



Lichfield Cathedral School
Admissions Policy

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Lichfield Cathedral School

Admissions Policy

Policy Statement

Lichfield Cathedral School (LCS) is a coeducational day school for pupils aged 2¹/₂ to 18 years. Its mission is to provide a high-quality education founded in Christian values. We welcome pupils of all faiths and none and we seek to conduct all admissions in a fair manner so that prospective pupils are not discriminated against on the basis of race, colour, religion, nationality, ethnic or national origins, or on the grounds of any form of special educational need or disability. The School respects the freedom and rights of all young people, but recognises that these must be carefully balanced with School regulations to protect the School community and ethos.

This policy applies to all members of our school community, including those in our EYFS setting.

Lichfield Cathedral School is fully committed to ensuring that the application of this Admissions Policy is non-discriminatory in line with the UK Equality Act (2010) and the Special Educational Needs and Disability Act (2001). Further details are available in the school's Equal Opportunities Policy document. The decision to admit, or otherwise, is the responsibility of the Governing Body, but it is delegated on a day-to-day basis to the Headteacher.

Lichfield Cathedral School is committed to ensuring that the admissions register is maintained in accordance with Education (Pupil Registration) (England) Regulation 2006 (see LCS Admissions Register Policy).

Lichfield Cathedral School seeks to implement this policy through adherence to the procedures set out in the rest of this document.

This document is available on the school website and to all interested parties on request from the school offices and should be read in conjunction with the school's Behaviour and Pupil Discipline policy and Exclusion Removal and Review policy.

The information given below is correct for the current academic school year, but it could be altered for future years. Parents should check with the school that no changes have occurred. All applications are made by parents (or persons with parental responsibility).

Ethos

As a Christian school, affiliated to one of this country's great Cathedrals, it is the Governors' wish that the pupil body should represent a broad cross-section of society, that families of all faiths should feel welcome, that the school will attract children of a broad range of talents and abilities, and that those with more modest means will seek one of the limited number of places available with financial support if their child would benefit from the unique education on offer at this School. It is the richness of diversity that enables this school to continue to hold a unique affection in the hearts of its alumni.

It is important that prospective parents acquaint themselves with, and be supportive of, the school's Christian ethos, and its policies and procedures, particularly those that expand further on the school's purpose.

School of Sanctuary

We are committed to achieving School of Sanctuary status, to being safe and a welcoming place for all, especially those seeking sanctuary. This could be people whose lives were in danger in their own country, who have troubles at home or are just looking for a space of safety. A School of Sanctuary helps its students, staff and wider community understand what it means to be seeking sanctuary and to extend a welcome to everyone as equal, valued members of the school community. It is a school that is proud to be a place of safety and inclusion for all. We aim to:

- To create a culture of welcome for everyone, and to foster a sense of empathy amongst all members of our school community, towards those seeking sanctuary.
- To promote the voices of people seeking sanctuary and to celebrate the contributions they have made to our school and our society.
- To build understanding of refugee migration and of the experiences of displaced people, in order to help combat stereotypes relating to refugees and asylum seekers.



Lichfield Cathedral School

Admissions Policy

Admissions Procedure

The main admissions ages to the School are as follows:

- Early Years Foundation Stage (EYFS) which is Nursery, Pre-Reception and Reception
- Year 7 - the start of secondary education
- Sixth Form - also called Years 12 and 13

Pupils may be admitted to other year groups, if places are available. Parents may register their child at any time during the academic year but it is common to register for entry at the beginning of a school term. Pupils may be, and frequently are, admitted at other stages, but particular care is taken to ensure that such admissions give the pupil a good opportunity to settle and to progress adequately towards the next targets.

For children who join the school in Nursery or Pre-Reception, there is a requirement to attend at least five sessions each week, with the understanding that some children may need to start with fewer sessions and build up gradually. This provides the opportunity for a structured and stable environment on which to build a solid foundation. As children gain in confidence, further sessions may be added. Attendance on a full-time basis will be dependent on the child's readiness, agreed between the Head of EYFS and parents. Parents should note that the local authority offers the Early Years Entitlement funding for children aged 2, 3 and 4 years in Nursery and Pre-Reception and the School offers 15 free hours per week. There are a limited number of places available in the Nursery class for children aged from 2¹/₂ years who are ready to attend the recommended five sessions per week. Pupils in Reception attend full time.

Identifying specific needs

Lichfield Cathedral School considers all children for admission who have the ability and aptitude to access an academic curriculum. Pupils with special educational needs and disabilities are welcome provided that we have the appropriate staffing, resources and facilities to offer them the support they require. The life of the School is enhanced by inclusive policies, but equal importance must be given to ensuring that no pupil's education is impaired.

The registration form asks parents to disclose whether their child has a disability; special educational need; medical condition; behavioural, emotional and/or social difficulty; disciplinary issues; or whether professionals or agencies are working with their child. If this is the case, the school will then request additional information about the prospective pupil. Parents of a child with Special Educational Needs are expected to provide full details, including copies of any documentation relating to individual education plans, reports by Educational Psychologists and any additional support being provided in school or by private tutors. In assessing any prospective pupil, the school may take advice and request assessments as it deems appropriate. This is to ensure that the School can provide the right environment for the child's academic and pastoral needs.

Extra time for entrance exams can be organised where clear evidence is provided of existing arrangements with an applicant's current school. Other access arrangements, such as the use of a computer or provision of a reader, may be requested where an educational psychologist's report exists confirming details of a specific learning difficulty or disability.

If parents withhold relevant information during the admissions process, and a place at the School is offered on the basis of inaccurate information, the place may be withdrawn with immediate effect.

Based on the information given and advice received, Lichfield Cathedral School is committed to making reasonable adjustments that will enable a prospective pupil to take up a place at the school (subject to satisfying the academic admissions requirements) and to complying with its legal and moral responsibilities under the Special Educational Needs and Disability Regulations 2014. Lichfield Cathedral School strives to meet the needs of all members of its community. This has to be achieved within its financial capabilities and the constraints imposed on its physical environment by legislation relating to listed buildings and Scheduled Ancient Monuments, and by the lack of suitable space for new buildings or the availability of appropriate buildings for adaptation within the city centre.



Lichfield Cathedral School **Admissions Policy**

Entry requirements

The admission process begins with the submission of a completed Registration Form and payment of a non-refundable £200 registration fee. Admission is by assessment and interview (or taster day experience), plus analysis of school reports, additional needs documents and the reference from the child's current school. Although Lichfield Cathedral School is not academically selective, assessments are completed to ensure that:

- a) the Headteacher considers the school capable of supporting the applicant so that he/she will thrive in this environment; and
- b) the School is able to provide the specific educational and/or pastoral support required by a pupil.



Lichfield Cathedral School **Admissions Policy**

Nursery, Pre-Reception and Reception

Parents/guardians will meet with either the Head of Junior Years or the Head of Early Years. Children will be invited to attend a taster day/session (dependent on age) in school. A member of staff may also visit a child in their current educational environment.

Year 1 to Year 11

From Year 1 to 11, following a meeting with the parents/guardians and a member of the leadership team, prospective pupils will be invited to spend a day in lessons with their year group, undertake academic tests (Years 3 and above) and enjoy some social time with the existing cohort.

Sixth Form

Entry to Year 12 is dependent on assessment test results, school reports and GCSE examination results. The School expects that students joining at Sixth Form level will have attained five or more GCSEs at grade 5 or above. In addition, some A Level and BTEC subjects require the achievement of specific grades at GCSE level. Detailed information can be found in the Sixth Form prospectus. Experience has shown that this level of prior attainment indicates a student who is able to cope with the demands of the Sixth Form curriculum. However, each case will be considered on its own merits.

Offer of a place

When a place is offered, an acceptance form is submitted with a request for payment of a deposit of £350, refundable when the child leaves the School. The place is not confirmed until the deposit has been received. A period of usually no more than three weeks is allowed before the allocated place is forfeited. If at any stage the place is not taken up, the deposit cannot be refunded. Registrations will not be confirmed for children over the compulsory school age (i.e. over 5 years) for any more than one year in advance of their entry. Fees are payable in advance of the first day of term. The School will not admit a child until financial obligations to other schools have been met.

If all places are filled, a place is offered on the waiting list. When a place becomes available, priority is given to parents on the waiting list who already have a child in the School; otherwise, places are offered in the chronological order of application.

Entrance Assessments & Scholarships

All new entrants from Years 3 to 13 complete academic assessments to provide appropriate data to determine whether or not the educational needs of the child can be met by the Cathedral School.

Each year a limited number of scholarships are awarded to pupils entering Year 7 and Year 12 who are capable of extremely high levels of achievement and who will make a significant contribution to the life of the School. Scholarships are available for academic, music, art, drama and sporting excellence up to 10% of tuition fees. It is possible to hold more than one scholarship, but the total remission of tuition fees will not exceed 20%.

Choral scholarships are available for Cathedral Choristers and Sixth Form Choral Scholars. For more information about choral scholarships, please visit the school website.

In the event that the son or daughter of a member of staff at the school, or of the school's governing body, is competing for an award, an independent adjudicator will ensure that the school is being fair to all parties concerned.

In addition, the Headteacher can offer a Head's Award; all awards are at the discretion of the Headteacher.



Lichfield Cathedral School

Admissions Policy

Bursaries and Sibling Reductions

Bursaries

A limited number of means-tested bursaries are available each year. In circumstances of exceptional need, a 100% bursary can be awarded. A prospective pupil must have been offered a place at the school before an application for a bursary can be made. Applications for bursaries need to be submitted by the end of February in the year before entry. All bursaries are reviewed annually.

Clergy, Alumni and Armed Forces Bursaries

Sons and daughters of clergy and the children of former pupils of Lichfield Cathedral School may be eligible for a remission of school fees. Children of members of the British Armed Forces and children of British civilian personnel employed by the Armed Forces may be eligible for a bursary. No other remissions from the School are available to those children entitled to Early Years Funding.

Reduction for siblings

A 5% reduction on tuition fees is given for the second child in a family to attend the school, rising to 7.5% for the third child and 10% for the fourth and subsequent children. This reduction applies when all children are in attendance as fee-paying pupils at the same time.

Procedure for Withdrawal

A full term's notice in writing must be given by parents before a pupil leaves the school. If such notice is not received, a term's fees in lieu of notice will be charged. Fees are payable in advance on or before the first day of each term. If fees for the current term are not paid before the half term holiday, the Governing Body reserves the right to refuse re-entry at the recommencement of the term. They will still pursue the payment of fees and reserve the right to charge for fees in lieu of notice if the child does not regain a place.

The Headteacher may require parents to remove a pupil from the school at any time if, in his/her opinion, such removal is in the interests of the child or the School. Please refer to the school's full policy on Exclusion Removal and Review for more detailed information.

Appeals

Parents or guardians who wish to appeal against a decision not to offer a place to an applicant may appeal within 30 days in writing to Mr Eric Lunt, Acting Chair of the Governing Body (c/o Lichfield Cathedral School, The Palace, The Close, Lichfield WS13 7LH). The Chair of Governors will review the evidence, make a considered judgement and notify parents or guardians within two weeks. The decision of the Chair of Governors is final.

Review

This policy is reviewed annually. Parents should ensure that they have the most up-to-date version as details may change substantially from year to year.

Publication

This policy will be made available to the general public through the school website and to parents of prospective pupils in prospectus packs.