



## IB World College

# ADMISSIONS POLICY

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<b>Author:</b>	Vice Principal Academic
<b>Staff Member Responsible:</b>	Vice Principal Academic
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## St Clare's Admissions Policy 2023-2024

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## **1. Introduction**

- 1.1. St Clare's, Oxford is a co-educational independent boarding and day college for students aged between 14 and 19 years.
- 1.2. Admission is based on review of recent school reports, performance at interview and placement tests.
- 1.3. St Clare's accepts students of a wide range of abilities, the overriding criteria for admission being an applicant's motivation for learning, alongside their intellectual capacity and linguistic ability to access the full IB or Pre-IB curriculum.
- 1.4. This policy and its procedures have been authorised by the Governors of St Clare's, Oxford.
- 1.5. This policy is for guidance and will be adapted by the college as circumstances require.

## **2. Policy and Procedures**

- 2.1. Throughout the admissions procedure, the St Clare's policy is to ensure the best interests of the student educationally. To this end:
  - 2.1.1. All prospective students must complete the application process which usually requires a personal visit by the student and their family to St Clare's. However, depending on circumstances, completion of our on-line placement tests and a virtual interview and tour may be suggested instead of a personal visit.
  - 2.1.2. Once an application is in process, St Clare's may contact the student's current school for a confidential reference.
  - 2.1.3. The college reserves the right to refuse admission to candidates whom it considers will not benefit from the educational programme on offer.
  - 2.1.4. Admission to the college is subject to the application process and the availability of places in the appropriate year group.

## **3. Entry to Pre-IB (Year 11) and IB1 (Year 12)**

- 3.1. All students are usually required to attend an interview with a senior member of staff before being admitted.
- 3.2. Owing to the diverse range of nationalities in the St Clare's community, there is no specific (I)GCSE requirement for direct entry to IB1.
- 3.3. Copies of school reports for the previous two years must be presented. The reports must show consistently meaningful progress academically, behaviourally, and in their effort.
- 3.4. IB Diploma and Pre-IB applicants all sit on-line placement tests in Mathematics and English.
  - 3.4.1. The mathematics test has four sections and takes 60 minutes in total.
  - 3.4.2. The English test consists of a comprehension paper that involves analysing text and a short essay. This will be taken by applicants who are native or non-native English speakers. The English test lasts 90 minutes.
  - 3.4.3. These tests are not an entrance examination but are part of the overall assessment of an applicant's suitability for the programme, as well as for placement in Mathematics and English classes if successful.
  - 3.4.4. Different tests are used for entry into each year-group.
- 3.5. The college may admit students directly into IB2 (Year 13) provided that they have a proven academic level, and their subject choices and examination boards align with the programme offered by St Clare's. Students need to have successfully completed the first year of the IB Diploma course elsewhere.
- 3.6. In order to successfully cope with the academic and social demands of St Clare's Oxford, students must be fluent English communicators in all aspects of oral, listening comprehension, and written work. All of these are assessed as part of the admissions process.

## **4. Sibling policy**

- 4.1. The college welcomes applications from siblings but each sibling's application is considered on its own merits, and each is subject to the same application process as all other students.



- 4.2. In cases where two or more siblings are enrolled on IB courses at the same time, the college awards a 10% discount on the fees for one of the siblings.

## 5. Equal Treatment

- 5.1. St Clare's is a proudly liberal, diverse, and inclusive community. As such, protected characteristics will not be taken into account in assessment of a student for admission to the college. See point 7 below for further details regarding students with disabilities and special educational needs.

## 6. Scholarships and Bursaries

- 6.1. St Clare's offers a number of academic scholarships and bursaries for the IB diploma.
- 6.2. The maximum award is for full tuition fees (day students) or full tuition and residential fees (residential students).
- 6.3. A larger number of smaller awards will be made and may include some awards of more than 50% of total fees.
- 6.4. Scholarships are awarded to students of strong academic ability, while bursaries may be awarded to students who would benefit from and make a considerable contribution to school life.
- 6.5. All awards run for the two years of the course, although renewal for the second year is subject to satisfactory performance and conduct.
- 6.6. Music Scholarships may also be offered to cover the costs of music tuition for students who have scored either a merit or distinction in either Grade 7 or Grade 8 in a practical examination with one of the following boards: ABRSM, LCM, RSL or TCL. All music scholarships are offered subject to sufficient funds being available.
- 6.7. We welcome applications from both UK and overseas students. There are two scholarship days per year, in November for local applicants and in February for overseas applicants. It is a requirement that all shortlisted applicants attend the appropriate scholarship day. The overseas scholarship day is held on-line, while the local scholarship day takes place at the college.

## 7. Special Educational Needs and Disability

- 7.1. St Clare's will do all that is reasonable to comply with its legal and moral responsibilities under the Special Educational Needs and Disability Act 2001, the Disability and Discrimination Act 2005, the Equality Act 2010 and the Children and Families Act 2014 to accommodate the needs of students who have disabilities for which, with reasonable adjustments, the college cater given the challenges associated with the site.
- 7.2. Parents of a student who has any disability or special educational needs must provide the Admissions Registrar with full written details when registering for admission and at least one week before attending an interview, taster day or Admissions visit. A Disability Needs Assessment Form is available from the Head of Admissions.
- 7.3. This information is required so that, in the case of any child with particular needs, the college can assess those needs and endeavour to make sure that facilities can be provided adequately for those needs throughout the admissions process (including at interview, any attendance at the college and during the admissions visit as appropriate).
- 7.4. The college will consult with parents and their medical advisers about the adjustments which can reasonably be made for the child, subject to the college's Accessibility Plan and usual routines and budget constraints, both during the admission process and later as a student.
- 7.5. Where the college agrees to support the provision of additional services, such as the use of extra staff or auxiliary aids, parents or guardians will be charged for these at a level that reasonably reflects the cost to the college of providing the service or facility.
- 7.6. Special arrangements as are deemed reasonable and necessary will be made available for pupils with special educational needs during the admissions visit as long as parents provide reasonable notice, and



the College has been provided with a copy of an Educational Psychologist's report or medical report (prepared within the last two years), which must include a recommendation for such special arrangements.

7.7. For further information please refer to the college [SEND policy](#)

## 8. Offer of a Place

8.1. We are normally able to tell the applicant and their parents our final decision on their application at the end of the admissions visit. If the interview is satisfactory, we will offer the applicant a place at St Clare's, and this will be confirmed by email in an official offer letter that includes an Acceptance Form.

## 9. Acceptance of the Offer

9.1. Parents wishing to accept the offer must complete the Acceptance Form within the deadline given in the offer letter and return by email.

9.2. When parents accept the offer of a place at St Clare's they will need to pay an Enrolment Deposit.

9.3. Accepted places are subject to the college's Terms and Conditions for IB and Pre-IB Courses which can be found at <https://www.stclares.ac.uk/terms-and-conditions/>.

## 10. Joining and Pre-arrival Information

10.1. Instructions on how to access the joining and pre-arrival information are included in the offer letter.

10.2. Any admissions enquiries or requests for further information about the application procedure should be directed to the Admissions Team, contactable via [admissions@stclares.ac.uk](mailto:admissions@stclares.ac.uk)

## 11. Complaints

11.1. Details of the college's complaints procedure are available on the college website and can be sent to parents and applicants upon request.