



ADMISSIONS POLICY

Document Control

Policy Owner:	Principal
Date last reviewed:	1 April 2026
Ratified by Governing Board:	
Date of next review:	1 September 2028

DO ALL THE GOOD YOU CAN, BY ALL THE MEANS YOU CAN,
IN ALL THE PLACES YOU CAN, IN ALL THE WAYS YOU CAN,
IN ALL THE TIMES YOU CAN, TO ALL THE PEOPLE YOU CAN,
AT ALL THE TIMES YOU CAN, AS LONG AS EVER YOU CAN.

Admissions Policy

INTRODUCTION

Rydal Penrhos School is a co-educational independent day school for pupils from 2 to 18. Given that deciding on the right school for any child is of the highest importance, Rydal Penrhos encourages prospective pupils and their parents/carers to make a personal visit. A number of open events are held which provide a general introduction to the School; details of these are published on the website. In addition, prospective parents and their children are very welcome to visit the School at other times.

THE ENTRY PROCEDURE

The main criterion for entry to the school is that pupils will be able to benefit from its balanced and well-rounded education, and will be able to make a positive contribution towards the life of the School. If an applicant has ALN and/or an IDP, any offer may depend on the outcome of a suitability process (see 'Additional Learning Needs').

All offers of places are subject to the School's Terms and Conditions which are available on the Rydal Penrhos website or from the Admissions Department on request.

EQUAL TREATMENT

The aim of the School is to encourage applications from candidates with as diverse a range of backgrounds as possible, for this enriches the Rydal Penrhos community and is vital in preparing the pupils for today's world. Fully Funded Places and some Bursaries are offered according to specific benchmarks to enable as many as possible of those who meet the admission criteria to attend the School.

Rydal Penrhos is committed to equal treatment for all, regardless of a candidate's sex, race, ethnicity, religion, disability, sexual orientation or social background. Rydal Penrhos treats all applicants fairly, including those with Additional Learning Needs (ALN) and those who have an Individual Development Plan (IDP). The School's provision of Fully Funded Places, Scholarship Premiums, Honorary Scholarships and Bursaries is described later in this policy.

RELIGIOUS BELIEFS

Rydal Penrhos welcomes applications from prospective pupils of all faiths and of no faith.

The School has Methodist roots, and does not select for entry on the basis of religious belief and offers the opportunity for those of other religions to practise their own faiths.

OVERSEAS APPLICANTS

Rydal Penrhos welcomes applications from pupils who are resident overseas. All such applications are considered in accordance with this policy and are subject to the School's

usual admissions, assessment and safeguarding procedures, the availability of a place, and any immigration requirements that apply.

Where sponsorship is required for immigration purposes, the School, as a licensed student sponsor under UK Visas and Immigration, may sponsor eligible pupils under the Child Student route and issue a Confirmation of Acceptance for Studies (CAS) once a place has been offered, the offer has been accepted, all conditions of the offer have been met, and the School is satisfied that the pupil can comply with the relevant immigration requirements.

Parents/carers are responsible for making and maintaining the appropriate visa application for the pupil, which will usually be a Child Student visa where sponsorship is required. The School may provide reasonable guidance in relation to its own documentation and sponsorship process, but the visa application and its outcome remain the responsibility of the parent(s)/carer(s) and the applicant, and the School cannot accept responsibility for any refusal, delay or associated costs.

Where the applicant is under 18, parents/carers must provide any consents and information required by UKVI in relation to the application, the pupil's travel to the UK, and the pupil's care and living arrangements in the UK.

The School complies with all applicable UKVI sponsor duties and reserves the right to refuse to issue a CAS, to withdraw sponsorship, or to withdraw an offer of a place where the relevant immigration requirements are not met, where information provided is incomplete or inaccurate, or where continued sponsorship would place the School in breach of its UKVI duties.

Applicants who are based overseas may be assessed by remote means where appropriate. This may include interview by Microsoft Teams, Zoom or similar platform and equivalent assessment arrangements consistent with the School's assessment process.

Where a pupil will be living in the UK without a parent/carer, the School requires suitable guardianship arrangements to be in place before the pupil joins the School. The pupil must have a UK-based educational guardian who is ordinarily resident in mainland UK, is available to act in the event of an emergency or if a parent/carer cannot be contacted, and has formally accepted those responsibilities in writing. The School may ask for evidence of the guardianship arrangement and may require the guardian or guardianship organisation to meet recognised good practice standards, including those associated with AEGIS or the Boarding Schools' Association, where the School considers this necessary in the interests of safeguarding and pupil welfare.

Pre-arrival admissions queries should be directed to the Admissions Department. Queries relating to visa sponsorship and CAS should be directed to the Admissions Department and the School's designated UKVI Compliance Officer.

ADDITIONAL LEARNING NEEDS

Rydal Penrhos does not unlawfully discriminate in any way regarding entry; the School welcomes pupils with disabilities and/or Learning Support needs (including those with Additional Learning Needs (ALN) and/or an Individual Development Plan (IDP)), provided

that we can support their requirements, that we can cater for any additional needs, and that the campus can accommodate them. Where appropriate, admission may include a short suitability process which can comprise up to five days of taster, a confidential reference from the current/most recent school, and any other reasonable assessment measures to confirm that Rydal Penrhos is the right setting for the child.

It is strongly advised that parents/carers of children with Learning Support needs or disabilities discuss their child's requirements with the School before he or she applies for entry, so that the appropriate provision can be made. If an Educational Psychologist has drawn up a report on the child, this should be passed on to the School, along with any relevant medical evidence and (where applicable) the child's IDP. Parents/carers may be asked to consent to the School liaising with the current school and relevant professionals for admissions purposes.

The School will discuss thoroughly with parents/carers (and their child's medical advisers, if appropriate) any adjustments that can reasonably be made for the young person if he or she becomes a member of the School. Where provision beyond reasonable adjustments is required (for example, 1:1 specialist support or external therapies), additional ALN charges may be levied.

THE ASSESSMENT PROCESS

The aim of this process is to identify potential; Rydal Penrhos is looking for well-rounded pupils with a genuine interest in education in the broadest sense of the word, with interests that stretch beyond the confines of the academic curriculum. The School has strong traditions in music, drama, art, sport and community participation; furthermore, there are many extra-curricular activities, all of which are important in developing a well-balanced, confident individual.

No specific preparation for the entrance assessment is needed, such that all candidates start on an equal footing, with identical opportunities to display their aptitudes and skills. For applicants with ALN/IDP, we may adapt assessments and include taster day(s) to see what support is needed.

Assessment for entry from the Nursery up to Year 6 is based on observing the child as a result of meeting him or her during a private visit; there is no formal entrance test.

All candidates for entry to Year 7 up to Year 12 sit Cognitive Ability Tests which are designed to bring the best out of their age group.

The School's offer of places in Year 12 is conditional upon a candidate achieving a minimum of five GCSE passes at Grade C (alternatively Grade 5) or better to include Mathematics and English, including Grade B (alternatively Grade 6) or better in the subjects proposed for study in the Sixth Form.

The School interviews all candidates for Year 7 up to Year 12 entry as part of its assessment process for each age group; candidates who are presently based overseas and are unable to be interviewed in person will be interviewed via Zoom or Teams or by similar means.

The dates for the assessment process for the current year are published on the Rydal Penrhos website.

Arrangements for pupils based overseas at the moment, for those who have missed the deadline for assessment, or for those who are seeking to join the School at any point in the academic year can be made via the Admissions Department, subject to the availability of a place in the appropriate year group.

SIBLING POLICY

Many siblings join their brothers and sisters at Rydal Penrhos; if the School has limited places or is operating a waiting list, priority is given to siblings wishing to enter the School. However, admission is not automatic and there may be occasions when the School judges that a sibling is likely to thrive better in a different academic environment. Siblings are expected to follow the normal admissions process.

The School currently provides a 5% fee discount for the second child enrolled, and a 10% fee discount for all further siblings. This discount will be withdrawn if the balance on the account is not paid on the due date.

FULLY-FUNDED PLACES

This is an award for which an application must be made.

Each academic year at Rydal Penrhos, two Year 7 and two Year 12 Fully Funded Places are awarded to children who are financially eligible, and who the school believes will benefit from the education offered at Rydal Penrhos. Occasionally, Fully Funded Places are available in other academic years, and information about these is available from the Admissions Department.

Pupil criteria:

The Year 7 places are awarded with reference to school reports, a Cognitive Ability Test and an interview with a senior member of staff.

The Year 12 places are allocated on the basis of achieved or predicted GCSE grades, a Cognitive Ability Test, school reports and an interview with a senior member of staff.

All pupils awarded a Fully Funded Place receive free school meals. Additionally, pupils awarded a Fully Funded Place will be eligible to receive up to £150 in funding towards the purchase of Sixth Form uniform (i.e. a business suit). Fully Funded Place pupils may also be eligible for free school transport. The School will use the protocols for free school transport as published by Conwy Borough Council.

Looked after children will receive the highest priority in the allocation of Fully Funded Places.

Parental and financial criteria:

These are means-tested awards, intended as an 'opportunity' for a child or young person residing in North Wales who is currently being educated within the state school system. The scheme is transparent and is based upon financial criteria.

If a candidate is eligible, their parents/carers will be subject to a financial assessment which is limited to circumstances in which the combined family income is less than £40,000 per annum, with there being no other significant assets which could be monetised. This process is carried out by an external assessor, and will include publicly-available data which is not part of the submission; in addition, a home visit will be made so as to establish the family's suitability for the award.

Once a candidate is awarded a Fully Funded Place, they will retain this benefit until they leave at the end of Year 13, assuming that they remain an exemplary member of the Rydal Penrhos community and are not subject to any meaningful change in circumstances. Please refer to Appendix 1 for Conditions of Fully Funded Places, Scholarship Premiums, Honorary Scholarships and Bursary awards.

SCHOLARSHIP PREMIUMS

These are awards for which no application needs to be made.

Every academic year, Rydal Penrhos School also offers scholarships to children with 'exceptional talent.' These scholarships are open to pupils already within the School as well as to those joining Rydal Penrhos, and are evidence-based on testing and/or results, interviews and/or work or performance exhibited. These awards are not means-tested, and there is no limit to the number of them that can be granted. However, each individual pupil can only receive one of these awards and should they be considered for a second or indeed third these will take the form of an Honorary Scholarship with no Premium attached.

Once a candidate is awarded a Scholarship Premium, they will retain this benefit until they leave at the end of Year 13, assuming that they remain an exemplary member of the Rydal Penrhos community. Please refer to Appendix 1 for Conditions of Fully Funded Places, Scholarship Premiums, Honorary Scholarships and Bursary awards.

Academic Scholarship Premiums:

These may be awarded to pupils on entry to any academic year from Year 7 upwards following a Cognitive Ability Test and an interview with a senior member of staff. In the case of entrants to Year 12, projected or actual GCSE results are considered, alongside a Cognitive Ability Test and an interview with a senior member of staff.

The reward is the title of scholar, along with a scholarship premium of £500 per annum for the pupil to further their academic studies through the purchase of books or equipment. A mentor will be allocated to the pupil for this purpose, and half-termly meetings will be held to discuss the pupil's progress and to support the latter in spending the money wisely and appropriately.

Art, Drama, Sport & Music Scholarship Premiums:

These may also be awarded to pupils with 'exceptional talent' at any point during their School career in Years 7 to 13.

The reward is the title of scholar, along with a scholarship premium of £500 per annum for the pupil to further their talent through the purchase of books or equipment. A mentor will be allocated to the pupil for this purpose, and half-termly meetings will be held to discuss the pupil's progress and to support the latter in spending the money wisely and appropriately.

HONORARY SCHOLARSHIPS

If a pupil is in receipt of a Scholarship for one discipline and is then considered worthy of recognition for a second or third discipline these will be awarded as an Honorary Scholarship. The reward is the recognition of achievement and the title but is not accompanied by the Premium of £500 to use towards the furthering of the talent.

Example: A pupil with an Academic Scholarship may also be a gifted Musician and as such may then be awarded an Honorary Scholarship in Music to accompany the other award. They will however only receive one Premium of £500 per academic year.

If a pupil is in receipt of a Fully Funded Place they may also be considered for an Honorary Scholarship. The reward is recognition of the achievement and a title.

Example: A pupil with a Fully Funded Place may also be gifted and talented at Sport and as such may be awarded an Honorary Scholarship in Sport to accompany their other award. They will receive no financial reward for this award however.

Once a candidate is awarded an Honorary Scholarship, they will retain this benefit until they leave at the end of Year 13, assuming that they remain an exemplary member of the Rydal Penrhos community. Please refer to Appendix 1 for Conditions of Fully Funded Places, Scholarship Premiums, Honorary Scholarships and Bursary awards.

BURSARIES

These may be applied for upon receipt of a Scholarship Premium.

If a pupil is awarded a Scholarship Premium in any discipline, they then become eligible to apply for a Bursary (which is effectively fee assistance) if certain criteria are met. The pupil's parents/carers will be subject to a financial assessment which is limited to circumstances in which the combined family income is less than £60,000 per annum, with there being no other significant assets which could be monetised. This process is carried out by an external assessor and will include publicly available data which is not part of the submission; in addition, a home visit will be made (in line with any social distancing guidelines which may be in force at the time) so as to establish the family's suitability for the award.

Following this initial "full" check, a brief financial assessment will take place annually for the following three years using the household income figures provided by PAYE P60 forms, tax

returns etc.; in the fourth year, the “full” assessment by the external assessor will be repeated, and the cycle will start again.

If all the checks indicate that a family is eligible for a bursary, this will be awarded on a sliding scale; the latter starts with a 100% reduction of fees for an income of less than £40,000* per household. Then, for every £2,000* increase in income, there will be a 10% reduction in fees assistance until the £60,000* figure is reached which constitutes the cut-off point for any bursary awards. (* This figure is made up from income, lifestyle choices and assets.)

Once a candidate is awarded a Bursary place, they will retain this benefit until they leave at the end of Year 13, assuming that they remain an exemplary member of the Rydal Penrhos community and are not subject to any meaningful change in circumstances as considered above.

THE SCHOOL'S TERMS & CONDITIONS

Copies of the School's Terms and Conditions are published on the Rydal Penrhos website and will be made available to parents/carers as part of the admissions process.

COMPLAINTS

The School trusts that parents/carers and pupils will not have any complaints about the School's admissions process, nevertheless copies of the School's Complaints Procedure are published on the Rydal Penrhos website.

This policy is subject to review on a triennial basis; however, it may require earlier revision in the light of any regulatory change which comes into force in the interim.

APPENDIX 1

CONDITIONS OF AWARDS

1. **Obligations of the pupil:** A pupil who is the recipient of an Award is required to have excellent attendance, to work hard, to contribute positively to the life of the School, to be a credit to the School and to set a good example to other pupils. These are the Purposes of the Award.
2. **Obligations of the parent/s:** The parents are expected to support and encourage the pupil to achieve the Purposes of the Award and to uphold the aims and the good name of the School. Unless a Fully Funded Place has been awarded, parents are required to pay the fees due at the specified date according to the agreement made with the school or any award will be removed.
3. **Withdrawal of the Award:** The Award may be withdrawn by written notice sent to a parent if, in the opinion of the Principal acting in good faith, the pupil or a parent has not complied with the obligations set out in paragraphs 1 and 2 above or otherwise the pupil has fallen below the required standards of conduct and progress and in the further opinion of the Principal there has been no significant improvement following consultation with a parent and/or the pupil and a written warning.

Further, the Award may be withdrawn by written notice if the balance of the account is not paid on the due date. This applies only when a less than 100% fee reduction (Fully Funded Place) has been awarded.

4. **Repayment events:** Parents shall be required forthwith upon written notice to repay all or part of the benefits they have received under the Award in any of the following circumstances:
 - a. Up to three terms' benefits (if received) if the pupil has engaged in serious misconduct or has been permanently excluded or removed for reasons of misconduct by the requirement of the Principal acting in good faith.
 - b. Up to three terms' benefits (if received) in a case of the pupil being withdrawn for any reason during a school term without a term's written notice having been given.
5. **Fees in lieu of notice:** For the avoidance of doubt, the benefits receivable under an Award do not apply to any term for which the School has required payment of fees in lieu of notice.
6. **Terms and Conditions:** These conditions of Award take precedence over any of the School's Terms and Conditions which are inconsistent with them but in all other respects the Terms and Conditions as amended from time to time shall apply and these Conditions of Award shall be interpreted in accordance with them.