

### **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 are compulsory assemblies and key community events throughout the year. If a pupil has a strong and deeply religious belief that prevents them from attending any of the assemblies, they need to ask specific permission from the Headmaster to be excused. An alternative supervised time of reflection can be arranged for those pupils who have opted out of attending school assemblies on religious grounds.

### **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.

The Prep School operates an academically inclusive entrance policy, where the taster day, reasoning assessments and school reports inform the decision on whether or not a place will be offered. This policy applies equally to EYFS pupils. Pre-Prep is the umbrella term for Nursery, Reception and KS1.

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

Wycliffe College Preparatory School is an academically inclusive school. We base admission on references and reports 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**

Wycliffe College Preparatory School offers academic, sport and music Scholarships at 11+. Scholarships awarded at 11+ will continue for the duration of the child's time at Wycliffe, subject to annual review and satisfactory performance in accordance with the College's standard terms and conditions. However opportunity will arise at 13+ and Sixth Form to apply for Scholarships which would then replace all existing awards with a commitment that it would be at least equal in value. The Head of the Preparatory School, the Head of College 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.

#### **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 of the Preparatory School. 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 CAT assessment (specific to their chosen year of entry) and we then 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.

For Years 5, 6, 7 and 8 we have a tailored EAL Foundation Programme to replace mainstream English and Humanities, as part of this course, the pupils' level of English is assessed continually and they will be moved into the mainstream lessons as soon as their English is at an acceptable level.

For Years 4 and below, we provide in-class support for pupils whose English is not at a sufficient level to be able to take part in the lessons. This has to be arranged in good time before the pupil joins Wycliffe.

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

Copies are on the School's web site and will be made available to parents as part of the admissions process.