



Bosworth
Independent
School

Admissions Policy & Procedures

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Lead for Review	Deputy Headmaster

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Introduction

Bosworth Independent School aims to promote academic achievement in all students and therefore one of the founding principles of the School is that it should offer education to students without being academically selective. The School sets out to be fair and non-discriminatory in its admissions policy. Places are offered to students on the basis that he/she has the potential to achieve and that the School can provide appropriately for his or her needs. The schools does not discriminate on the grounds of any of the protected characteristics (as defined by the Equality Act 2010), including but not limited to; race, gender, nationality, ethnic or national origin, religion or belief, sexual orientation, or disability.

We actively seek a student body that is diverse and welcome applicants from all backgrounds. Differences in educational opportunities and individual circumstances are valued and taken into consideration in the decision process.

Students who are not native speakers of English, and wish to start an academic course, must meet the language entry criteria as shown on course information. Language and Mathematics entrance tests are used to determine the course options available for students.

In the case of scholarship applications, academic tests are required and for overseas students there is also a language test. Selection for scholarship awards is based on ability and the scholarship tests are used to assess the promise of each individual and determine which students will gain the most from and contribute to all that Bosworth Independent School has to offer.

Information to Prospective Students and Parents

A copy of the School prospectus can be obtained by telephone, email, post or in person, and we direct all enquiries to our website. The website is regularly updated and contains additional information to that in the prospectus.

Parents can make appointments during normal office hours requesting an informal visit to the School simply to discuss opportunities and consider options in respect of independent education.

All enquiries are tracked and recorded by the Admissions Team.

Admission and Selection

Prospective students who are visiting or resident in the UK are invited to visit the School and appointments to meet the Headmaster or another senior member of staff are arranged.

Candidates are shown around the School premises; the main teaching building: the Newton Building, Bosworth Hall, and the boarding accommodation, as appropriate.

Candidates are asked to bring relevant documentation relating to their application: ID, copies of their most recent examination results, school reports, and any psychological assessments or statements of special education needs. All applicants must submit a copy of their passport and provide any visa information should this be applicable. All information is treated in confidence and is used to ensure we can meet the needs of each applicant. We may share details of SEND information with other

schools, where this is lawful and we always meet the statutory guidelines with regard to sharing Safeguarding information, in strictest confidence.

Interviewers complete an interview form, confirming the required programme and identifying any additional needs of the student. The parent/guardian/fee payer must satisfy the interviewer of their ability to meet the fees payment schedule.

In the case of overseas students, interviews are held where possible in-country and managed by the Headmaster and/or staff of the Admissions Team. In cases where meetings cannot be arranged, we request a full academic transcript and evidence of a student's language ability, using IELTS or an equivalent testing system. We routinely arrange Teams interviews where appropriate.

Testing

All applicants complete a CAT4 test and these are used in conjunction with academic transcripts.

Entry testing is occasionally used to establish a student's level of ability to ensure that they are suitable for a particular programme or to establish whether they may be eligible for a scholarship or bursary award.

Scholarship and bursary recipients must maintain good academic and personal standing during their course to remain eligible for the award. Students found guilty of academic and/or personal misconduct during their course may have their awards withdrawn.

Conditional Offer Letter

All students accepted for a place at Bosworth Independent School will receive an offer letter stating the conditions of the offer. A registration form is enclosed with the letter, along with an Estimate of Fees and the terms and conditions of enrolment. The letter clearly sets out the course to be studied, and also gives a time for which the offer remains open. The offer for a place is confirmed by the completion of the registration form and the return of the form, along with the registration fee and deposit to the school.

Following confirmation of the place, further details are then reviewed with the student such as accommodation and subject choices if not already provided. International students may be required to provide additional information before final confirmation. Details will be provided on the offer letter, but may include a parental consent letter and any outstanding conditions such as IELTS.

Confirmation of Acceptance to Study (CAS)

For international students who require a visa, the school must comply with the UKVI Student Route requirements and may only issue a CAS if students supply appropriate documentation alongside their application. Students will only be given a CAS when Central Admissions staff are confident that the student has the ability and the intent to complete their chosen course. Students will be required to

pay a deposit before receiving a CAS. Depending on the student's specific facts, a deposit (of varying amounts), will be asked for in advance.

Inclusion

Bosworth Independent School is committed to inclusive practices and will make any necessary and reasonable adjustments to accommodate students. We welcome students with disabilities, long-term medical conditions or special educational needs providing that we can offer them the support that they require and/or provided that our site is appropriate for them. However, the requested school must be made aware of any mental or physical disabilities or special educational needs as early as possible in the application process so we can ensure that we can support the student.

As an international school, we are aware of cultural differences and sensitivities in recognising certain conditions and needs which may not be openly recognised in a student's home country or culture. We may need to assess or re-assess a student on arrival or later if we have reasonable concerns.

Should parents or students fail to disclose any relevant information prior to acceptance, the school may be unable to meet the needs of the student and in some circumstances, this may result in the offer of a place being withdrawn.

Where we find students require, or students/parents request, additional support in the classroom, in addition to the reasonable adjustments stated above, we would normally make a charge to cover these costs. Each case will be handled on an individual basis.

There may be exceptional circumstances in which we are not able to offer a place for reasons relating to a prospective student's disability. For example, if, despite reasonable adjustments, we feel that a prospective student is not going to be able to access the education offered, or that their health and safety or those of other students or staff may be put at risk, we may not be able to offer a place at the school.

Appeals and Complaints

We hope that you do not have any complaints about our admissions process. However, any appeal or complaint will be dealt with under the Complaints Policy, which can be found on our website.

Linked Policies

Equality and Diversity Policy

Disability, Discrimination and Accessibility (DDA) plan