



## Myddelton College

Denbigh, Denbighshire, LL16 3EN

### Admissions Policy

This policy sets out the criteria for admission to Myddelton College ('the College'). In addition it offers guidance for parents whose children have special educational needs.

Myddelton College is a co-educational independent School for pupils from ages 11 to 18. Deciding on the right school for your son or daughter is hugely important, and our top priority is to work with our pupils to help them become confident, mature and well-educated young people, and to leave us well equipped for the challenges that they will face in their lives. Myddelton College is responsible for a young person's whole development '**we provide more than an education**'. The College must be reasonably sure that it will be able to educate and develop the prospective pupil to achieve his or her full potential and in line with the general standards achieved by the pupils' peers, so that there is every chance that he or she will have a happy and successful school career and emerge a confident, well-educated and well-rounded adult.

It is our intention that Myddelton College is accessible to all able, gifted and talented individuals, with a sensitive and comprehensive Scholarship and Bursary system in place to provide financial assistance to families who may think they can't afford to send their child here. Full details concerning scholarships and bursaries are available from the College's Admissions Team or on the College website ([www.myddeltoncollege.com](http://www.myddeltoncollege.com)) under 'Admissions'.

#### Responsibility

The Headmaster is responsible for setting and reviewing the Admissions Policy and for all decisions on admissions, scholarships and bursaries, advised by the Finance Director.

The Admissions Registrar is responsible to the Headmaster for the administrative matters pertaining to admission at the College. This policy is reviewed on an annual basis.

#### Equal

Myddelton College'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 scholarships and bursaries are offered in order to make it possible for those who would otherwise not be able to afford the fees, and who meet the College's admission criteria, to attend the College. Myddelton College is committed to equal treatment for all, regardless of a candidate's sex, race, ethnicity, religion, disability, sexual orientation or social background.

#### Treatment

#### Admissions Criteria

Admission to the College depends upon a prospective pupil meeting the criteria required to maintain and, if possible, improve the educational and general standards for all of its pupils, commensurate with the College ethos and aims.

The College's criteria for admissions are:

- that a prospective pupil achieves a satisfactory mark in Preparatory School assessment or the College entrance assessments and interview to satisfy the Headmaster that he or she can cope with the general pace of learning at the College. In line with the Equality Act 2010, an individual's economic status, race, ethnicity,

sexual orientation, religious beliefs or disability do not form part of this selection process;

- that a prospective pupil, in the judgement of the Headmaster, shows sufficient aptitude, commitment and willingness to benefit from the educational opportunities on offer at the College;
- that the College is able to meet the needs of a prospective pupil without impairing the education of other pupils;
- that there are sufficient vacancies in the appropriate year-group or boarding house.

## Admissions Process

Applications for places are accepted for all ages and at any time during the academic year, although generally we do not admit pupils into 5<sup>th</sup> Form, which is mid-way through a GCSE course and Lower 6<sup>th</sup> for the second year of A levels. Although theoretically it is possible to change schools during the public examination course, we find that, in reality, it is rarely possible to match syllabuses. In such cases we would usually recommend re-starting the GCSE or A level course even if this does mean dropping back a year.

The College strongly recommend engaging with a college representative before the registration process begins. This should be done by engaging with a college representative via email, telephone, meetings or a combination of all methods.



### Initial Enquiry/Information Sharing

Prior to a face to face meeting, the College recommends establishing a connection with the Admissions team. This allows for parents, students and the College to establish the key information, develop strong working relationships and identify whether the College will be the correct educational establishment for the student.

### Initial Meeting (Face to Face)

The College recommends both students and parents attend a face to face meeting with the College's Admissions Team, the meeting will include discussions regarding life at Myddelton College, admissions and how the College can educate, develop and aid the student to reaching his or her full potential. If the visiting party requires a tour of the College campus and

facilities available, the party should highlight their interest and acknowledge their intentions to a member of the Admissions team at least one day (24 hours) prior to the face to face meeting.

### **Registration (Soft offer)**

Prior to academic assessment, parents are required to fill in a registration form including necessary details of the student and parent/guardians, complete with supporting documents, such as:

- Student's most recent school report
- Academic reference
- Details of any examinations taken

Completion of the Registration Form does not constitute the offer of a place.

### **Invitation to Assessment/Assessment**

Students will be invited to attend a mandatory entrance assessment, to be taken in January/February of the year of entry. The assessment should last no longer than 90 minutes and will be focused on identifying student potential.

In addition to this, applicants for entry into the Sixth Form (Year 12), will be interviewed by the Headmaster and Head of Sixth Form and a report will be requested from their current school. Applicants must note entry requirements and choose one of two methods of entry to the sixth form:

- If an applicant is looking to apply for a Sixth Form Scholarship, the applicant must achieve 8 GCSE passes at A\*-C with at least 5 A\*/A grades.
- A satisfactory interview and school report with at least 5 GCSE passes at grade B or above.

All students not resident in the European Union will need to fulfil the visa requirements and procedures set down by United Kingdom Visas and Immigration. In addition, we recommend that a 'taster day' at school and in boarding forms part of the process before a decision is made.

### **Firm Offer**

Offers of a place are according to performance in the stated process, interview (where possible) and a satisfactory report from the student's previous school.

If the student is successful in the stated process, he or she will receive a firm offer regarding their place at Myddelton College. Applicants entering into Sixth Form (Year 12) will receive a conditional offer depending on their pending GCSE grades.

### **Acceptance of a Place (Confirmation)**

Admission will be subject to the availability of a place and the Pupil and the Parents satisfying the admission requirements at the relevant time. Admission occurs when the Parents accept the offer of a place. Myddelton College require confirmation of acceptance within 14 days. An invoice for the deposit (£900 payable to secure a place) will be sent with the 'firm offer' and once this is paid and the acceptance returned, the place will be confirmed and you will receive our full joining details.

A deposit (Acceptance Deposit) as shown on the fees list for the relevant year will be payable when parents accept the offer of a place.

The Acceptance Deposit will be retained in the general funds of the College until the Pupil leaves and will be repaid by means of a credit without interest to the final payment of Fees or other sums due to the College on leaving, £100 will be deducted to join the Myddelton College Alumni. Parents may wish to donate the remainder of the Acceptance Deposit to the Myddelton College Bursary Foundation. If the College, for any reason, is unable to finally accept the pupil, then the deposit will be returned in full. The invoice for the first term's fees will be enclosed with the enrolment papers unless an early-bird or monthly scheme has previously been agreed.

Current deposit rates can be found on our website at [www.myddeltoncollege.com/entry-procedures](http://www.myddeltoncollege.com/entry-procedures)

### **Scholarships and Bursaries**

It is our intention that scholarships and bursaries are accessible to all able, gifted and talented individuals. The College has a sensitive and comprehensive scholarship and bursary system in place, to provide financial assistance to families who may think they can't afford to send

their child to the College. If you are thinking that this is beyond you, we would ask; can you afford not to find out what we can do to support your children?

## Scholarships at Myddelton College

Aims of the scholarship programme at Myddelton College

- To reward and signify excellence
- To celebrate exceptional talent
- To broaden access to Myddelton College for all able, gifted and talented individuals.

## Scholarships Outline

The scholarship programme is designed to enable students who have a particular talent or aptitude to perform at the highest level. Scholarship students receive extra support and a programme of advanced study and activity that challenges them and broadens their understanding and skills. They learn to take pride and enjoyment in their expertise, to understand what it means to excel in a particular field. Scholarship students also act as ambassadors for their subject/s, encouraging others to share their enthusiasm and exploring ways to communicate their expertise and ignite interest in their fellow students.

It is the College's usual policy to limit the value of awards to 10% and should your child sit for more than one type of scholarship, and is successful in more than one, then the combined value of all awards will not exceed 30%, although they will be entitled to the full titular prestige of all the awards won. However, it may be possible to enhance the value of an award with the addition of a bursary on an individual family circumstances (means-tested) basis.

Fee remission is only on the day fees that you pay (after other remissions have been subtracted). Incidentals will be charged at the full amount. Scholarships can be combined with other Scholarships and Bursaries.

For September 2016, the College is offering the opportunity for new pupils to apply for a scholarship on the basis of evidence of exceptional recent achievement, performance in the entrance assessment and an interview with a College representative.

## Scholarship Categories

There are three categories of scholarship:

- Academic Scholarship
- Talent based Scholarship: Art, Drama, ICT, Music and Sport.
- Unique Scholarships: this includes the Denbigh Scholarship and the Hugh Myddelton Scholarship.

As part of the scholarship and bursary application, **ALL** students will need to provide the following evidence:

1. A personal statement. Candidates are required to write, in their own words, a short personal statement (approximately 300 words) about their work and interests in relation to the category of scholarship to which they have applied. The personal statement should include information on:
  - Why the candidate is applying – this should include the candidate's ambitions and what interests them about the selected scholarship subject
  - What makes the candidate suitable, or what can they bring to the College – any relevant skills, experience or achievements gained from education, work or other extracurricular activities.
2. A portfolio containing evidence of their achievements:
  - **For an Academic Scholarship:** Students will also need to provide any prizes and certificates gained, as well as sample pieces of outstanding work with references from their teacher/s.
  - **For a talent-based Scholarship:** Students will also need to provide a portfolio of achievements including examination results, examples of outstanding work, and, depending on

which Scholarship is being applied for, recordings, match reports, references from a specialist club or coach, or evidence of county level sporting success.

- **For our Unique Scholarships:** Students will also need to provide any prizes and certificates gained, sample pieces of outstanding work, teacher references as proof of academic achievement, as well as evidence of achievements that relate to the specific talent on which they have been chosen to be judged.

Please note that any scholarship applications without the sufficient supporting evidence will be rejected.

### **Scholarship Conditions**

Scholarships are awarded subject to availability of spaces within the year group being entered. Students can apply for more than one scholarship.

Each scholarship is subject to a review of progress each year and the Headmaster reserves the right to withdraw the scholarship if satisfactory conduct, effort and progress are not being made or if the pupil is not contributing to the life of the school in an appropriate manner. The individual's conduct will be at the discretion of the individual's teachers and Headmaster.

There is no appeals process.

The School respects the confidentiality of scholarship awards and expects parents and pupils to do the same.

### **Scholars' Programme**

All Scholars are automatically part of the Scholars' Programme and are required to attend events organised for this group. The Scholars' Programme is centred on a diverse selection of Forums, talks, lectures, seminars and educational visits. In the Forums, pupils have talks/lectures from members of staff or from visiting speakers on topics beyond the syllabus. Pupils are often asked to read or undertake some other form of preparation for the meetings and discussion is a key part of them; the aim is to broaden the pupils' educational experience and horizons and to develop their skills as critical thinkers as they engage in rigorous debate on complex and challenging topics. We hope that these forums will help further a central aim of our teaching and learning, that pupils will come to enjoy scholarly learning for its own sake. The programme envisaged for Year 7 is focused on pupils asking questions that do not have definitive answers.

### **Scholarship Application Process**

1. Complete the scholarship application form and return, along with a copy of your child's most recent school report and evidence to support the application to:

The Admissions Office, Myddelton College,  
Peakes Lane, Denbigh, Denbighshire,  
North Wales, LL16 3EN

2. The application will be reviewed and an email will be sent inviting successful candidates to attend an entrance assessment day. Unsuccessful candidates will be contacted by letter. The College use a series of online cognitive base-line tests for entrance assessments to establish perspective pupil's potential, the results from these base-line tests will be used for the organisation's internal use only and will not be published in any form.
3. Successful candidates from the test day will then be invited to attend an interview and audition or trial with a College representative. Scholarship interviews can be arranged via 'Skype' if travel to College would be prohibitive.
4. If successful at this stage, a scholarship offer will be sent out within a fortnight of the interview. Unsuccessful candidates will be contacted at this stage.
5. In the event of a scholarship being awarded and accepted, candidates must make a formal application and register to join the school within 14 working days. This offer is dependent on a satisfactory reference from the candidate's current school.

## **Bursaries at Myddelton College**

Please note that the College will consider your child's academic performance in our selection process as well as your financial circumstances when deciding whether to award a bursary, and when setting the level of bursary support.

If you would like to apply for a bursary, please notify us as early in the application process as possible. This will be acknowledged, and then later you will be sent a financial assessment form and guidance about its completion. You may be contacted to arrange a visit to your home by a representative of the College; one of the purposes of the visit will be to give you any support you might need with the completion of the financial assessment form.

Bursary awards are subject to repeat testing of parental means each year and may be varied upwards or downwards, depending on parental circumstances and the financial information provided. The income we use to fund bursary awards is limited, and we cannot guarantee that every application for support will be successful. The College respects the confidentiality of bursary awards made to families and recipients are expected to do likewise.

### **Bursary Categories**

There are two bursaries available:

1. Key Worker Bursary
2. Myddelton Bursary

As part of the scholarship and bursary application, **ALL** students will need to provide the following evidence:

- A personal statement

Candidates are required to write, in their own words, a short personal statement (approximately 300 words) about their work and interests in relation to the category of scholarship to which they have applied.

- A portfolio containing evidence of their achievements

Please note that any bursary applications without the sufficient supporting evidence will be rejected.

### **Estimating a Bursary Award**

The College realise that it will be helpful for you to estimate the size of the bursary support that may be awarded to you. We judge each application carefully, taking into account:

- All sources of income
- All outgoings
- All assets
- All liabilities
- The value and council tax band of the family home
- The size of the family

### **Bursary Application Process**

1. Complete the bursary application form and return, along with a copy of your child's most recent school report and evidence to support the application to:

The Admissions Office, Myddelton College,  
Peakes Lane, Denbigh, Denbighshire,  
North Wales, LL16 3EN

2. The application will be reviewed and an email will be sent inviting successful candidates to attend an entrance assessment day. Unsuccessful candidates will be contacted by letter. The College use a series of online cognitive base-line tests for entrance assessments to establish perspective pupil's potential, the results from these base-line tests will be used for the organisation's internal use only and will not be published in any form.

3. Successful candidates from the test day will then be invited to attend an interview and audition or trial with a College representative. Scholarship interviews can be arranged via 'Skype' if travel to College would be prohibitive.
4. If successful at this stage, a scholarship offer will be sent out within a fortnight of the interview. Unsuccessful candidates will be contacted at this stage.
5. In the event of a scholarship being awarded and accepted, candidates must make a formal application and register to join the school within 14 working days. This offer is dependent on a satisfactory reference from the candidate's current school.

For further information on the College's scholarships and bursaries, please contact the Admissions Team by telephone on 01745 547 2206 or email [admissions@myddeltoncollege.com](mailto:admissions@myddeltoncollege.com)

### Appeals and Complaints

The College hopes that parents and pupils will not have any complaints about the School's admissions process; but copies of the School's complaints procedure can be sent to parents on request. Any appeal or complaint with regard to admissions should be made in writing to the Headmaster in the first instance.

### Disclosure

In order for the College to consider what reasonable adjustments it may need to make for each individual pupil, full disclosure by parents or guardians of any medical reports, educational psychology or psychiatric assessments, or any other relevant information, in advance for any application is essential. In cases of doubt, the parents should consult the College well in advance of any application. If they wish, they can request the pupil's current school to undertake the consultation on their behalf. This is to ensure a smooth transition to the College. In the event of the parents disclosing relevant information, which they are already aware of, after accepting a place, or it is discovered to have been deliberately withheld at any stage during or after the admissions process, and the College is unable to make reasonable adjustments to cater for the pupil, the College reserves the right to withdraw the offer of the place or, if the pupil has already joined the College, to ask the parents to withdraw their son/daughter.

Provision of learning support warrants an additional charge.

This policy will be reviewed annually or according to statutory change or a decision by the Board to change the admissions procedures or the nature of scholarships and bursaries.

**December 2015**

**Next review date July 2016**

### Version Control:

Version	Status	Author	Date	Comments
1	Initial Draft	Jemima	July/2015	Initial draft for discussion
2	First review	AJH	Sept/2015	To bring in line with College Handbook
3	Updating	RPD	Dec 2015	Additional comments & updates
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