



## **ADMISSIONS POLICY**

### **DAY PUPILS AND BOARDING PUPILS (UK)**

Version:	8
Reviewed By:	Director of Admissions and Marketing
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#### **1. INTRODUCTION AND SCOPE**

Dover College is a non-academically selective, independent, co-educational, day and boarding school. Rather than selecting solely on the basis of a snap-shot entrance test, the College selects pupils holistically by interviewing and assessing each child for their potential as well as their achievements to date. The College welcomes applications from boys and girls from all social, cultural and religious backgrounds who will benefit from a creative and rounded academic education and who will engage fully and enthusiastically to the ethos, opportunities and wider life of the College.

Applications for places at the College will be treated fairly. We do not discriminate against any prospective pupil. Siblings, like other applicants, must pass all entry criteria.

This policy sets out the arrangements for admission into the College for all pupils of all entry points.

## **2. AIMS OF THIS POLICY**

- To ensure compliance with the College's charitable purpose as a school providing independent education for boys and girls between the ages of 3 and 18.
- To set selection criteria and procedures which are consistent with this charitable purpose and fair to applicants.
- To identify applicants whose academic and other abilities match the ethos and standards of the College and whose personal qualities suggest they have the potential to contribute sufficiently to the College community and benefit from the many opportunities that are offered here.

## **3. EQUALITY, DIVERSITY AND DISABILITY**

All candidates for admission will be treated equally, irrespective of their or their parents' race, colour, language, religion, political or other opinion, national or social origin, association with a national minority, sexual orientation, property, birth or other status.

The College will do all that is reasonable to comply with its legal and moral responsibilities under the Equality Act 2010 and Special Education Needs and Disability Act 2001, in order to accommodate the needs of applicants who have disabilities for which, with reasonable adjustments, the College can cater adequately. The College needs to be aware of any known disability or special educational need, which may affect a child's ability to participate in the admissions procedure and take full advantage of the education provided at the College.

Parents of a child who has any disability or special educational needs should provide the College with full details prior to the admissions procedure, at registration, or subsequently before accepting the offer of a place so that the College can assess those needs and 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 College can cater adequately for the pupil should an offer of a place be made.

If special educational needs or a disability become apparent after admission, the College will consult with parents about reasonable adjustments in order to allow the child to continue at the College.

## **4. ENTRY POINTS**

- Our main intakes are into the Muddy Knees Nursery 1 and 2 (from the day after a child's third birthday), Pre-Prep (4+), Prep 3 (7+), Shell (11+), Third Form (13+) and Sixth Form (16+).
- Places may occasionally be available at non-standard entry points. (It is rare for the College to admit students directly into Fifth Form – unless this is only for one/two

terms or one year as an educational experience. The GCSE course is delivered over three years (Third Form – Fifth Form) and any student enrolled directly into Fifth Form must have undergone Fourth Form studies at another school as an appropriate foundation for Fifth Form entry. It is even rarer for us to admit students directly into Upper Sixth – unless this is only for one/two terms or one year as an educational experience. Any such student will have completed the equivalent of Lower Sixth in another institution or may perhaps be recovering from an interrupted education.)

- Admissions during the course of an academic year are by special arrangement with the Headmaster and the Director of Admissions and Marketing.
- The College takes the applicant's age on 1<sup>st</sup> September to determine the entry year group. In the Senior School exceptions may be made where an applicant whose birthday falls after 1<sup>st</sup> September is considered to be sufficiently mature to cope with the academic and social demands of the College in the year above.

It is expected that children will move from the Muddy Knees Nursery into Pre-Prep. This transfer is subject to the recommendation of the Muddy Knees Nursery Coordinator to the Headmaster. The transfer decision will be made after consideration of each child's development across the seven areas of the Early Years' Foundation Stage Profile. Particular emphasis will be given to the children's communication skills and their social development. Transfer from the Prep School to the Senior School is on the recommendation of the Deputy Head of the Prep School to the Headmaster, with consideration of the child's school reports, communication skills and social development. Transfer into the Sixth Form is dependent upon the child's school reports and on GCSE/IGCSE results.

## **5. REGISTRATION**

Registration of a pupil at Dover College requires:

- A completed Dover College Registration Form
- A completed Making Dover College a Better Place for Learning Form
- A Registration Fee of £100 (Non-Refundable), payable to Dover College
- The pupil's last two School Reports (if applicable)
- A photocopy of the personal details and photograph page from the child's passport/or, if no passport is available, a photocopy of the child's Birth Certificate
- A passport photo of the child

If applicable,

- A Covering Letter
- A Completed Scholarship Application Form(s)
- Supporting Documentation

Visa nationals must also provide:

- A copy of the child's birth certificate, translated into English
- A letter signed by both parents giving consent for the child to study in the UK

## **6. ACCEPTANCE OF PLACE**

1. Acceptance of a pupil offer of a place at Dover College requires:
  - a. A completed Dover College Acceptance Form
  - b. An advance payment of £500 (credited against your first invoice), payable to Dover College
  - c. The required deposit of £550 (UK)/£750 (EU)/one term's fees (Visa Nationals) will be added to the first invoice, together with any insurance premiums that are due
  - d. A completed Dover College Medical Form
  - e. A completed Dover College Sailing Consent Form
  - f. A completed Dover College Swimming Consent Form
  - g. A completed Dover College Parental Consent Form
  - h. A completed Dover College Acceptable IT Use Form
  - i. A completed Guardian Form (visa nationals only)
  - j. A completed Visa Parental Consent form (visa nationals only)
  - k. A completed Dover College Pupil Insurance Form ('opt in' or 'opt out')  
[Appendix J]
  - l. A completed Dover College Confidential Information Form
  - m. Two recent signed passport sized photos of the child

If applicable,

- n. A Covering Letter
- o. A Completed Acceptance of Scholarship Form
- p. Supporting Documentation

## **7. ADMISSIONS TIMETABLE FOR THE PREP AND SENIOR SCHOOL**

1. Each year, at the start of the Michaelmas term, the College writes to parents who have registered children for entry or enquired about entry for the following academic year. The letter/email gives details of the important admissions dates, school fees for the following academic year (if available), scholarship details and the publication of results. Parents are required to apply to confirm their wish to seek entry for their child to Dover College.

2. Parents who have not heard from the College by the middle of October are requested to write to the Director of Admissions and Marketing and, in case of doubt, also to telephone.
3. Entrance interviews, scholarship exams, trials and interviews are normally held at the beginning of December. Scholarships and Bursaries are normally only available at the Senior School (Shell to Upper Sixth).
4. Following the results of the entrance procedures, scholarship exams etc., letters are usually sent within two weeks of the interview and/or exam whether a place and/or scholarship is being offered or not. Parents are asked to accept the offer and pay the acceptance deposit, or decline the offer, within a month so that the place or award can be offered to another family if necessary. Means-tested bursaries are normally offered at the beginning of March and are in most cases linked to our Scholarship provision.

#### **8. ADMISSIONS FOR MUDDY KNEES NURSERY, PRE-PREP, PREP 1 AND PREP 2 (PREP SCHOOL)**

1. The College does not assess children academically for entry to the Early Years Foundation Stages (Muddy Knees Nursery and Pre-Prep). The School may contact the child's previous setting for a written report about their behaviour and social skills.
2. Prior to entry all Nursery aged children and their parent(s) will be required to meet with either the Deputy Head of the Prep School (or in their absence, a member of the Dover College SLT), all Nursery aged children are also invited to spend the morning in College with their prospective year group, during which time informal assessments will take place.
3. Prior to entry all Pre-Prep, Prep 1 and Prep 2 aged children and their parent(s) will be required to meet with either the Deputy Head of the Prep School (or in their absence, a member of the Dover College SLT), all Pre-Prep, Prep 1 and Prep 2 aged children are also invited to spend the day in College with their prospective year group, during which time informal assessments will take place. If a child is moving from another school into Prep 1 and 2 the parent(s) will be asked to provide their child's most recent school report, and they may also be asked to provide the Deputy Head of the Prep School with examples of their child's current work in Mathematics, English and Reading. A confidential school reference may also be requested.
4. The College offers the Kent Free Early Education Entitlement, subject to availability (currently available for up to 6 terms for all children aged 3 and 4 years old).
5. We recommend that children attend at least two sessions initially in Early Learners, and they are encouraged to increase their sessions each term. This enables them to

take full advantage of all that we offer and ensures they benefit fully from our provision of Early Years education, making them school ready when entering Pre-Prep. All children regardless of their birthday are required to attend five days a week in the Reception class.

6. For children whose parents claim the free entitlement, subject to availability, we offer one free entitlement session per child per day, during the morning of Tuesday, Wednesday or Thursday. Free Entitlement only places are available for a maximum of three sessions a week and are offered on a term-by-term basis, however it is our policy to endeavour to provide a place for the entirety of the child's nursery education.
7. We take the following into consideration when allocating places:
  - a. Children who have siblings at Dover College.
  - b. Children whose parents have committed to their son/daughter going through to Pre-Prep and beyond at Dover College.
  - c. Children requiring full days, 8.30am to 5.30pm.
  - d. Children requiring half day sessions (no free entitlement hours)
  - e. Children requiring half day sessions (free entitlement only sessions)

The higher priority up this list your child is, the more likely it will be that we can meet your requests for sessions. Conversely, those with lower priority may be less likely to have their exact requests accommodated when there is a high demand for places.

- If an offer of a place is made, parents are asked to accept the offer and pay the acceptance deposit, or decline the offer, within a month so that the place can be offered to another family if necessary.
- All places, offers of places, and admissions details at this entry point are at the overall discretion of the Headmaster and the decision of the Headmaster is final.

## **9. ADMISSIONS FOR PREP 3 AND PREP 4 (PREP SCHOOL)**

1. The College does not assess children academically for entry to the Prep School between Prep 3 and Prep 4. The College may contact the child's previous setting for a written report about their attainment, behaviour and social skills.
2. Prior to entry all children and their parent(s) will be required to meet with either the Deputy Head of the Prep School (or in their absence, a member of the Dover College SLT), all Prep 3 and Prep 4 aged children are also invited to spend the day in College with their prospective year group, during which time informal assessments will take place. If a child is moving from another school into Prep 3 or Prep 4 their parent(s) will be asked to provide their child's most recent school report, and they may also be asked to provide the Deputy Head of the Prep School with examples of

their child's current work in Mathematics, English and Reading. A confidential school reference may also be requested.

3. If an offer of a place is made, parents are asked to accept the offer and pay the acceptance deposit, or decline the offer, within a month so that the place can be offered to another family if necessary.
4. All places, offers of places, and admissions details at this entry point are at the overall discretion of the Headmaster and the decision of the Headmaster is final.

#### **10. ADMISSIONS FOR PREP 5 AND PREP 6 (PREP SCHOOL)**

1. The College does not assess children academically for entry to the Prep School in Prep 5 and Prep 6. The School may contact the child's previous setting for a written report about their attainment, behaviour and social skills.
2. Prior to entry all children and their parent(s) will be required to meet with either the Deputy Head of the Prep School (or in their absence, a member of the Dover College SLT), all Prep 5 and Prep 6 aged children are also invited to spend the day in College with their prospective year group, during which time informal assessments will take place. If a child is moving from another school into Prep 5 or Prep 6 their parent(s) will be asked to provide their child's two most recent school reports with registration, and they may also be asked to provide the Deputy Heads of Prep School with examples of their child's current work in Mathematics, English and Reading. The child will also have a short informal interview with either the Deputy Head of the Prep School (or in their absence, a member of the Dover College SLT). A confidential school reference may also be requested.
3. If an offer of a place is made, parents are asked to accept the offer and pay the acceptance deposit, or decline the offer, within a month so that the place can be offered to another family if necessary.
4. All places, offers of places, and admissions details at this entry point are at the overall discretion of the Headmaster and the decision of the Headmaster is final.

#### **11. ADMISSIONS FOR SHELL AND REMOVE (SENIOR SCHOOL)**

1. The College does not assess children academically for entry to the Senior School between Shell and Remove, although the College does request that external pupils sit a short Maths and English exam (set by the Director of Studies of the Senior School) for academic placement purposes. The College may also contact the child's previous setting for a confidential school reference.
2. Prior to entry all children and their parent(s) will be required to meet with the Headmaster (or in his absence, a member of the Dover College SLT), all children are also invited to spend the day in College with their prospective year group, during which time informal assessments will take place. If a child is moving from another

school into Shell or Remove their parent(s) will be asked to provide their child's two most recent school reports with registration, and they may also be asked to provide the Headmaster with examples of their child's current work in Mathematics, English, Science and their favourite subject (if not one previously mentioned). The child will also have an informal interview with the Headmaster (or in his absence, a member of the Dover College SLT).

3. If an offer of a place is made, parents are asked to accept the offer and pay the acceptance deposit, or decline the offer, within a month so that the place can be offered to another family if necessary.
4. All places, offers of places, and admissions details at this entry point are at the overall discretion of the Headmaster and the decision of the Headmaster is final.

## **12. ADMISSIONS FOR THIRD FORM AND FOURTH FORM (SENIOR SCHOOL)**

1. The College does not assess children academically for entry to the Senior School between Third Form and Fourth Form, although the College does request that external pupils sit a short Maths and English exam (set by the Director of Studies of the Senior School) for academic placement purposes. The College may also contact the child's previous setting for a confidential school reference.
2. Prior to entry all children and their parent(s) will be required to meet with the Headmaster (or in his absence, a member of the Dover College SLT), all children are also invited to spend the day in College with their prospective year group, during which time informal assessments will take place. If a child is moving from another school into Third Form or Fourth Form their parent(s) will be asked to provide their child's two most recent school reports with registration, and they may also be asked to provide the Headmaster with examples of their child's current work in Mathematics, English, Science, a language and their favourite subject (if not one previously mentioned). The child will also have an informal interview with the Headmaster (or in his absence, a member of the Dover College SLT).
3. If an offer of a place is made, parents are asked to accept the offer and pay the acceptance deposit, or decline the offer, within a month so that the place can be offered to another family if necessary.
4. All places, offers of places, and admissions details at this entry point are at the overall discretion of the Headmaster and the decision of the Headmaster is final.

## **13. ADMISSIONS FOR LOWER SIXTH (SENIOR SCHOOL)**

1. The College does not assess children academically for entry to Lower Sixth, the Sixth Form, although the College does request that external pupils sit a short Maths and English exam (set by the Director of Studies) for academic placement purposes.



The College may also contact the child's previous setting for a confidential school reference.

2. Prior to entry all children and their parent(s) will be required to meet with the Headmaster (or in his absence, a member of the Dover College SLT), all children are also invited to spend the day in College with their prospective year group, during which time informal assessments will take place. If a child is moving from another school into Lower Sixth, their parent(s) will be asked to provide their child's two most recent school reports with registration, and they may also be asked to provide the Headmaster with examples of their child's current work in Mathematics, English, Science, a language (if possible) and their favourite subject (if not one previously mentioned). The child will also have an informal interview with the Headmaster (or in his absence, a member of the Dover College SLT) and will be asked to discuss their favourite subjects, hobbies, pursuits and plans for the future after school.
3. If an offer of a place is made, parents are asked to accept the offer and pay the acceptance deposit, or decline the offer, within a month so that the place can be offered to another family if necessary.
4. All places, offers of places, and admissions details at this entry point are at the overall discretion of the Headmaster and the decision of the Headmaster is final.

#### **14. SCHOLARSHIPS FOR THE SENIOR SCHOOL**

1. At Dover College, scholarships are given to recognise talent at 11+, 13+ and 16+ entry. They are awarded by the Headmaster and the decision of the Headmaster is final. Our Director of Admissions and Marketing co-ordinates all scholarship applications, interviews, trials and examinations (if applicable).
2. Academic awards of up to 10% of fees are made and the percentage of an award is related to the degree of talent. In the case of The Arts (Music and Drama), Art & Design (Art and Design & Technology) and Sport there are a limited number of 10% awards. A limited number of All-Rounder Awards of 10% are also available. Higher Awards of up to 20% may be made at the discretion of the Headmaster. A single pupil may be awarded up to two scholarships simultaneously, however only one will carry fee remission with the other being an honorary title only. Honorary Scholarships of title only may also be offered. Any scholarship may be supplemented by a further means-tested bursary award. Please refer to the School's Scholarship and Bursary Policy.
3. Scholarships are generally offered to both internal and external candidates at 11+ (Shell), 13+ (Third Form) and 16+ (Lower Sixth) Entry. Individual awards may be made outside of these entry points at the Headmaster's discretion. Scholarship interviews, trials and/or examinations are competitive.

4. The current total number of scholarship awards available, across all 11+, 13+ and 16+ entry points, comprises of a maximum number of 16 awards. This is reviewed annually.
5. The % fee remission carried by any awarded scholarship is counted against the equivalent day fees, and not against boarding fees.
6. Dover College is under no obligation to make any awards.

## **15. OVERSEAS PUPILS**

Overseas pupils are required to take an English test and to have a Zoom interview if not able to come to the UK in person. This will help to assess their EAL needs prior to commencing at Dover College and also to assess their suitability for the course they wish to choose for GCSE / A Level.

Visa nationals will require a guardian for the duration of their stay in order to be compliant with Tier 4 regulations

EU nationals do not require a guardian.

## **16. MILITARY DISCOUNTS**

Where a parent is receiving Continuing Education Allowance the College will subsidise the difference between this amount and the parental contribution of 10% that the parents are required to pay.

## **17. SIBLING DISCOUNTS**

1. Dover College offers sibling discounts for families with two or more children in the school. The discount only continues whilst the elder sibling is at the school. Details are available on request.
2. Sibling discounts are available for UK and overseas families, for both day and boarding pupils.
3. Sibling discounts are not available for intergenerational relationships or relationships other than brother/sister.
4. Sibling discounts are not available in conjunction with staff discounts.

## **18. EARLY EDUCATION SUBSIDIARIES**

The College currently provides a limited number of places under the free Early Education Entitlement scheme (subject to availability). This government scheme provides direct funding to the school for up to 30 hours of free education that we provide to eligible children on a Tuesday, Wednesday or Thursday morning, subject to availability. Please refer to section 8.3 of this Policy for further information.

## **19. BURSARIES AT THE SENIOR SCHOOL**

Bursaries are means-tested financial awards, the purpose of which is to provide a Dover College education to able children whose parents would not otherwise be able to afford.

Means-tested bursaries are targeted at pupils who will make a significant contribution to the life of the school, be that through academic achievement or by excelling at other school activities. Therefore, bursaries are only available as top-up funding for pupils who have already been awarded a scholarship and offered a place at Dover College.

In exceptional circumstances a Bursary award may be made where it is felt that the benefit to the pupil of an education at Dover College is of significant charitable merit.

Bursary awards will be percentage based to ensure their value is maintained throughout the period the pupil is at the school.

Bursaries are awarded by the Bursar, in conjunction with the Headmaster. In all circumstances the decision of the Bursar in terms of the eligibility and amount of any award is final.

## **20. SELECTION**

1. The criteria for selection are:
  - a. Completed Registration documents.
  - b. Informal Assessment.
  - c. Examples of current work (if applicable).
  - d. School Report(s) (if applicable).
  - e. A positive recommendation from the Head of the applicant's present school (if applicable).
  - f. A conscientious, positive attitude towards learning.
  - g. An open and enquiring mind.
  - h. A satisfactory interview (if applicable).
  
2. The aim of the interview is to explore some of the selection criteria. The style of the interview is intended to be informal and natural.

In the interview, we aim to explore the candidate's intellectual curiosity, level of knowledge in particular subjects, to discover his/her extra-curricular interests and talents and to evaluate his/her interpersonal and communication skills in order to choose those who will be most suited to life at Dover College, both in and out of the classroom.

The interview is carried out by either the Headmaster (Senior School/Sixth Form) or Deputy Head of Prep School (Prep School), or in their absence by another member of the Dover College SLT. It does not include questions that imply racial or religious bias and is conducted in an objective manner.

3. Offers of a place will be subject to:
  - a. There being a place available. Parents should note that the upper limit of Third Form (GCSE years) and Lower Sixth (A Level years) external intake will be based, not on total Third Form and Lower Sixth numbers projected for those following academic years, but on the projected size of the teaching groups. Taking into account choices for GCSE / A Level study, applications will be refused where the College considers the size of teaching sets would be detrimental to the education of the group and it is not financially or educationally desirable for the Governors to alter the balance of the School's staffing or to appoint additional staff.
  - b. The applicant being of the appropriate age and maturity.
  - c. Meeting the criteria.
  - d. The present school reporting satisfactory attitudes and conduct on the part of parents and applicant (if applicable).
  - e. Fees (if applicable) at the present school having been paid.

## **21. WAITING LISTS**

1. In year groups where waiting lists are in operation, criteria for selection are:
  - a. Children who have siblings at Dover College
  - b. Children whose parents have demonstrated or can demonstrate a long term commitment to Dover College for their son/daughter
  - c. Children requiring full days, 8.30am to 5.30pm (Muddy Knees Nursery only)
  - d. Children of Old Dovorians past and present
  - e. Assessment Results (if applicable)
  - f. Date of Registration

## **22. SIBLINGS POLICY**

In cases of candidates with relatively similar merit and interview performance, priority will, where possible, be given to siblings of current Dover College pupils and to those with a recent family connection with the College.

Such priority assumes that the sibling candidate has done sufficiently well during the admissions process and, in our view, shows the potential to take advantage of all that the School offers.

### **23. STAFF CHILDREN POLICY**

Sons and daughters of established members of staff at Dover College will be subject to the same selection process as outlined within this policy.

### **24. RESPONSIBILITY FOR ADMISSIONS**

- a) The Director of Admissions and Marketing is responsible for admissions and the operation of this policy.
- b) The selection criteria and interview procedures are regularly reviewed from time to time.
- c) Documents supporting each application for admission, together with selection and interview notes (“the record”) are retained by the College for at least one year after the interview, whether or not the applicant is offered a place.
- d) Each year the Headmaster, and subsequently the Governors, review the admissions statistics.