

Admissions Policy (Including Exclusions)

2025-2026

Date: Sept 2025

Review Date: **Sept 2026**

Policy Contact: Mr John Green, Headmaster

Admissions Policy (Including Exclusions)

Introduction

1. This policy applies to all sections of Seaford College, including the Prep School. It contains a statement on Exclusions at the end of the policy document.

Authority and Circulation

2. This policy has been authorised by the Board of Governors of Seaford College. Its status is advisory only. It is addressed to prospective parents and pupils and to all members of the teaching and administration staff.

Aims

3. The aims of this policy are:

- a. To ensure compliance with the College's charitable purposes. Seaford College is a broadly non-selective school for pupils aged 6-18.
- b. To identify and admit children who will benefit from an academic education and who will contribute to and benefit from the ethos and activities of our school community. We will only admit a child who has met the relevant criteria.

Equal Opportunities

4. We welcome children from many different ethnic groups, backgrounds and creeds. Human rights and freedoms are respected but must be balanced with the lawful needs and rules of our school community and the rights and freedoms of others. All prospective students for admission will be treated equally, irrespective of their, or their parents' race, colour, language, religion, political or other opinion, national or social origin, association with a national minority, orientation, property, birth or other status.

5. Our facilities, at present, for children with disabilities are limited, but we will do all that is reasonable to ensure that the College's culture, policies and procedures are made accessible to children with disabilities. When a disability or special educational need is made known to us, we will consult with parents and make reasonable adjustments to our admission procedures and arrangements to enable a child, if he/she is able, to satisfy our admission requirements.

Procedures

6. The admission procedure for the Senior School and the Prep School has three elements:

- a. Assessment tests
- b. References from current school or other relevant reports, including disability assessments, if applicable.

7. These procedures apply at the main points of entry: 6+ and 11+ for the Prep School and 13+ and 16+ for the Senior School. They also apply to prospective students for vacancies in other year groups.

Entry Tests

8. For entrance to the Prep School there will be three standard Cognitive Ability Tests (CAT):

- a. Verbal
- b. Non-verbal
- c. Numerical

9. Entrance tests for the Senior School will depend on point of entry:

- a. At 11+ students will take cognitive ability tests in numeracy, verbal and non-verbal reasoning, set externally and nationally benchmarked.
- b. At 13+ and in line with other Schools, registered students looking to join Seaford at 13+ (Year 9) will be asked to sit the online ISEB Common Pre-Tests in Year 6. Individual Schools will, of course, confirm the timing of such tests.
Students are still required to sit the Common Entrance tests which take place at the Prep School in the June of the year of entry; results in Common Entrance shall remain very important for setting purposes. However, a place is not dependent upon Common Entrance results except in extreme circumstances where a child falls well below our benchmark of 50%.
- c. At 16+ there are no entrance examinations but a minimum total point score at GCSE (or equivalent) of 40 points is expected (based on the new points system for GCSE).

10. For admission to other year groups the College sets its own assessments, which may be in certain core/option subjects as appropriate.

11. The College may also invite prospective students to interview, especially at 16+. This will probably take the form of an “option interview” with the Director (Head of Sixth Form) to explore a prospective student’s academic ability in a particular subject. For certain option subjects (such as Art) prospective students may be asked to submit samples of their work.

Character Reference

12. The Head of a prospective student’s current school will be asked to provide a written reference as to the prospective student’s academic ability, attitude and behaviour, involvement in the school community, talents and interests, and any other special circumstances such as special educational needs, or a disability.

The reference may also include the results of tests taken at the school (such as NFER or SATs) and predicted grades at GCSE (if appropriate).

Prospective Pupil’s Age

13. The College may offer places to students one year ahead or one year behind their standard year group, if we consider, as a matter of professional judgement, that this would be in the best interests of the pupil and the College.

Special Circumstances

14. We recognise that a prospective student’s performance may be affected by particular circumstances. For example:

- a. If he/she is unwell when taking tests or had had a lengthy absence from his/her school.

- b. If there are particular family circumstances such as a recent bereavement.
- c. If there is a relevant educational history, for example education outside the British system.
- d. If the prospective student had a disability or specific learning difficulties.
- e. If English is not the prospective student's first language.

15. In any of the cases listed above, we may request further information such as a medical certificate, or educational psychologist's report and any associated correspondence, or details from the student's current school (including samples of work), or any family history of dyslexia, as we consider necessary to make a fair assessment.

16. In the case of ESOL students, a test will be sent to the applicant in advance and this will be marked in College by the ESOL staff, who will be able to assess the correct level of ESOL support required.

Disclosures

17. Parents must, as soon as possible, disclose any particular known or suspected circumstances relating to their child's health, allergies, disabilities or learning difficulties.

Additional Factors

18. If the College is oversubscribed and we have to decide between two or more prospective students who meet our admission requirements after all appropriate allowances and special consideration has been given, preference may be given to:

- a. A child who is a current Prep School student seeking admission to the Senior School;
- b. A child who already has a brother/sister in the College;
- c. A child whose parent is a former student here;
- d. A child whose parent is a current member of our staff;
- e. A child with a particular skill, talent or aptitude;
- f. A child for whom, in certain circumstances, a boarding place is sought;

Exclusions

19. This section should be read in conjunction with the College's Behaviour Policy and that on Rewards and Sanctions.

20. Exclusion from the College is only considered in the case of very serious breaches of good conduct and these are detailed in the Behaviour Policy.

21. Fixed-term or, in very serious cases, permanent exclusion is the most serious sanction which can only be applied with the permission of the Head Master. It will usually be the final step in a process for dealing with disciplinary offences, following a range of strategies which have been tried without success. However, there will be circumstances where immediate exclusion would be applied in the case of a very serious offence.

22. If a student is thought to be at risk of exclusion, a pastoral support programme will be put in place to help the student avoid exclusion.