

# ADMISSIONS

## Policy and procedures for pupils

LAST UPDATED OCTOBER 2023

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# I. ADMISSIONS POLICY STATEMENT

**Eastbourne College welcomes applications from pupils of all educational backgrounds. The entry procedures are intended to identify those who will thrive at Eastbourne.**

The College is a selective school that admits pupils primarily based on underlying academic ability and personal character. Entry is subject to the availability of a suitable day or boarding place and an Equal Opportunities Policy is in operation.

The academic results achieved by pupils at Eastbourne are consistently very strong, and the College continues to take pride in this. However, it is not an academic hothouse. Instead, it places emphasis on pupils developing appropriate values and an all-round education in which the process of learning is, at least initially, as important as the outcome. The college encourages pupils to participate as widely as possible in school life and promotes their social development and welfare through a strong house system.

As a result, Eastbourne College performs among the best schools nationally for value-add, which means all pupils, regardless of ability, strongly outperform expectation compared to the national average. This approach to education is both rare and special, and Eastbournians are right to celebrate it.



## 2. ADMISSIONS JOURNEY

**All families who enquire are encouraged to join our next open event.**

The first formal stage of the admissions process is **registration**, which is open to children of any age. Once the registration form has been completed and returned to the College, along with the non-refundable £150 registration fee, applicants can be considered for entry.

Prospective pupils and their families will then be invited to **visit the College** for an **interview** with the admissions team and informal chat with the Headmaster. They will also be given a **tour** of the College and one of the houses. Meetings with other teachers can be arranged. If unable to travel, for international pupils, as much of this process will be delivered virtually.

Admissions will also start to collect **reports and references** from the applicant's current school.

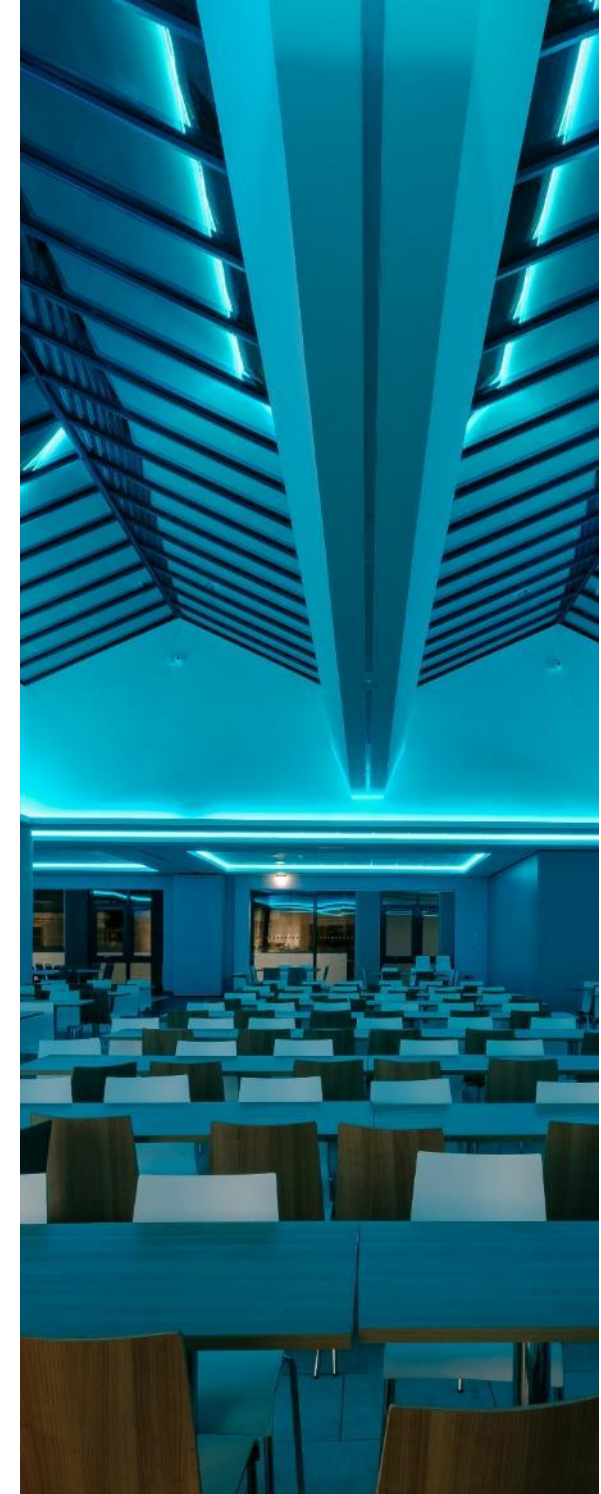
Those whose **first language is not English** will need to sit an online independent test for international pupils. It will measure the following principal areas: English, non-verbal, verbal, and quantitative and spatial reasoning.

**Offers to attend the College** will then be sent out dependent on year group/year of entry and conditional on performance in relevant examinations and entry criteria. No offers are made before Year 6 for Year 9 entry, or Year 11 for sixth form entry.

To **accept the offer**, parents must complete the Guaranteed Place Form and return to the College with payment of relevant deposits by the offer expiry date. Upon completion of the Guaranteed Place Form, parents accept the payment terms and acknowledge that the offer is conditional on relevant final examinations.

**Upon registration, families applying for a means-tested bursary will receive more information from our Bursary team. If there is any financial concern, parents should not sign the Guaranteed Place Form until they have received this outcome.**

In the event of **cancellation or withdrawal**, fees may have to be paid in lieu, or applicants may lose their deposit. Please refer to the College Terms and Conditions for more information about notice periods and associated penalties.



## 3. YEARS OF ENTRY

### **Entry into Year 9 (age 13+)**

Offers for a place in Year 9 will be made to pupils in Year 6-8 on receipt of a satisfactory reference from their Headteacher, including data showing academic ability, as well as a meeting between the College and the prospective pupil.

Results from Common Entrance, baccalaureates, bridge curriculum (exclusive to St Andrew's Prep, Eastbourne) diplomas or equivalent, will be required in Year 8 and will be used to aid setting in core Year 9 subjects.

For prospective pupils who attend a school where Common Entrance, Prep School Baccalaureate, or a home-grown equivalent is not available, the College will determine suitable academic ability tests to be sat in Year 8. The tests will likely include English, Maths, Science, and a Foreign Language paper.

### **Entry at age 14+ and 15+ into Year 10 (and exceptionally into Year 11)**

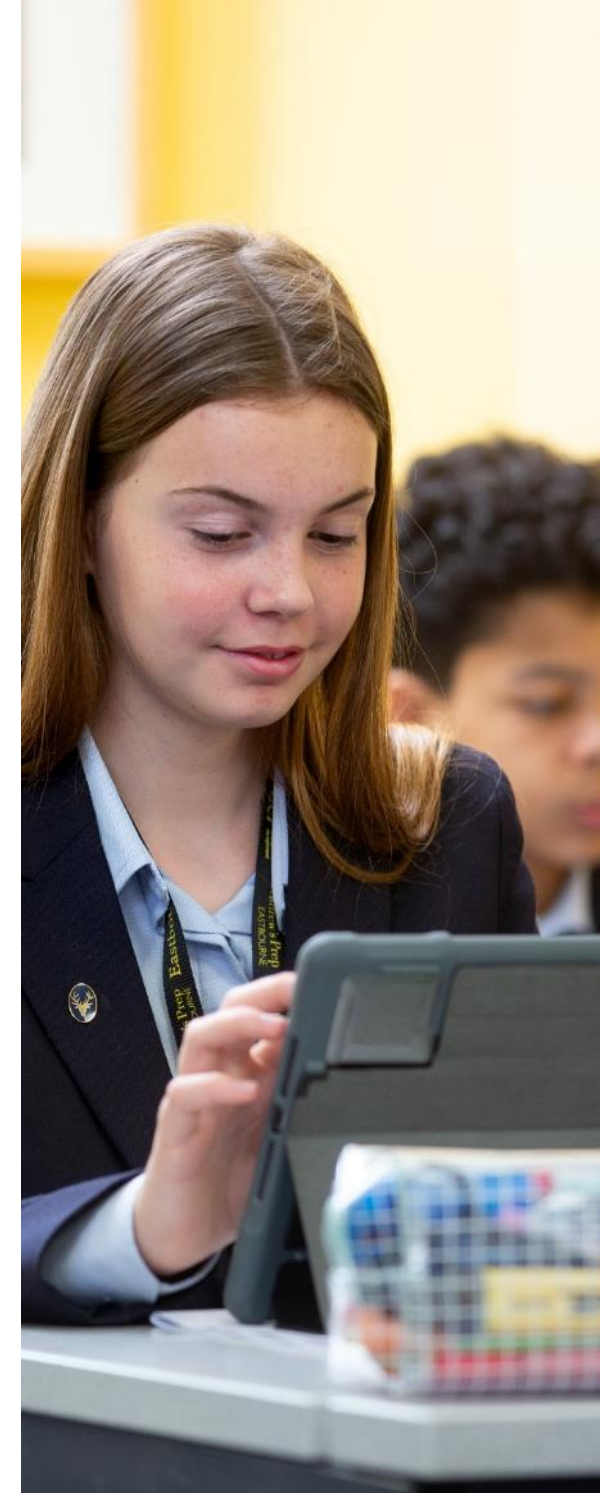
Entry for pupils into Year 10 (and exceptionally Year 11) will be considered as long as space is available. A reference will be needed from the Headteacher of the previous school, alongside an interview. Testing may be required to assess the candidate's academic suitability.

### **Entry into sixth form (age 16+)**

Applications for Lower Sixth (Year 12) is assessed in the winter term of Year 11. Sixth form entry is based on GCSE grade outcomes (see page 7).

### **Deferred entry for sixth form**

If at any stage of the Year 9 admissions process applicants wish to defer entry to the College to Year 12, please consult admissions. While there can be no guarantee of a sixth form place, the registration itself can be deferred. Any difference in deposit from the time of registration to the time of the offer will be payable upon acceptance of the offer. Applicants will need to complete updated forms as part of this process.



# 4. ADMISSION PROCESS OVERVIEW

## YEAR 9 EARLY OFFER

Applying for secondary school is a big decision and can be stressful at times. That is why we have introduced early applications for Eastbourne College, where you register your child by December of Year 6, for a place in Year 9. Not only will you have peace of mind that your spot is secured, but it will also give you plenty of time to get everything arranged. Plus, your child will get priority for their choice of house. We've outlined the process for you in the timeline here.

Should a family enquire or register after the early offer process, excluding the timings, the same admissions process applies.



### ENQUIRY AND OPEN EVENT

If you want to look around the College before you make a decision, attend one of our termly open events where you can see the grounds, meet key members of staff and hear from the Headmaster.

Can't make the open day?  
Get in touch to see if there are other events coming up.



### REGISTRATION

Once you register, we will contact your child's school and ask for their reports and a reference. If reports are unavailable, your child may need to do an academic assessment. If you indicated needing financial assistance, our team will be in touch to start the process.

Remember, you need to register by 1 December of Year 6 to take advantage of our early offer process.



### ONE-TO-ONE VISIT

By the end of April (Year 6), you and your child will be invited for a meeting and interview with the Headmaster and admissions team, as well as a personalised tour with one of our pupils.

During your tour, you'll be taken around one of the houses, and meet the Housemaster/mistress.



### OFFER OUTCOMES

In the spring or summer term, we will send out the offer outcome. All offers are accepted by returning the Guaranteed Place Form, complete with parental signatures and the relevant deposit. By signing, you agree to our terms and conditions.

Make sure you sign and return the documents before the expiry date.



### TASTER EVENTS

Now for the exciting part! In both Year 7 and Year 8 your child will be invited to a taster event, where they can come to the school and meet their new teachers and peers.

This will give them a good idea of what's to come!

# SIXTH FORM

Competition for entry to our sixth form is strong and as well as academic ability, we seek pupils who wish to be part of a vibrant community, to which they will contribute fully.

Our pupils leave Eastbourne College with a clear sense of who they are, what they can achieve and friendships that last a lifetime.

If applying for a scholarship, pupils must be registered before they participate in their chosen assessment(s).



## JOIN OPEN EVENT

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## REGISTER / ENQUIRY

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**DEADLINE 30<sup>TH</sup> OCTOBER**

After registration, the College will write to a prospective pupil's school for a reference which will include predicted GCSE grades.

**Entrance requirements include a GCSE predicted average of 6 or above and 7-9 in subjects planned for A-level.**

All prospective pupils should have an informal interview with a senior member of College staff.



## ONE-TO-ONE VISIT (only if registered)

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## SIT ASSESSMENT (pending predicted grades)

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Pupils might need to sit assessments pending predicted grades from their school.



## OFFER OUTCOMES

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**1<sup>ST</sup> DECEMBER ONWARDS**

## 5. WAITING LIST AND HOUSE PREFERENCE

**If the College is full parents can add their children's names to a general waiting list, by completing a registration form and paying the non-refundable £150 registration fee.**

Parents may list a house preference, and all registrations placed on the waiting list are held in order of the date that they are received.

Those who apply through our early offer process will be given priority for house choice. Final house allocations will be confirmed in the summer of Year 8.

Other key factors taken into consideration by the College when confirming house allocation for accepted pupils are (in no particular order):

- Existing sibling(s) in a house or an Old Eastbournian connection to that house.
- Ensuring a good mix of pupils from different entry schools.
- Ensuring a good mix of pupils with different interests.

If there are issues (such as additional testing requirements, learning support, means-tested bursaries etc) connected with a prospective pupil that might delay the acceptance of an offered place, parents are strongly advised to contact the admissions team to discuss the matter.

Please note, at any time, the College may close the list of a house in the best interests of new pupils. The admissions office will endeavour to inform parents at registration or upon

acceptance that the list for their preferred house is closed and that they should indicate an alternative preference.

However, this is considered to be a courtesy and therefore parents should make enquiries themselves if they wish to confirm the latest situation regarding house allocation. If no alternative house is provided, the child's name will be added to the waiting list by the admissions office, and they will be assigned a house when a space becomes available.

Final house allocation decisions rest with the College.





## 6. DEPOSITS, FEES AND EXTRAS

### Deposits

To accept the offer of a place at the College, a deposit is required, which varies depending on pupils' residence:

**£1,500 UK**

**£15,500 International**

The College normally classes a pupil as 'international' if one or both parents normally resides abroad and/or, more importantly, if the income of the parent or parents who are responsible for paying the school fees is generated overseas. Ownership of property in the UK can help to show that a family may reside in this country, but the finance office reserves the right to make a decision based on the country of employment in the first instance.

The acceptance / guaranteed place deposit is non-refundable until the end of a pupil's course and will be credited to the final extras bill.

### Cancellation and withdrawals

Please refer to the College's Terms and Conditions for further information about notice periods and associated penalties.

### Exclusions for payment of deposits

Eastbourne College staff who are parents of a registered pupil will be excluded from paying the non-refundable registration fee of £150. Any other exclusion or delay of payment for registration will be at the sole discretion of the Director of Marketing and Admissions or Headmaster. There are no exclusions for the payment of an acceptance/guaranteed place deposit.

### Refunds

If a candidate does not meet the entry requirements and Eastbourne College declines to accept that candidate on academic grounds (i.e., the prospective pupil does not get the expected marks or grades for entry), the parents will not be liable for the first term's fees and Eastbourne College will refund the acceptance/guaranteed place deposit. More information on refunds can be found the College's Terms and Conditions.

### Fees and extras (as of September 2022/23)

Please refer to the scale of charges available on our website.

### How to pay

Fees can be paid by cheque to Eastbourne College Ltd or by electronic bank transfer using the details below. For bank transfers, please clearly state the child's name as the transaction reference to assist the Accounts Department with identification.

**Bank name:** Lloyds Bank  
**Account Name:** Eastbourne College  
(Incorporated)  
**Account Number:** 00058400  
**Sort Code:** 30 92 86  
**Swift Code:** LOYDGB21092  
**IBAN Number:** GB37LOYD30928600058400

For further billing and invoicing inquiries, please contact  
**Mrs Anne Raper on ar@eastbourne-college.co.uk or telephone 01323 452304.**

**Our scheme for advance payment of school fees allow those families, who might find it helpful, to pay some or all of their likely school fees in advance. The finance team can advise on the lump sums required to cover future fee liability and fees paid in advance currently attract a discount per annum.**

## 7. BURSARIES AND SCHOLARSHIPS

**Every year the College gives financial support in the form of means-tested bursaries for families of pupils who would not otherwise be able to attend and reside in the UK.**

The relevant fee remission varies in value depending on financial need, and all bursaries are subject to means-testing. Bursaries are not available for families who reside overseas due to visa requirements.

Please note that in order for the College to process a bursary application, it is necessary for the child to be registered with us. Parents should request and complete a Financial Circumstances Form. After Bursary Administration Limited complete the assessment, this will then be evaluated by the Finance Director in line with the Independent Schools Bursars' Association guidelines. The form can be provided on request by the admissions office. For advice on financial assistance or bursaries, please contact **Mr Chris Bentley-Mawer at the College on 01323 461918.**

**Scholarships are awarded as a result of strictly moderated open competition and assessment.**

Scholarships are based on a child's ability and do not guarantee fee remission. More detail on the scholarships available can be found on our website.



## 8. LEARNING ENRICHMENT OR MEDICAL NEEDS

**At the registration stage, parents must inform the College of any information regarding special educational needs, medical conditions (physical and emotional), allergies and disabilities.** It is important that the College obtains this information to establish if a pupil's needs can be met and to ensure that we are able to make the necessary reasonable adjustments.

The request for information is repeated at the acceptance stage of the admissions process, to ensure that Eastbourne College has provided opportunities to the parents for disclosure of relevant and up to date information.



# 9. ENGLISH AS AN ADDITIONAL LANGUAGE (EAL)

## English as an additional language (EAL)

Eastbourne College welcomes all pupils for whom English is a second (or additional) language, so long as they have the aptitude and ability to cope with being taught in English.

To support them in becoming stronger in English and so they can benefit fully from all the educational opportunities on offer, the English as an Additional Language (EAL) programme provides **compulsory** tuition for international pupils throughout their time at the College. In accepting a place at the College, parents agree to the provision of EAL tuition as a mandatory chargeable extra if a pupil's first language is not English. As and when the EAL department feels a pupil no longer needs the additional support, they will be unenrolled (although they will always be welcome to continue to take EAL lessons if they so wish).

### The programme:

#### Year 9

For Year 9 entry the English requirement is generally classified as an Upper Intermediate level. This is so that the pupil can benefit from education in all subjects and play a full part in the life of the school.

Pupils have five periods of specialist tuition over a two-week cycle from a qualified English specialist. During these lessons they are taught English intensively.

#### Years 10 and 11

Places for entry are predominantly sought by some European pupils, and priority is given to those seeking a minimum study period of three terms. A copy of the most recent school report is required, together with a handwritten English essay and a recommendation from a trusted agent.

Pupils have six periods over a two-week cycle. These lessons are normally instead of a modern foreign language lesson but can sometimes be arranged at other times (e.g., for Year 11 German pupils). Pupils sitting GCSE examinations will take the IGCSE ESL exam, in addition to their courses in IGCSE English Language and English Literature. Pupils joining in Year 10 will follow the Cambridge FCE course in addition to their courses in IGCSE English Language and English Literature.

#### Sixth form

The level of English required for sixth form entry depends to some extent on the subjects the pupil wishes to study, but in general they need to be at a level of competence that is equivalent to IELTS Level 5.5. International sixth form pupils will sit the IELTS exam, in addition to at least three A levels.

Pupils have one or two periods over a two-week cycle depending on the individual's needs and timetable restrictions. In addition to working towards a good grade in IELTS, linguistic support in A level subjects can be given if needed.

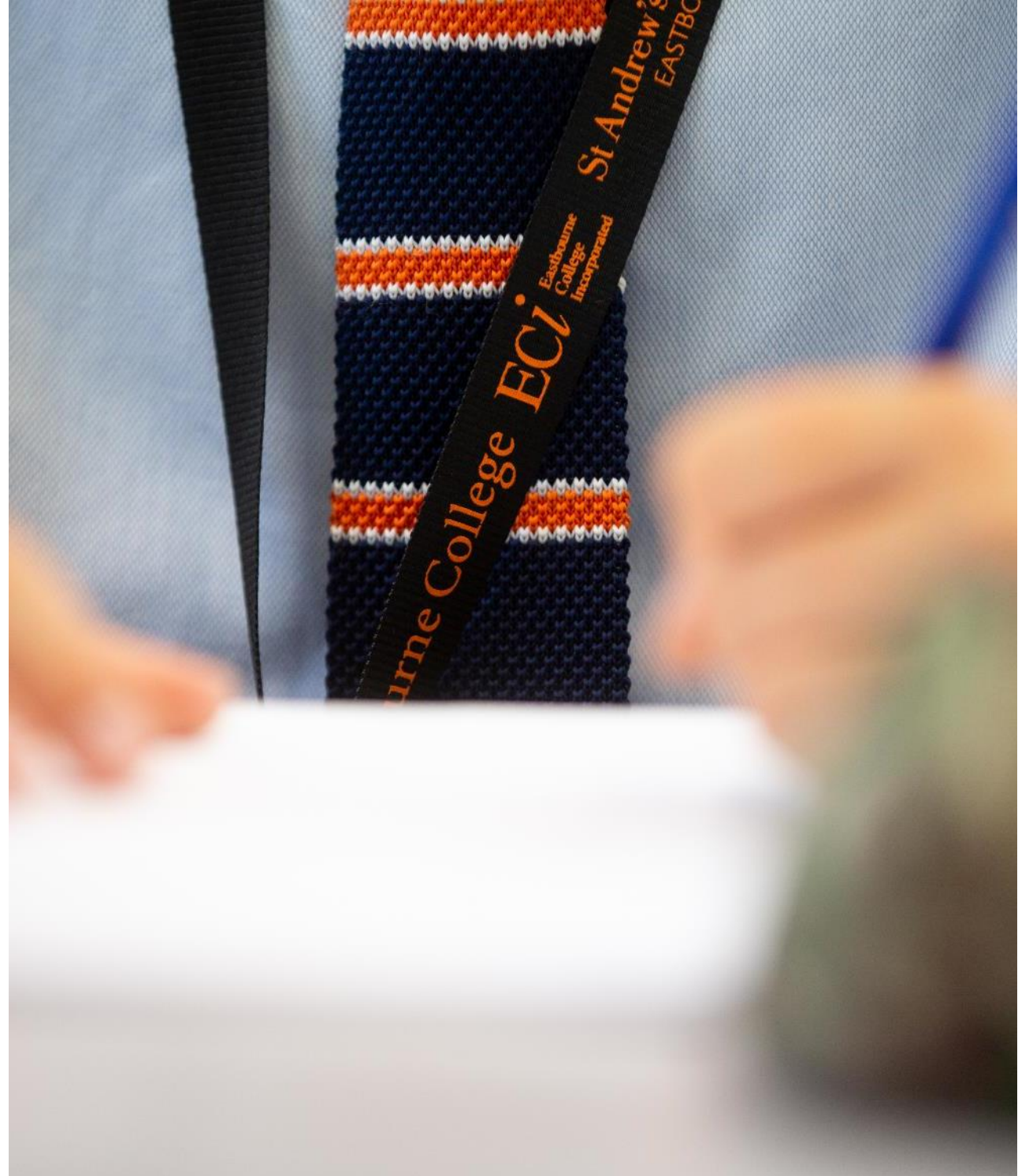
The course that our sixth form international pupils follow leads to an IELTS (International Language Testing System) qualification, which is recognised as the standard test for those wishing to continue their higher education in an English-speaking environment. It develops their speaking, listening, reading, and writing, with particular focus on the type of tasks that are encountered at university.

The cost of the course changes annually and payment for the whole year is made at the start of the academic year with the school fees. In the event the College decides that a pupil no longer requires EAL tuition, any unused charges paid in advance will be duly refunded. Until such a time, EAL charges will apply regardless of actual attendance at lessons.

Charges are listed under the Fees List contained within the Scale of Charges.

## 10. GUARDIANS FOR OVERSEAS PUPILS

**Whilst communication with parents living overseas is much more straightforward than it once was, it is a condition of entry to Eastbourne College that every pupil whose parents are resident abroad has a suitable guardian living in this country.** They can be friends, relatives, or nominated friends of an overseas family. Where parents find it difficult to nominate a relative or good acquaintance for this purpose, admissions can provide suggestions of reliable local guardianship agencies approved by AEGIS (Association for the Education and Guardianship of International Students: [www.aegisuk.net](http://www.aegisuk.net)). The final choice of a guardian is the responsibility of the parents. More information, including when a child needs to stay with guardians, can be found within the Guardian Policy.



## II. VISA REGULATIONS

**The College complies with UK Visas and Immigration (UKVI) regulations and can issue Confirmation of Acceptance of Studies (CAS) for pupils requiring visa entry to the UK.**

On acceptance of a place (by completion of the Guaranteed Place Form and acceptance deposit payment being received) parents of pupils seeking Child / Student Visa sponsorship will be contacted by Newland Chase Education who will send a CAS consent and information letter for completion and return. A management fee will apply. More information is provided at this stage.



## 12. QUESTIONS?

Choosing a school can be a daunting experience, but we are here to help. Please find the contacts below for specific departments. If unsure, please contact Admissions.

### **Admissions Office - UK**

**Telephone: 01323 452323**

**Email: [admissions@eastbourne-college.co.uk](mailto:admissions@eastbourne-college.co.uk)**

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### **Admissions Office - International**

**Telephone 01323 452323**

**Email: [intladmissions@eastbourne-college.co.uk](mailto:intladmissions@eastbourne-college.co.uk)**

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### **Finance department / Bursary**

**Telephone 01323 461918**

**Email [finance@eastbourne-college.co.uk](mailto:finance@eastbourne-college.co.uk)**

