



## Admissions Policy

Last revised: Lent 2024

Next review: Lent 2025

This is a Whole-School policy. It is relevant to all Staff and Pupils at Repton School it should be read in conjunction with the following policies:

- Accessibility Policy
- Behaviour Management Policy
- Expulsion, Removal and Review Policy
- Parental Support for the Aims and Ethos of the School
- Safeguarding and Child Protection Policy
- Guardianship Policy

Please also take note of the specific policy appendix on International Pupils which forms part of, but is not separate to, this policy,

### 1 General information

1.1. Repton School, aims to provide the highest standard of education, pastoral care and broad co-curricular experience in an inspiring and spacious setting where children are allowed to be children, encouraged all the while to develop in confidence and self-esteem into their best self.

1.2. Repton School is a co-educational independent School for pupils from ages 13 to 18. The School has 620 pupils, of whom around 70% are boarders. Deciding on the right school for your child is very important, and hence our policy is to provide individual and individualised tours for every child and their family, in person or virtual, and offer wherever possible a taster experience of House life, sometimes including overnight stays and participation in lessons and extra-curricular activities. Based on this principle we no longer stage Open Days, though we keep this under regular review. Families arrange bespoke experiences via our Admissions Managers, usually coming to us via the School website.

### 2 Admissions procedures

2.1. Repton School is an academically selective school, though all pupils are assessed in the round. Hence if it is agreed that on balance a pupil would gain and contribute a great deal from

Repton, and suitable accommodation can be made for any learning access needs, the academic standard may be flexed on a case-by-case basis. Selection is, however, based upon academic merit which is assessed through an entry examination (either CAT4 online test or CE), references from the candidate's previous school and an online interview. International students will also have Oxford Online English tests and a further assessment of their English competency at interview by our EAL Coordinator.) Our selection process is designed to identify pupils from anywhere and from any background who are able to benefit from our balanced and well-rounded education and to make a positive contribution towards the life of the School.

2.2. The usual points of entry are at 13+/Year 9, 14+/Year 10 and 16+/Year 12. We may admit pupils at 15+ or 17+ in unusual circumstances, but this is uncommon. There are scholarship opportunities in Academics, Sport, Music, Drama, DT and Art, as well as a prestigious all-round scholarship, the CB Fry Scholarship, which involves being at scholarship level in academic, sport, creative and leadership disciplines.

2.3. Applicants for admission should register as soon as possible as competition for places is strong. The registration form is at the end of this document in Appendix A. It is on registration that parents select a house for their child on entry at 13+. When a house list is full the waiting list is kept in strict chronological order by date of registration. For other age group entry points, whilst a House preference may be given, Houses will be allocated.

### **3 EQUAL TREATMENT**

3.1. Repton School's aim is to encourage applications from candidates with a diverse range of backgrounds. This enriches our community and is vital in preparing our pupils for today's world. A number of bursaries are offered to UK pupils in order to help make it possible for those who would otherwise not be able to afford the fees, and who meet the School's admission criteria, to attend the School. The School's provision for bursaries is described below.

3.2. Repton School is committed to equal treatment for all, regardless of a candidate's sex, race, ethnicity, religion, disability, sexual orientation or social background.

### **4 PERSONALISED LEARNING (SPECIAL EDUCATIONAL NEEDS)**

4.1. Repton School does not discriminate in any way regarding entry. The School welcomes pupils with special educational needs providing that its Personalise Learning department can offer them the support that they require. We welcome pupils with disabilities provided that our site can accommodate them. However, we strongly advise parents of children with special educational needs, physical or mental disabilities to discuss their child's requirements with Repton School before He/She/They sits the entrance exam so that the School can advise whether it can make reasonable adjustments in order to provide adequately for him/her. Parents should provide a copy of an educational psychologist's report or a medical report if they have one. The School will

discuss thoroughly with parents and their medical advisers the adjustments that can reasonably be made for the child if He/She/They becomes a pupil at the School.

## **5 THE ASSESSMENT PROCESS**

5.1. The aim of the process is to identify ability and potential. Repton School is looking for well-rounded pupils with a genuine interest in education in the broadest sense of the word, with interests that stretch beyond the academic curriculum. The School has strong traditions in music, drama, art, debating, community activities and sport. There are many extra-curricular activities, all of which are important in developing a well-balanced, confident individual. Whilst children applying from prep schools elsewhere may be prepared for Common Entrance and Common Academic Scholarship, and may request that we offer on that basis, no specific preparation for the other CAT4 entrance tests is needed and all candidates start on an equal footing, with identical opportunities to display their cognitive abilities. No specific profile is set with regard to CAT4 scores, as we wish to be open to a diverse applicant base, but we would tend to expect an average CAT4 score of 100 or more.

5.2. Entry at 13+ is by success at Common Entrance or by sitting the CAT4 test. Alternatively, those that have been entered for an Academic Scholarship will sit the Repton 13+ Scholarship examinations in May. A satisfactory school reference and positive recent school report is also a condition of entry for all.

5.3. For 14+ and 16+ entry the entrance assessment consists of the CAT 4 test. Places are offered on the basis of the performance on the entrance assessment and receipt of a satisfactory school reference and positive recent school report.

5.4. For 13+, 14+ and 16+ entry for pupils for whom English is not their first language, the entrance assessment consists of the GL CAT 4 Assessment and the Oxford Online English Placement test and additional written submission, as well as recent positive school reports. These assessments can happen at any point in the year before entry. A reference is not required, but a translated school report is requested.

5.6. Entry to the Sixth Form is subject to a minimum requirement of 5 GCSEs at Grade 6 unless there is compelling reason to modify this requirement, and in any event where this is necessary it will usually lead to the applicant being offered a BTEC or BTEC with one A Level as a Sixth Form course. Candidates must achieve at least a Grade 6 at GCSE in any subject to be studied at A-level, and a Grade 7 in the case of Mathematics, any Science or a Modern Foreign Language.

5.7. At all entry points, once a place is offered, the timescale for accepting the place will be as stated in the offer letter.

## **6 THE ASSESSMENT PROCESS – International Sponsored Visa Applicants**

- 6.1. We welcome applications from overseas pupils and the aim of the assessment process is to identify ability and potential. Repton School is looking for well-rounded pupils with a genuine interest in education in the broadest sense of the word, with interests that stretch beyond the confines of the academic curriculum.
- 6.2. All applicants that require a Sponsored Child Visa will have a personal interview or a Skype interview with a member of Repton's staff. A satisfactory school report is also a condition of entry for all.
- 6.3. For all overseas applicants the entrance assessment consists of the GL CAT 4 Assessment and the Oxford Online English Placement Test, plus a written English test.
- 6.4. If an overseas applicant is sitting GCSE's they too would be expected to achieve a minimum requirement of 5 GCSEs at Grade 6. Candidates must achieve at least a Grade 6 at GCSE in any subject to be studied at A-level, and a Grade 7 in the case of Mathematics, any Science or a Modern Foreign Language.
- 6.5. The dates for the assessment process for the current year are published on our website, together with the closing date for acceptances.
- 6.6. In line with both the school's prominent focus on safeguarding and aligned with visa sponsorship requirements, families must agree to our Guardianship Policy, the key features of which are that guardianship must be provided by an AEGIS or BSA Accredited guardian subject to the DBS checks associated with this. The only alternative to this arrangement is a close blood-relative (grandparent, uncle or aunt, or sibling over 25 years old who must be a British Citizen or be have 'indefinite leave to remain')

## **7 SIBLING POLICY**

- 7.1. Most siblings join us at Repton School. However, admission is not automatic and there may be occasions where the School judges that a sibling is likely to thrive better in a different academic environment. There is no 'sibling discount' at Repton, though any family with multiple children in the School is equally entitled to apply for means-tested bursarial support should they feel it is necessary.

## **8 SCHOLARSHIPS**

- 8.1. Repton School offers scholarships for excellence in the following areas:
- Academic (13+ & 16+)

- Art (13+ & 16+)
- Design & Technology (13+ & 16+)
- Drama (13+ & 16+)
- Music (13+ & 16+)
- Sport (13+ & 16+)
- C B Fry All-round (awarded should an applicant be successful in gaining an Academic, Sport and a creative scholarship)

8.2. Scholarships are designed to reward excellence and to celebrate exceptional talent. In recognition of this achievement, the scholar is offered up to a maximum of 20 per cent reduction in the fees throughout his/her time at Repton School. In addition, music scholars may be offered free instrumental tuition. However, for those candidates who are successful in more than one scholarship the combined total of all scholarships will not exceed 20%. The exception to this is the CB Fry award, which offers a 25% remission in reflection of the significant contribution that such pupils inevitably make to Repton. Please see the attached document, Conditions of Awards in Appendix B for further details regarding the expectations associated with an award.

8.3. We encourage parents of scholars who anticipate that they will experience difficulty in meeting the balance of the School fees to apply at the same time for one of the School's means-tested bursaries described below, or when they register their child.

8.4. In exceptional circumstances it is within the Headmaster's gift to enhance remission in recognition of truly exceptional talent or ability regardless of financial need.

## **9 Academic Scholarships:**

9.1. At 13+, candidates who apply for academic scholarships sit the 13+ Repton Academic Scholarship papers in January of Year 8. A pupil who has not succeeded in the academic scholarship may be exempted from sitting the normal entrance examination, providing that He/She/They has performed sufficiently well. Scholarships are held for the duration of a pupil's time at the School, provided his/her conduct is satisfactory.

9.2. Further academic scholarships are offered to entrants to Year 12, including a John Port Scholarship to any outstanding candidates from the local John Port School to help high performing pupils from the maintained sector enjoy the benefits of a Repton education who would otherwise not be able to afford it.

9.3. All scholarship candidates will be interviewed in addition to sitting the academic papers.

## **10 Sports Scholarships**

10.1. Sports scholarships are awarded to outstanding, all-round sportspeople who have achieved a high level of competence in one or more sports. He/She/They will be assessed by the Head of

the relevant sport, the Head of Strength & Conditioning and by the Director of Sport, and will be expected to demonstrate high skill levels, commitment, physical fitness, qualities of leadership and team play of a very high order. They will be expected to make a contribution to the sporting life of the School throughout their time at Repton School.

## **11 Music & Creative Scholarships**

11.1. Music scholarships are awarded to outstanding musicians who play any instrument or sing with exceptional ability. They will be required to perform two short pieces together with aural and practical tests. There will also be interviews with the Director of Music, or a member of the music department. The successful candidates will be expected to demonstrate enthusiasm for and commitment to music and will be expected to make a contribution to the musical life of the School throughout their time at Repton School, performing in the choir and other groups and ensembles as required by the Director of Music. They may be offered free tuition in a chosen specialism, in addition to or instead of a Scholarship.

## **12 Bursaries**

12.1. Repton School's bursary programme seeks to extend access to Repton School to those who might otherwise not be able to afford the fees, subject to budgetary constraints. The School offers means tested awards annually to entrants at the usual points of entry. Bursaries are means-tested and both parents are required to provide proof of their income and assets. The level of support varies according to familial need.

12.2. The School's practice is to allocate its available bursary funding to pupils on entry to the School. The School's expectation is that parents who do not choose to apply for a bursary at the time that their child is being assessed, will not require financial support throughout the time that their child attends the School, though it is possible at any time for a family to approach the School for assessment of need. Based on that assessment, remission may be available, or other supportive measures such as payment plans etc.

## **13 Overseas applicants**

13.1. We welcome overseas pupils who can study at Repton School as a boarder provided that he/she/they has a legal guardian living in the UK. The legal guardian should be someone whom he/she/they can stay with for some weekends and who will take responsibility for all travel arrangements to and from the School at the beginning and ends of each term, including half terms. All guardians are asked to sign a Guardianship Agreement with the school in line with the Guardianship Policy, see Appendix C. The key features of the Guardianship Agreement are that guardianship must be provided by an AEGIS or BSA Accredited guardian subject to the DBS checks associated with this. The only alternative to this arrangement is a close blood-relative

(grandparent, uncle or aunt, or sibling over 25 years old who is either a British Citizen or has settled status)

13.2. Repton School does offer short-term study programmes if space allows and the reasons and circumstances for the shorter than usual stay are substantial eg. An academically and sportively talented German pupil seeking a year abroad before Abitur (Repton would, on very rare occasions, consider a two-term placement in this instance.) It is not ordinarily the case that Repton would offer a single year in A Block or L6th, so overseas applicants may be offered a place in the year below should that be appropriate to the case.

## **14 Fluency in English**

14.1. In order to cope with the high academic and social demands of Repton School pupils must be competent and confident English speakers. Tuition in English as an Additional Language (EAL) can be arranged at the parent's expense.

## **15 Religious Beliefs**

15.1. Repton School has strong Christian roots, however, the School does not select for entry on the basis of religious belief, and it offers the opportunity for pupils to practise their own faiths. However, parents should be aware that there is compulsory Saturday morning School and that all pupils are expected to attend chapel on Wednesday and Sunday mornings.

## **16 School's contractual terms and conditions**

16.1. Copies are on the School website and will be made available to parents as part of the admissions process.

## **17 Complaints**

17.1. The School hopes that parents and pupils will not have any complaints about the School's admissions process, though if they do they should write to the Deputy Head (Admissions & Marketing) initially.

JDW March 2023

# Appendix: International Pupil Policy

## 18 Right to Study

Irrespective of your child's Nationality or place of residence, we require a copy of any prospective student's passport and visa (if applicable) to confirm their right to study in the UK. (If they do not have a passport we will require a copy of their Birth Certificate.) We will hold the copy (and any renewals you send us from time to time) for the duration of the child's time at Repton.

Please check the following link to see whether a visa to study in the UK is required:  
<https://www.gov.uk/check-uk-visa>

## 19 International Students

Repton welcomes students from all over the World and is proud of its international outlook and diverse community.

In order to cope with the academic and social demands of Repton School, however, students must be fluent English speakers. English is assessed as part of our Admissions process.

Additionally, Repton expects overseas students to finish a complete course of study such as GCSE (up to and including 5<sup>th</sup> Form), or A Levels / IB (in the Lower and Upper 6<sup>th</sup> Forms).

Any student who does not hold a UK Passport or settled or pre-settled status in the UK must apply for a visa in order to study at Repton School and Repton School Prep School. The Admissions Team will assess the visa needs of each student entering Repton School and Repton School Prep School but there is also a facility for early notice to be provided by the parents in the application process, if they are aware their child will require sponsorship. Repton School is a registered Student Sponsor (via the Home Office's UK Visa and Immigration (UKVI) unit). The School retains full discretion over any decision on whether to sponsor the child.

### Visa Routes

The two types of visa Repton typically supports are Child Student Visa and Student Visa.

#### Child Student Visa

It is possible to apply for the Child Student (formerly Tier 4 Child) visa if aged between 4 and 17 and the student wishes to study at an independent school in the UK.

They must also:

- have a place on a course
- have the consent of their parent/s or guardian
- have enough money to cover their course fees and living costs



- meet the eligibility requirements.

### Student Visa

This visa is typically aimed at students over the age of 18 applying for their visa. In exceptional circumstances, however, Repton may issue a Student CAS (Confirmation of Acceptance to Study) to a student aged 16 or over.

## **20 Holmes & Partners**

As a registered Student Sponsor, Repton School holds a Student Sponsor license that allows us to sponsor international students to come and study in the UK. With this comes a wide range of sponsor duties and regulatory obligations that incur significant costs to the School extending well beyond the student visa application process. International students are hugely important to the community at Repton School so we take steps to ensure our Student Sponsor licence is protected and we can focus more on our true priorities as educators.

UK Visas and Immigration inspect sponsors on a regular basis and Repton School must be able to demonstrate full compliance in order to continue to sponsor international students. Visa refusals for applications through either route and for whatever reason are monitored and recorded by UKVI so there is a vested interest in ensuring all compliance duties and student applications are supported by expert knowledge and guidance. The UKVI compliance regime is also becoming increasingly punitive, and a loss of the Student Sponsor licence would be highly detrimental to both the School and a child's study in the UK.

For these reasons we have instructed Holmes & Partners to process all Child Student and Student applications for students attending Repton School and Repton School Prep School and to act as the custodians of the School's Child Student Sponsor licence. This provides reassurance that the visa application process will not cause students unnecessary difficulty and that the School is well placed to meet its legal obligations as a sponsor. We require parents of any child applying for a visa to work with the account management team at Holmes & Partners who will discuss their child's application and visa requirements and provide all relevant information and support.

## **21 Parent of a Child Student Visa**

Parents who wish to accompany their child/children to the UK can apply to do so under the Parent of a Child Student visa, so long as their child is under the age of 12: <https://www.gov.uk/parent-of-a-child-at-school-visa>

Children under the age of 12 can be accompanied by one parent, who will be responsible for the care of the child within the UK. This arrangement will cease when the child reaches their 12<sup>th</sup> birthday.

Holmes & Partners will also need to process the Parent of a Child Student application as this can affect the outcome of the child's own application. For a Parent of a Child Student application, Holmes & Partners will

make an additional charge directly to the parent which is in addition to the child's application fees and any health surcharge.

### Early termination of Sponsorship

If a student leaves Repton before the natural end of an approved course of study or Repton ceases its sponsorship of a student such that the student must leave the UK or obtain a new sponsor, we are required to collect the following data from the parent/s:

Either:

Proof of departure from the UK, clearly identifying the child as the passenger.

For example:

- Flight Ticket - Scan/Photo/E-Ticket
- Boarding pass - Scan/Photo/E-Pass
- Entry stamp on passport confirming re-entry to the child's home country

Or:

For students moving to a new immigration category or sponsor, a copy of their new BRP (Biometric Residence Permit) for our records.

## 22 Application Procedure

To demonstrate the School's role as sponsor, Repton will issue a CAS (Confirmation of Acceptance for Study) relevant to the visa route being applied for.

Please note, a CAS is valid for 6 months but may not be used more than 6 months before the course begins when applying from outside the UK, or 3 months before the course begins when applying from inside the UK.

The following key information is of note:

- 1) To allow a CAS to be issued, the process will begin with the School preparing a CAS instruction. This will be sent to Holmes & Partners. This will be issued only once an offer of a place has been made to a student and this offer has been accepted.
- 2) Holmes & Partners will issue to parents a pre-CAS questionnaire and a letter of parental consent, both of which will need to be completed and returned.
- 3) Parents will be required to provide evidence of funds sufficient to pay one year's fees at Repton or the balance due if a deposit of a term's fees or more has been paid to Repton.
- 4) Some visa routes require additional evidence of funds to support maintenance, or living costs, and this requirement will be made clear to you by Holmes & Partners if applicable.

- 5) Where a document is not in English, the document must be accompanied by a full translation that can be independently verified by the Home Office. The translation must contain confirmation from the translator/translation company that it is an accurate translation of the document, the date of the translation, the translator/an authorised official of the translation company's full name and signature, and the translator/translation company's contact details.
- 6) An international student moving from 5<sup>th</sup> Form to Lower 6<sup>th</sup> will require to renew their visa as they will have completed one course (GCSE) with a view to commencing another (A Level / IB).
- 7) A visa administration charge is made in respect of all applications and renewals. This charge is added to the child's first, or next, school fee note.
- 8) Holmes & Partners will conduct a compliance check on all mandatory documents necessary for the visa application before producing a draft CAS which will be sent to the parent/s and/or agent to check the details, and confirm they are correct, prior to assignment. The application for the CAS is made on-line by Holmes & Partners and, when approved, Holmes & Partners will add the CAS number to the on-line application. Holmes & Partners will then contact the parent/s and/or agent to assist them in making the relevant statutory payments on-line and booking the appointment for the visa.
- 9) Parents are advised to not book flights before confirmation of the visa decision has been received.

Successful applications will result in the student being issued with a Biometric Residence Permit (BRP) which is linked to the student's passport. It is, therefore, imperative that Repton is alerted to any passport renewals or changes. Information on how and where the BRP is issued can be found below under 'BRP Collection Point'.

The original passport and BRP will be kept by the admissions staff for safekeeping, but the student will be able to collect these documents at any time if they need it to travel or proof their identity.

If a visa application is refused, a copy of the refusal letter must be sent to the School prior to the issue of a new CAS. In line with our duties as a Student sponsor, we reserve the right to withdraw or refuse to issue a CAS.

## 23 Ongoing obligations

- 1) The School must keep independent visa files on each international student which may be inspected by the UKVI at any time; specifically, the Admissions Team will make copies of the passport and visa for the student's file and add the details to iSAMS (the School's database) in order to monitor passport and visa expiry dates. The Admissions Team also make copies of the main visa holder's documents for dependent visas or Parent of Child Student visas.
- 2) Unauthorised absence of more than 10 continuous days must be reported to UKVI.
- 3) Any change of status (e.g. from boarding to day) must be approved in writing beforehand by Repton and subsequently reported to UKVI. (This would be approved only under exceptional circumstances and only whilst the child is in the Prep School).
- 4) When a student leaves the School before the scheduled end of course date, this will be reported to the UKVI and the information referred to above under 'Early Termination of Sponsorship' will be requested. We are not required to report to UKVI that a student has finished their course (e.g. at the

end of 5<sup>th</sup> Year and at the end of Upper 6th) and the student may have a certain amount of time to stay in the UK after their course has finished and before their visa expires.

- 5) The School must be notified if the student has obtained a new passport and a copy provided as soon as possible.
- 6) If a Child Student turns 18, they can carry on with their course until their permission to stay ends. If they want to do further study in the UK, they will have to apply under another category, for example the Student route.

## 24 Education Guardians

Parents of students who are resident outside the UK must appoint a Guardian for the student who is based in the UK. This guardian can be a relative, family friend or a professional guardian who is a British Citizen or has 'indefinite leave to remain' status. The Association for the Education and Guardianship of International Students (AEGIS) or Boarding Schools' Association (BSA) can provide details of accredited guardianship organisations if required. Parents must provide details of their child's Guardian prior to arrival.

UK Passport Control: student arrival guide

Guidance to help students understand what they need to do to make their journey through the UK border easier can be found here: [www.gov.uk/government/publications/student-arrivals-10-top-tips](http://www.gov.uk/government/publications/student-arrivals-10-top-tips)

BRP Collection Point

Holmes & Partners are registered as an Alternative Collection Location (ACL), ACL code 2LR442 should be used, so that the BRP card is delivered to their office where they can check it for errors before sending it to the School for the student to collect it.

International Student Induction Form

Once leave to enter or remain within the Child Student or Student category has been granted, Holmes & Partners will provide an information sheet which confirms the conditions of the child's stay in the UK and their main ongoing responsibilities to the Home Office.

Request for Leave

Unauthorised absence of more than 10 continuous days must be reported to UKVI. This includes students who arrive late at the beginning of term or leave early at the end of term. Parents are requested to adhere to the term dates when booking international flights.

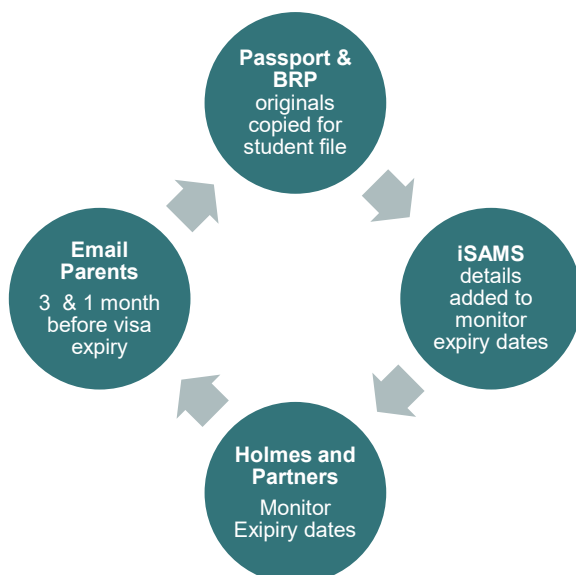
## Agent Feedback

If an agent was used during the application process, parents are asked to provide feedback about the agent:

- Did the agent provide all the information needed in relation to the School?
- Did the agent provide assistance with the visa application?
- Would the parent recommend the agent to other students considering Repton School?
- Is there anything the agent did particularly well or could have done better?

## 25 Visa Expiry Monitoring

International students are required to bring their original passport and visa (if applicable) to School on their first day of School and we will take a copy if we don't already have one. If the BRP has not been collected this should be brought in as soon as possible following collection.



The passport must be checked to ensure the date of the student's entry to the UK is within the validity dates of their Entry Vignette (this is evidenced by the Immigration Officer's entry stamp in the passport). If the Immigration Officer's stamp is on a page other than the page with the Entry Vignette, a copy of this page must also be made. If a student has arrived and entered the UK using the e-gates, evidence of their flight itinerary must be provided.

Holmes & Partners are responsible for ensuring that all documents have valid expiry dates and will contact parents directly on Repton School's behalf to obtain any further in date documentation required. Parents are asked to provide documents in a timely fashion.

This appendix Updated August 2022  
Review August 2023