

### **1. Equal treatment**

Our aim is to encourage applications from candidates with as diverse a range of backgrounds as possible. This enriches our community and is vital in preparing our pupils for today's world. Bursaries are offered in order to make it possible for as many as possible who meet the school's admission criteria to attend the school.

Wycliffe College is committed to carrying out our responsibilities with regard anti-discrimination by complying fully with the Equality Act 2010. No applicant will be treated less favourably during the application process or during the assessment on the grounds of their skin colour, race, ethnic or national origin, gender, gender reassignment, religion or belief, sexual orientation, socio-economic group, disability or special educational needs.

### **2. Religious Beliefs**

Although Wycliffe College has Christian roots, we do not select for entry on the basis of religious belief, and we offer the opportunity for all Faiths to practise their own faiths. However, parents should be aware that there is a compulsory Wednesday Chapel service, and that all pupils are expected to attend the other assemblies and key community events throughout the year. If a pupil has a strong and deeply-held religious belief that prevents them from attending the Wednesday service, a written request from parents asking specific permission from the Head to be excused will be needed. An alternative supervised time of reflection is arranged for those pupils who have opted out of attending the Wednesday service.

### **3. Special Educational Needs and Disabilities**

In line with the Equality Act 2010, Wycliffe College does not discriminate in any way regarding entry. We welcome pupils with Special Educational Needs and Disabilities providing that, with reasonable adjustments, our Learning Support Department can offer them the support that they require. We welcome pupils with physical disabilities provided that our site can accommodate them, subject to any reasonable adjustments. However, we advise parents of children with Special Educational Needs and/or Disabilities to discuss their child's requirements with us before he or she is offered a place to ensure that we can make adequate provision for him/her.

The School may request further information, such as a copy of an Educational Psychologist's report or a medical report and any associated correspondence from the pupil's current school that the School considers necessary to make a fair assessment regarding the School's ability to cater for the child's needs. Where the pupil has learning difficulties, our SEND Co-ordinator will meet with parents and the pupil, assess the pupil and if needed will visit a pupil's current school to observe the pupil and to talk to staff before making a recommendation.

We will discuss thoroughly with parents and their medical advisers where appropriate the adjustments that can reasonably be made for the child if he/she becomes a pupil at the School.

We welcome children with medical needs/physical disabilities and recognise that with appropriate support and reasonable adjustments most children can take part in normal school activities. Parents have prime responsibility for their child's health and should provide the School Medical Centre with information about their child's medical condition/disability before he/she is offered a place so that potential barriers to learning and participation are identified and, if necessary, additional arrangements are put into place prior to admission.

Parents of disabled children may be invited to a preliminary meeting with the Head to discuss ways in which reasonable adjustments can be made to ensure that the applicant can be adequately catered for should an offer of a place be made.

#### **4. The entry procedure**

Wycliffe College is an academically inclusive school. We base admission on references from the candidate's previous school, and diagnostic testing to ensure that they can access their chosen curriculum. Our selection process is designed to identify pupils who are able to benefit from our balanced and well-rounded education and to make a positive contribution towards the life of the School.

The School will do all that is reasonable to ensure the application process (and any information about the School) is accessible for disabled applicants and will make such reasonable adjustments as necessary. Parents are requested to inform the School of any special circumstances relating to their child which may affect their child's performance in the Admissions process.

#### **5. Scholarships**

Scholarships are designed to reward excellence and to celebrate exceptional talent. In recognition of this achievement, the Scholar is offered a reduction in the fees throughout his/her time at Wycliffe subject to annual review in respect of on-going satisfactory performance and the continuation of any individual subject award at GCSE or A level.

If a candidate holds an existing Wycliffe Scholarship, and is awarded a 13+ or Sixth Form Scholarship, then this will replace the existing Scholarship, with a commitment that the new Scholarship will be at least equal in value.

Parents are asked to indicate on the registration form whether they wish to apply for a Scholarship. Details of the arrangements will be sent to all who express an interest.

We encourage parents of Scholars who anticipate that they will experience difficulty in meeting the balance of the tuition fees, to apply at the same time for one of the school's means tested Bursaries when they register their child.

The Head and Director of Finance and Operation determine how the available Scholarship awards are distributed between deserving applicants. The number and size of awards will depend on the quality of the candidates. Scholarships are made at the discretion of the Head whose decision is final.

##### **5.1 13+ Scholarships**

13+ Scholarships are awarded for outstanding performances in each subject and in general academic areas. They carry a financial award to the pupils who are awarded the Scholarship. For academic Scholarships, pupils are tested in Verbal, Non-Verbal, Spatial and Quantitative Reasoning. Scholarship candidates, both internal and external, are nominated by their schools after consultation with respective staff and parents. There is also a range of extra-curricular scholarships available to all candidates – music, sport, design, drama and art. The assessments are taken in September and January prior to September entry.

##### **5.2 Sixth Form Scholarships**

A limited number of Scholarships are available to applicants to our Sixth Form based on merit and their potential to contribute positively to the Wycliffe community.

There are four categories of scholarships:

- All-Round excellence
- Academic
- Modern Foreign Languages
- Creative, including Art, Design Technology, Drama and Music
- Sports

Students may apply in more than one category.

All Academic Scholarships awarded usually require as a condition of their continuance, that the recipient pursues that subject to full A Level. The academic assessment tests Verbal, Non-Verbal, Spatial and Quantitative Reasoning via the CAT4 testing system.

In creative disciplines and other areas as appropriate, a portfolio of work may be requested. In addition there will also be a formal assessment.

For Sports Scholarships, it is expected that applicants are outstanding in at least one major sport (for boys: Cricket and Rugby, and for girls: Netball and Hockey, as well as Rowing and Squash for both boys and girls) that is offered at competitive level at Wycliffe. They may well also show potential in at least one other sport.

Music Scholars may, exceptionally, be permitted to not take Music A Level if they contribute significantly in other ways to the musical life of the school, as determined by the Director of Music.

The All-Rounder award recognises a significant commitment to Wycliffe life and the potential for further contribution. It is intended for those pupils and/or external applicants who might not perhaps be strong enough in any one individual category (e.g., Academic, Music, Sport, Drama etc.) to merit being awarded a Scholarship for that one area but who might demonstrate significant capability and potential in two or more of the categories considered for specific, individual recognition. This award might also be given to a pupil or external applicant who through involvement in charitable initiatives, the Combined Cadet Force, Duke of Edinburgh or other wider extra-curricular activities, has been identified as someone who might go on to make a significant and valuable contribution to the Wycliffe (and wider) community. And lastly, of course, someone might combine achievement and potential across both of the areas described in the preceding two sentences.

## **6. Means-Tested Bursaries**

Wycliffe wishes to encourage the inclusion of children from all sections of society whose parents feel that they can share in and benefit from the ideals and environment of the College.

In order to facilitate the accessibility of the College to parents who would otherwise be precluded for financial reasons, the College makes available Bursaries each year to children wishing to join the school and for parents of children who are already a pupil at Wycliffe where financial circumstances have changed such that a pupil may not be able to continue to attend Wycliffe without means tested assistance.

The amount made available for Bursaries each year will vary depending on funds allocated by Trustees and not all applications for a Bursary will be successful. Trustees may grant awards of up to a maximum of 90% of school fees subject to a minimum parental contribution but this does not restrict the discretion of Trustees to make increased awards in appropriate circumstances.

Bursaries can be awarded to pupils who already hold another award (e.g. a scholarship) but the total of all awards is normally limited to 90% with a minimum parental contribution.

All Bursary awards are reviewable on an annual basis. If a parent's financial circumstances remain unaltered from the previous year, the general policy is that the award will continue for the following year.

**6.1 Assessment of the application and whether a Bursary can be granted**

The Director of Finance and Operations will make a recommendation to the Head. Such an assessment will be based on funds available and parental contribution tables which are to be used as a guideline. Whether an award is granted will be subject to satisfying both the School's admission criteria, the financial position of parents and the child's performance against other eligible candidates if applicable.

**7. International Applicants**

Wycliffe has a long tradition of welcoming international pupils. We need to evaluate the level of English required to begin a mainstream academic programme. We ascertain this by expecting every international applicant to take a CAT4 assessment (specific to their chosen year of entry) and to hand write an essay in English. We offer a place based initially on the results of these tests, plus any information obtained from school reports/reference and interview feedback from meeting them at a visit to Wycliffe or via video-call.

Despite this pre-testing it is not always possible to ascertain a pupil's academic ability and suitability for a more independent style of learning expected in the UK education system, particularly in the Sixth Form. When a Sixth Form place is offered we always reserve the right to transfer them to our Development Year programme if it is clear that the demands of the Sixth Form are too exacting. The school's decision is always taken in the pupil's best interests.

Whilst attempting to build an academic profile through school reports, references from educational agents and the like, Wycliffe also carries out extensive pre-testing before the start of the academic year which rigorously examines their ability to pursue a mainstream course within the pre-sessional programme prior to the start of the Autumn term. If their English is not deemed sufficient, an alternative is provided through entry into the Development Year (age dependent).

The aim of this course is to provide them with the linguistic skills (through an intensive English as an Additional Language (EAL) programme and limited access to mainstream subjects as pre-AS level) to enable each pupil to fulfil their academic potential in a foreign tongue i.e. English. The normal route for these pupils is then to transfer across to the appropriate mainstream programme of study once Wycliffe is satisfied that they are suitably equipped with the language skills to perform at this level. Extra EAL tuition can also be arranged for individuals at the parent's expense.

As well as possessing English language competence, international pupils should be able to demonstrate aptitude in academic areas in order to undertake Sixth Form studies. We assess a pupil's ability and potential from the academic reports we receive and we make a judgement on suitability based on our knowledge and considerable experience of a specific country's education system and expectations. We take this into account when we decide to offer a place or advise on specific subject choices.

**8. School's contractual Terms and Conditions**

Copies are on the School's website and are made available to parents as part of the Admissions process.