

# ADMISSIONS POLICY



## SUMMARY

All Schools are legally required to have an Admissions Policy that gives a clear account of their entry procedures. They are expected to apply them fairly and consistently. The policy is available on the School's website and on request from the Admissions Office within each school in The Group.

## GENERAL

The Stowe Group comprises of three schools - Stowe School, Swanbourne House School and Winchester House School. All three schools provide co-educational independent school education for pupils.

Stowe School provides education for children from ages 13 to 18 and currently educates 920 pupils. Swanbourne House School provides education for children from ages 3 to 13 and educates 295 pupils. Winchester House School provides education for children from ages 3 to 13 and educates 315 pupils.

Deciding on the right school for your child is very important, and we believe that a personal visit is invaluable. Each school holds a number of Open Mornings which give a general introduction to the school; details of these mornings are published on our schools' websites, alongside information about each school's educational offer.

All three schools have an Admissions Team, and would be delighted to hear from you:

<b>Stowe School</b>	<a href="mailto:admissions@stowe.co.uk">admissions@stowe.co.uk</a>
<b>Swanbourne House School</b>	<a href="mailto:admissions@swanbourne.org">admissions@swanbourne.org</a>
<b>Winchester House School</b>	<a href="mailto:admissions@winchester-house.org">admissions@winchester-house.org</a>

## STOWE SCHOOL

### ADMISSIONS PROCEDURES & CRITERIA

<b>General</b>	Families interested in Stowe need to register for a place. Parents are required to complete a Registration Form which is available on the School's website and to pay the Registration Fee.  Parents are encouraged to attend one of the School's Open Mornings or are welcome to arrange a tour of the School at another time.  Parents should contact the Admissions Office for further details.
<b>Registration Fee</b>	£295 (excl. VAT) non-refundable Registration Fee. There is no Registration Fee for children joining from The Stowe Group Schools.
<b>Entry Points</b>	The following procedures apply at each of the main points of entry at 13+ (Year 9) and 16+ (Year 12) and also to candidates for vacancies that may arise in Year 10 (14+).

<b>Procedure</b>	<p>The School's Admissions procedure has three elements:</p> <ol style="list-style-type: none"> <li>1. Academic entrance assessments.</li> <li>2. Interviews which take place during the child's individual visit for Third Form candidates or Entry Day for Sixth Form candidates.</li> <li>3. References and confidential information disclosure.</li> </ol>
<b>Entrance Assessments</b>	<p><b>13+ /Year 9 Entry</b></p> <p><i>ISEB Common Pre-Tests</i>  All 13+ candidates will sit the ISEB Common Pre-Tests for Stowe. Day candidates sit the tests for Stowe in Year 6 (or Year 7 if their application comes later), Boarding candidates sit the tests in Year 7. The School will also accept the results (if satisfactory) from Boarding candidates who have previously taken the Pre-Tests in Year 6.</p> <p><i>Cognitive Assessments Tests (CAT4 Tests)</i>  Where it is difficult for a pupil to take the ISEB Pre-Tests or their application is received in the year of entry, the School will accept CAT4 tests or MidYIS scores as a means of academic evidence.</p> <p><i>International Pupils</i>  Candidates who live overseas and for whom English is not their first language, will be required to take the UKiset test before an offer of a place can be made. Native English speakers, or those who are fluent in English, will be required to sit the ISEB Pre-Tests depending on their personal circumstances.</p> <p><i>Stowe Group Pupils</i>  Children joining us from our Prep Schools within The Stowe Group are required to meet our Entry Criteria, progression to Stowe is not automatic. However, pupils from Swanbourne House School and Winchester House School are not required to sit the ISEB Pre-Tests, but they do sit CAT4 or MidYIS tests as part of their routine academic programme at their prep school and Stowe uses these scores as their entrance assessments.</p> <p><b>14+ /Year 10 Entry</b>  Candidates must undergo interviews and provide the last two reports from their current school. Fourth Form applicants cannot take the ISEB Pre-Tests, but are instead required to take CAT4 tests either at Stowe, with their current school or under the supervision of a Lawyer.</p> <p><b>16+ /Year 12 Entry</b>  All candidates must complete the online CAT4 or UKiset tests by October. Candidates are also required to attend an Entry Day in early November when they will take an English Essay paper and have a pastoral interview with a Houseparent. Those considering a maths-based subject at A level are also required to sit a Maths paper. Offers of places are made on 1 December and are conditional on candidates gaining the required GCSE/IGCSE (or equivalent examination) results. Candidates will be informed of the applicable grade requirements. Pupils who live overseas and for</p>

	<p>whom English is not their first language will be required to take the UKiset test, and a written English paper (set by Stowe) before an offer of a place can be made.</p>
<p><b>Interviews</b></p>	<p>In addition to the entrance assessments set out above, all candidates will be interviewed. These are of two kinds:</p> <ol style="list-style-type: none"> <li>1. General interview: in all cases there will be a general interview to explore the candidate's interests, attitude to school, personal qualities, ability to contribute to the School community, suitability for boarding (where appropriate), support available at home and any relevant connection with the School.</li> <li>2. Option interview: at Scholarship Entry Days there will be an 'option interview' to explore a candidate's ability in a particular subject. For certain option subjects (such as Art, Design etc.) candidates will be asked to submit samples of their work, or they will be asked to audition (e.g. for Music or Drama).</li> </ol>
<p><b>Confidential Reference</b></p>	<p>The Head of the candidate's current school will be asked to provide a written reference and a report as to the candidate's academic ability, attitude and behaviour, involvement in the School community, talents and interest, and any other special circumstances such as special education needs or disability.</p> <p>Parents are asked to give full disclosure to the School about their child on a 'Confidential Information Form' to give the School a full picture of the child's emotional, physical and educational needs. The disclosure of confidential information includes, but is not limited to:</p> <ol style="list-style-type: none"> <li>1. Any medical condition, health problem or allergy affecting your child.</li> <li>2. Any learning difficulty, disability, or special educational need of your child, as well as any behavioural, emotional and/or social difficulty of your child. This will enable the School to consider any adjustments that it may need to make to assist your child to partake in the School's Admissions procedure or when your child enters the School.</li> </ol> <p>We also ask you to disclose any welfare concerns relating to your child that the School should be aware of, including:</p> <ol style="list-style-type: none"> <li>1. Self-harming behaviour and/or eating disorder.</li> <li>2. Any incidents of bullying.</li> <li>3. Mental Health issues such as ADHD, anxiety, panic attacks, OCD, depression, suicidal thoughts.</li> <li>4. Referrals to Child Social Services and/or Court Orders.</li> </ol>
<p><b>Entrance Criteria</b></p>	<p>Our Entrance Criteria is as follows:</p> <ol style="list-style-type: none"> <li>1. Success in the relevant entrance assessments and/or achieving the required GCSE grades, as appropriate.</li> <li>2. A satisfactory interview.</li> </ol>

	<ol style="list-style-type: none"> <li>3. A positive confidential reference or report from the candidate's present school (if applicable).</li> <li>4. Full disclosure of confidential information.</li> <li>5. Commitment to the School's ethos as described in the School's aims.</li> </ol> <p>Please note:</p> <ul style="list-style-type: none"> <li>• We reserve the right to offer places to children whom we feel can benefit from the broad and varied curriculum offered and make a positive contribution to the School community.</li> <li>• All successful candidates must have the legal right to live and study in the UK or, where appropriate, will be sponsored by the School to do so, subject to meeting UKVI regulations.</li> <li>• It is assumed that a pupil will automatically progress through the School, subject to their meeting the required standards of behaviour and relevant academic criteria at the time.</li> </ul>
<b>Offer of a Place</b>	<p><b>13+ (Year 9) and 14+ (Year 10) Entry</b> Candidates seeking 13+ or 14+ places are provided with unconditional offers as long as they have satisfactorily met the entrance criteria. The School reserves the right to apply additional academic assessments for those candidates who are deemed to be borderline.</p> <p><b>16+ (Sixth Form/Year 12) Entry</b> Sixth Form offers are conditional upon achieving the entry level grades at GCSE if the candidate is in the GCSE system.</p> <p>To confirm a place at Stowe, a refundable Acceptance Deposit of £1,500 is required. If the family lives outside the UK, an additional deposit of £12,000 is also required.</p>

## SWANBOURNE HOUSE SCHOOL & WINCHESTER HOUSE SCHOOL ADMISSIONS PROCEDURES & CRITERIA

<b>General</b>	At both Swanbourne House School and Winchester House School we are keen to identify pupils who will benefit from our caring, balanced and well-rounded education and will make a positive contribution towards the life of the school. Pupils wishing to join will undergo familiarisation days and assessments. Pupils may join the school in any year group and in any term, providing there is a space available. Applicants for admission should register as soon as possible. This includes parents registering where other siblings are already in the School. The registration form is available from the Registrar or the School website.
<b>Registration Fee</b>	£150 (excl. VAT) non-refundable Registration Fee.
<b>Procedure</b>	The assessment process is aimed at identifying if a prospective pupil will be able to thrive within our broad and rigorous curriculum and the school is able to cater for the pupil's needs.

No specific preparation for the Entrance Tests is required; all candidates start on an equal footing, with identical opportunities to display their academic aptitude.

1. **Nursery (Winchester House)/Pre-Reception (Swanbourne House)**

Children attend a session in the Nursery/Pre-Reception for observation.

2. **Reception, Year 1 & Year 2**

Assessment for Reception, Year 1 or Year 2 is based on observing prospective pupils within our school environment in small classroom groups and informal play.

3. **Year 3 to Year 4**

Teachers will look at the child's ability to access the curriculum in areas such as spelling, reading and maths, this will be compared to their age group.

4. **Year 5 to Year 8**

Candidates take age-appropriate assessments in English and maths, often as part of normal academic activities, such as CATs, NGRT, PTM, PTE, Salford and SWIST. The assessments are neither selective or competitive and are in line with the normal screening process for all children. They will also have a formal interview with a Senior member of Staff.

For all entry points, we reserve the right to ask children to attend further sessions should a clear picture not be gained during the first session.

**Admissions Criteria for Reception and above**

1. A positive recommendation from the prospective pupil's present setting (if in education).
2. A satisfactory assessment.
3. A positive attitude to learning and behaviour.
4. The disclosure of confidential information including, but not limited to:
  - Any medical condition, health problem or allergy affecting your child.
  - Any learning difficulty, disability, or special educational need of your child, as well as any behavioural, emotional and/or social difficulty of your child. This will enable the School to consider any adjustments that it may need to make to assist your child to partake in the School's admissions procedure or when your child enters the School.

We also ask you to disclose any welfare concerns relating to your child that the School should be aware of, including:

- Self-harming behaviour and/or eating disorder.
- Any incidents of bullying.
- Mental Health issues such as ADHD, anxiety, panic attacks, OCD, depression, suicidal thoughts.
- Referrals to Child Social Services and/or Court Orders.

**Offer of a Place**

1. A child will be offered a place if the assessments show that a Candidate will benefit from the broad and challenging

curriculum; is well matched to the learning attitudes and ethos of The Stowe Group and the School can cater to their needs.

2. A child will not be offered a place:
  - a. If, in the opinion of the School and supported by corroborating evidence, the child has insufficient skills, particularly in literacy and maths, so as not to be able to manage the demands of the curriculum.
  - b. The child's behaviour and attitude to learning demonstrated during assessment does not meet the School's policy.
  - c. If the School does not have at present, or is unlikely to be in a position to provide in the near future, appropriate equipment and facilities to enable the child to fully access the curriculum and if to do so will prejudice the provision of efficient education or the efficient use of resources.
3. To confirm a school place, a refundable Acceptance Deposit of £1,000 is required.

## SCHOLARSHIPS, BURSARIES & DISCOUNTS

<b>STOWE SCHOOL</b>	<b>Scholarships</b>	A number of Scholarships are available for 13+ (Year 9) and 16+ (Year 12) Entry. Please visit <a href="http://www.stowe.co.uk/school/admissions">www.stowe.co.uk/school/admissions</a> for further details of the Scholarships available and the application process. A typical Scholarship comes with a 5% remission on the School Fee.
	<b>Bursaries</b>	Candidates who win a Scholarship to Stowe School are eligible to apply for a means-tested bursary to supplement their Scholarship Award, up to 100% of the School Fees.
	<b>Change 100</b>	Change 100 is a bursarial programme open to candidates without the need for a Scholarship. These bursary places are for those who would need 100%+ remission on the School Fees and for whom the opportunity to attend Stowe School would be transformative. The application process and criteria can be found at: <a href="http://www.stowe.co.uk/school/admissions">www.stowe.co.uk/school/admissions</a>
	<b>Discounts</b>	Candidates joining Stowe from Swanbourne House School and Winchester House School receive a Continuation Discount on the Stowe School Fees as follows: 10% Boarding 5% Day in Boarding 5% Day Stowe Group Sibling Discounts are awarded when three children or more from the same family are in The Stowe Group of Schools at the same time. Each child will be entitled to a 5% discount. This is maintained until the children leave.

		<p>Please note, only one discount will be applied to each child whilst they are in The Stowe Group. This is either a Sibling, Boarding or Day discount and will be the higher of the discounts available.</p> <p>For families joining Stowe from outside The Stowe Group, sibling discounts are awarded when three or more children from the same family are at Stowe at the same time, to show the value we place on continuity for families. The fee concession given is: 10% to the first and second children, and 5% to the third and subsequent children, and this is maintained until the children leave.</p>
<p><b>SWANBOURNE HOUSE SCHOOL &amp; WINCHESTER HOUSE SCHOOL</b></p>	<p><b>Scholarships</b></p>	<p><b>Prep School Scholarships</b> The Prep Schools do not offer monetary Scholarships.</p> <p><b>Head's Award</b> The Head's Award is a recognition of outstanding talent in Academics, Music, Drama or Sport. These awards are linked to a bursary (please see below section on bursaries) and are awarded at the Head's discretion upon individuals who exhibit exceptional talent, commitment and potential in one or more of the disciplines mentioned above.</p> <p>The Head's Awards are typically offered to pupils entering Year 7 and 8, with the application process commencing in the preceding September while they are in Year 6.</p> <p>To be considered for a Head's Award, the candidate will follow the admissions process, with additional assessment by Staff at the Prep School if applying for a music, drama or sport award. They will also be required to have a meeting with the Head.</p> <p>Successful achievement of a Head's Award does not guarantee subsequent scholarship or bursarial support as pupils progress to their Senior school.</p>
	<p><b>Bursaries</b></p>	<p>Should you require bursary assistance at either Prep School, please contact the School's Director of Finance:</p> <p><b>Swanbourne House School</b> <a href="mailto:office@swanbourne.org">office@swanbourne.org</a></p> <p><b>Winchester House School</b> <a href="mailto:office@winchester-house.org">office@winchester-house.org</a></p> <p>After registration and on completion of the admissions process, a means tested assessment can be carried out on request, bursaries can be offered in order to make it possible for pupils who meet the School's admission criteria to attend the</p>



		School. Bursaries are typically offered from Year 6 upwards.
	<b>Discounts</b>	Stowe Group Sibling Discounts are awarded when three children or more from the same family are in The Stowe Group of Schools at the same time. Each child will be entitled to a 5% discount. This is maintained until the children leave.
	<b>Childcare Vouchers</b>	Childcare Vouchers are accepted for the relevant years at both Swanbourne House and Winchester House. See individual school's fees documents for details.

## **SIBLING POLICY**

Whilst most siblings are able to join us and we make every effort to accommodate siblings into The Group's Schools, admission is not automatic and the candidate must satisfy the admissions criteria for the school to which they apply.

## **EQUALITY, DIVERSITY & INCLUSION**

Candidates for admission will be treated equally, irrespective of their, or their parents' or guardians', race, sexual orientation, religion or belief, gender identity or any disability.

Our schools are inclusive and welcome applicants with disabilities and special educational needs. Our schools currently have limited facilities for the disabled but will do all that is reasonable to comply with its legal and moral responsibilities under the Equality Act 2010 and Special Educational Needs and Disability Act 2001 in order to accommodate the needs of applicants who have disabilities for whom, with reasonable adjustments, the School can cater adequately.

Parents/Guardians of a child who has any disability or special educational needs should provide the School with full details on registration. Our schools need to be aware of any particular requirements which may affect a child's ability to participate in the admissions procedure and to take full advantage of the education provided at the School.

The School shall determine the reasonable adjustments that are required for the applicant based on the information provided, in accordance with the School's obligations under equality legislation. The School will consult with parents about the adjustments which can reasonably be made to ensure that the application procedure is accessible for the child and that the School can cater adequately for the child should an offer of a place be made.

Each school's decision on whether it can cater adequately for a candidates needs by making reasonable adjustments depends on: whether the adjustment will remove the substantial disadvantage; the cost of the proposed adjustment; the resources available internally or from external providers; the practicability of making the adjustment; health and safety requirements; the interests of other pupils including those who may be admitted to the school; and the school's charging structure generally.

## **RECORDS**

A confidential admissions record will be kept in compliance with GDPR. Please see each School's Privacy Policy.

## **APPEALS**

The Stowe Group reserves the right to refuse an application without appeal.

Policy Reviewed: 1 March 2024

Policy Amended: 15 January 2025

Policy Review Date: 1 February 2025

Policy Owner: Group Director of Marketing & Admissions



Policy Audience: Stowe Group Parents, Group Pupils, Group Staff, Group Prospective Parents,  
Website

## **APPENDIX 1**

### **Pre-Reception at Swanbourne House**

As an Ofsted registered early years provider, Swanbourne House School is legally bound to meet the requirements of the Ofsted regulations and the Early Years Foundation Stage Framework published by the Department for Education.

The core hours offered for Pre-Reception Monday to Friday, 34 weeks of the year (term time only) are as follows:

- Breakfast Club Session 7.30am-8.30am
- Morning Session 8.30am-11.30am
- Lunch Time Session 11.30am-12.30pm
- Afternoon Session 12.30pm-3.30pm
- After School Care (Cabin Club) 3.30pm-6.30pm

### **Eligibility**

- Non funded places are available, once the child is three years old.
- Funded Entitlement places are available the term after the child's third birthday.

Criteria for admitting children into Pre-Reception in addition to the admissions policy, will be prioritised based on:

- Children requiring full time places, in order of application.
- Siblings of children already at Swanbourne House School or within The Stowe Group.
- Siblings of children joining Swanbourne House in the same academic year.
- Children requiring morning sessions.
- For children requiring part time places, priority will be given to requests for the higher number of sessions.

Parents may use Funded Entitlement during the following times:

Monday to Friday 12.30pm-3.30pm term time only, the Universal 15 hours per week, the term after the child's third birthday.

One 'stand alone' place per academic year is available for one child accessing only their Funded Entitlement hours. Priority will given to Stowe Group employees and subsequently siblings of children already at Swanbourne House or within the Stowe Group or joining Swanbourne House in the same academic year.

With the exception of the one 'stand alone' place available per academic year, all other children must register for a minimum of seven sessions per week. Funded Entitlement hours are only available 12.30pm-3.30pm, Monday to Friday (term time only).

### **Funded Entitlement**

Funded Entitlement is not intended to cover the cost of meals, other consumables, additional hours or additional activities. Please refer to the Charging section on Page 10 of Buckinghamshire Council Guidance on: Local Management of the Funded Entitlement for 2, 3, and 4 year olds which can be found on <http://earlyyears.buckscc.gov.uk/funding-guidance-and-forms/>

Additional charges (as per fees brochure):

- Lunch (parents may wish to provide their own)
- Breakfast Club
- After School Care (Cabin Club)
- Extra Curricular Clubs and Activities between 3.30pm and 4.30pm
- Outings or School Trips

**Fees**

- A refundable deposit of £1000 will be payable (refunded when the child leaves Swanbourne House).
- No deposit is required for 'stand alone' place.
- Termly fees will be payable by the first day of the term.
- Term fees as per our fees brochure.
- Default payments will be actioned as per our T&Cs.

## **APPENDIX 2**

### **Nursery at Winchester House**

The core hours offered for Pre-Reception, Monday to Friday, 34 weeks of the year (term time only) are as follows:

- Breakfast Club Session 7.45am-8.30am
- Morning Session 8.30am-11.50am
- Lunch Time Session 11.50am-1.20pm
- Afternoon Session 1.20pm-3.45pm
- After School Care (Mini Winnies) 3.45pm-4.45pm
- After School Care (Mini Winnies Plus) 4.45pm-6.30pm

### **Eligibility**

- Non funded places are available, once the child is three years old.
- Funded Entitlement places are available the term after the child's third birthday.

Criteria for admitting children into Nursery in addition to the admissions policy, will be prioritised based on:

- Children requiring full time places, in order of application.
- Siblings of children already at Winchester House School or within The Stowe Group.
- Siblings of children joining Winchester House in the same academic year.
- Children requiring morning sessions.
- For children requiring part time places, priority will be given to requests for the higher number of sessions.

### **Funded Entitlement**

Funded Entitlement is not intended to cover the cost of meals, other consumables, additional hours or additional activities. Please refer to this link and if you need further confirmation, please speak to the Registrar: <https://www.westnorthants.gov.uk/get-help-paying-childcare/early-education-and-childcare-3-and-4-year-olds>

Additional charges (as per fees brochure)

- Breakfast Club
- After School Care (Cabin Club)
- Extra Curricular Clubs and Activities between 3.45pm and 4.45pm
- Outings or School Trips

### **Fees**

- A refundable deposit of £1000 will be payable (refunded when the child leaves Winchester House).
- Termly fees will be payable by the first day of the term.
- Term fees as per our fees brochure.
- Default payments will be actioned as per our T&Cs.