



## Cothill House Policy Documents

### ISSR 15

### Admissions

*NMS for Boarding: 120.1, 16.1*

Date: September 2023

Next review: September 2024

Boys typically join Cothill in Years 4 and 5, although occasionally places are available in older year groups. This policy outlines how the admissions process works for prospective parents and their sons. Questions about the process should be addressed to the Head of Admissions & Marketing, Maria Blick on 01865 966100 or email: [mblick@cothillpst.org](mailto:mblick@cothillpst.org)

#### **Initial enquiry**

As a first step, a parent should contact the school and they will be sent a school prospectus pack along with a registration form.

#### **Visits**

Families visit Cothill to meet the Headmaster and take a tour of the school. This can be arranged as a personal visit or through attending one of the two annual Open Days, hosted in the autumn and early summer.

#### **Registration**

Parents can register their son from birth. To register, parents must complete a registration form and are required to pay a registration fee of £100. If all places are taken for the year, boys will be placed on a waiting list and parents will be kept informed of the likelihood of a place becoming available. References from previous schools will be taken up where appropriate.

Once a child is registered, family details will be added to the school database and parents will be kept up to date from time to time with school news. Families are welcome to come and visit the school for events during the course of the year.

#### **Assessment and Offers**

Around 16 months before a boy is due to start, parents will be contacted to invite them to bring their son to the school's summer Open Day. Boys will then be invited to the annual assessment morning, typically in early November. The assessment morning includes a variety of group activities and the chance for boys to talk to teachers one-to-one, before completing short reading, writing and maths tasks. Boys do not require any special preparation for this as the atmosphere is relaxed and informal, encouraging conversation and congeniality. Whilst Cothill is a gently selective school, more than anything, it looks for boys who will be happy and thrive in a boarding environment and who can make the most of all that Cothill has to offer.

Any families who are not able to attend the assessment day will be invited to arrange an assessment at another date.

## **The Assessment Process**

The aim of the assessment process is to identify potential. Cothill looks for well-rounded pupils excited by the prospect of their new school and all that it has to offer. Interests that stretch beyond the confines of the academic curriculum will be stimulated and encouraged. The school has strong traditions in music, drama, art and sport. There are many extra-curricular activities, all of which are important in developing a well-balanced, confident individual. With no specific preparation required, all candidates start on an equal footing with identical opportunities to display their academic aptitude and social skills. The assessment process is overseen by the Headmaster, together with the Head of Learning Support. Once the assessment is complete, places are offered and confirmed in writing by the Headmaster.

## **Acceptance**

Once a parent has accepted a place for their son at Cothill House, they will receive a contract and be asked to pay a deposit of £1,000. The deposit will be refunded against the final term's invoice.

## **Equal Treatment**

Cothill House welcomes applications from candidates with a range of backgrounds and is committed to equal treatment for all, regardless of a candidate's race, ethnicity, religion, sexual orientation or social background.

## **Special Needs and Disabilities**

The school does not discriminate in any way regarding entry but welcomes pupils with special educational needs, providing that the Learning Support Department can offer them the support they require by making reasonable adjustments within the school's timetable to cater for the child's needs. The school also welcomes pupils with physical disabilities provided that the site can accommodate them. The school advises parents of children with special educational needs or physical disabilities to discuss their child's requirement with the Headmaster before enrolment, to ensure that Cothill can offer adequate provision. Parents should provide a copy of relevant specialist reports to support their application so that the school is aware of any special arrangements that might be necessary.

## **Overseas applicants**

Cothill House welcomes overseas pupils provided that they have a relative or legal guardian living in the UK with whom Cothill House can be in contact in case of an emergency. However, parents of overseas pupils should appreciate that Cothill House does not run a short-term study programme and expects overseas pupils to finish a complete course of study.

## **Fluency in English**

In order to cope with the academic and social demands of Cothill House, pupils must be fluent English speakers. A limited number of spaces are available for tuition in English as an Additional Language (EAL); this is provided at the parent's expense.

## **Bursaries**

In exceptional circumstances, parents can apply for bursaries. All bursaries are means-tested and awarded on an annual basis to parents who satisfy the financial criteria as set by the Prep Schools Trust in relation to income and capital assets. A *Bursary Application* form, available on request, requires a full financial review of a family's income, expenses, assets and liabilities, together with a home visit.