also incorporate online adaptive tests and English and Mathematics tasks, the outcome of which will be considered alongside feedback from staff and a reference from the pupil's current school.

▪ **Admission to Sixth Form**

Loughborough Amherst School offers a broad range of mainstream A Level subjects at Sixth Form. Some subjects are taught cross-foundation with students from Loughborough Grammar and Loughborough High schools.

The minimum entry requirement into Amherst Sixth Form is 5 x GCSEs at Grade 5 or above, to include English and Mathematics, with certain subjects having higher entry criteria. The current Sixth Form subject entry requirements are available on request from the school's Registrar: amherst.admissions@lsf.org

The minimum entry requirement also applies to current Amherst students, who will receive supportive Careers meetings throughout the course of their GCSE education, to discuss the most appropriate course of onward study.

It is expected that most Sixth Form students will study three subjects, along with the possibility of further study such as the Extended Project Qualification (EPQ). In the vast majority of cases, university admission is based upon three good grades at A Level, so studying more subjects may be detrimental to some students. The curriculum is structured in such a way that students could study four subjects, however this option would be discussed with the Headmaster on a case-by-case basis.

c) Notification of Place Offer

All Prep and Senior school applicants will be informed in writing of the decision to offer a place or otherwise. The final selection of candidates considers various elements of the entrance assessment process and specific results of assessments will not be shared.

To reflect changing patterns of consumer behaviour, assessments and admissions take place all year round. Entry into Year 11 and Year 13 is discouraged because of the implications on curriculum coverage, but the Headmaster will consider every case individually.

Where it is deemed in the best interests of a student and subject to liaison between the relevant parties and approval of the Headmaster, it may be possible to repeat years.

d) Additional Information

Pupils with special educational needs are welcomed into the school, providing that it is our professional judgement that we can successfully meet their needs (see SEND policy). Such information should be provided at the earliest opportunity and relevant documentation appended to the application form. If it is felt that the school cannot meet an applicant's needs based upon the information provided at the application stage and it is recommended that the application should not be progressed, parents will be notified at the earliest opportunity to minimise disappointment. In such circumstances, any registration fee paid may be refunded at the discretion of the Headmaster. If the information provided at point of application is not accurate, we reserve the right to withdraw the offer of place.

A designated member of staff will contact the child's current school to request further information and, depending on the information received, will make appropriate access arrangements for the entrance assessment.

e) Acceptance

Successful candidates will receive a formal offer letter and associated suite of acceptance paperwork, to include the most recent Terms & Conditions. In order to accept the offer of the place, parents are required to sign and return the acceptance form and necessary forms, as well as provide copies of the student's birth certificate and passport, by the date stipulated in the offer letter. The required deposit must also be paid by this date. In the event of the deposit not being received, the offer of a place will be withdrawn.

For children joining the school from another fee-paying establishment, admission cannot be granted until all financial obligations have been met and enquiries will be made in this regard upon application.

Deposits will be returned at the end of a student's education at Amherst, minus any sums due to the Foundation on leaving. This is also subject to receipt of the required notice to withdraw of one full academic term in the case of pupils leaving prior to the end of Year 13.

f) Financial Support

Financial support may be awarded to new pupils entering the school (see **Bursaries and Assisted Places Policy**) in the form of means-tested School Assisted Places which will be reviewed annually by the Bursary.

In addition, the School offers a limited number of scholarships for contributions to specific areas of school life.

The progress, standard of work and behaviour of bursary recipients is regularly monitored and reviewed. Any decision to withdraw entitlement will be confirmed in writing.

There is no obligation for the school to award bursaries in any year. Any appeals regarding admission or bursary decisions should be made to the Governors.

g) Children who do not gain admission

Children are assessed only once each academic year. If children are unsuccessful in an attempt, they can apply to sit the entrance assessment the following academic year and subsequent years, if they so wish, although representatives of the school will liaise with the family if it is deemed that this is not appropriate and would be detrimental to a student's wellbeing.

In the instance of pupil application numbers exceeding places available, a reserve list is produced for children who, having taken part in the entrance assessment process, have met our entry criteria. Parents of these children are informed that a place could become available at a later date, should an acceptance already made be withdrawn.

3. Progression from the Pre-Prep School to Year 3

For all children who join the school in Reception, Year 1 or Year 2, transfer from Year 2 to Year 3 (i.e. Key Stage 1 to Key Stage 2) is automatic, unless in the opinion of the Head of Prep a child has not attained a sufficiently high standard of work or conduct for them to benefit from continuing their education in Year 3.

4. Progression from the Prep School to the Senior department

Children who join Amherst Prep school before the start of Year 6 are guaranteed a place in the Senior School. Parents will be asked at the end of January to confirm their intention for their child to remain at Amherst for Year 7, in order that appropriate transition arrangements can be made.

5. Inter-school admissions

Where pupils move between schools within the Loughborough School Foundation into parallel year groups (rather than through the Year 7 entry point as detailed above), the following considerations guide the decision to offer a place to a pupil without needing to undertake a formal admissions application:

- The academic ability and fit of the pupil into a joining school based on academic data, tracking and performance
- Broader pastoral and other contextual needs about the suitability of joining a school
- The Head's discretion

For any pupil not offered a place under the above protocol, they are able to apply through the external admissions route, as open to all candidates currently not being educated within LSF.

For both inter and external routes, pupils may only apply to join a school once every academic year.

For those joining a school (whether internally within LSF or from externally), curriculum matching will not always be possible, but we will always make best endeavours to provide an appropriate curriculum package for students.

6. International Applicants

Admission to the school is dependent upon the pupil having the right to study in the UK. This will usually be verified by receipt of a passport and birth certificate.

International pupils may have the right to study as dependents of others with a right of residence in the UK.

Loughborough Amherst School is a highly trusted sponsor of Child Visas for international pupils and, subject to meeting the qualifying conditions, can apply for a CAS for successful applicants, in collaboration with the school's immigration advisers.

A log of passport and visa details and expiry dates will be maintained by the Admissions Officer (Immigration) on a central database, in order that renewals and absences can be tracked and so that strict compliance with UKVI requirements is sustained.

Policy Review

Approved by: Governing Body

Approved on: 5 December 2024

Next Review: December 2026