



15a Admissions Policy



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Introduction

Choosing the right school for your child is a very important decision. We do all that we can to help families to make the right choice.

Whilst University College School is an academically selective school, we are keen to invite and encourage applications from pupils of all backgrounds. In accordance with the aims of our founders, UCS is committed to equal treatment for all, regardless of race, ethnicity, religion, sexual orientation or social background. Indeed, our aim is to encourage applications from candidates with as diverse a range of backgrounds as possible. This enriches our community and helps to prepare pupils for their lives beyond School. The school has no religious affiliation and was founded on the principle that the opportunity of an academically fulfilling education should be available to all who can benefit from it. It is for this reason that we offer means-tested fee assistance in order to enable as many as possible who meet the School's admission criteria to attend the School. We welcome families from all backgrounds to view the School and to register their sons or daughters for assessment.

Boys in Year 6 at the UCS Junior Branch transfer to the Senior School automatically at the end of that year. Thus all references to the 11+ point of entry should be taken to refer to external (non-Junior Branch) candidates.

Open Evenings & School Visits

UCS Senior School holds Open Evenings which give a general introduction to the School and offer the chance to tour the site and facilities and to meet with a variety of teachers (including the Head) and pupils. Each Open Evening is aimed at either 11+ & 13+ entry, or 16+ entry and is staffed accordingly.

In addition to Open Evenings, we strongly encourage personal visits which include a School Tour during the School day. If time permits, this can also include a private meeting with a senior member of staff. These visits can be arranged by contacting the Admissions Office.

Our Open Evenings and School Tours are open to all prospective parents and their sons/daughters.

Application to UCS Senior School

The application process

The usual points of entry are at 11 years (Year 7), 13 years (Year 9) and 16 years (Year 12). The School invites applications for these points of entry each year. The deadlines for application are published on the School website and in our Prospectus.

Vacancies may occasionally arise at other ages. The Admissions Office provides guidance for the application and assessment process applicable for these '*ad hoc*' admissions on a case-by-case basis.

The 11+ and 13+ application processes both run in the same academic year, i.e. when the prospective pupil is in Year 6. We do not accept simultaneous applications for these two points of entry and therefore parents must decide whether to apply for 11+ or 13+.

Our aim is to manage the process in such a way as to make applications as straightforward as possible. The process of application always requires the completion of an online Application Form, which must be acknowledged by means of marking a check box accordingly by both parents, or legal guardian(s) where applicable. Applications will close a few weeks before the published assessment date.

There is a standard, non-refundable registration fee, to cover the costs of administration and assessment. This fee will be waived in the case of candidates applying for fee assistance.

Once the application and fee (where payable) have been received, the applicant is registered and receives a confirmation letter to this effect. The applicant will then be entered for the relevant assessment process, details of which can be found in the section below.

Special Needs

We do not discriminate in any way regarding entry. We welcome pupils with special educational needs, providing that our staff (particularly our medical staff and/ or Learning Support Department) can offer them the support that they require, both during the application process and once the pupil is admitted to the School. Such information will never adversely prejudice an application.

We require initial notification of any Special Need or Specific Learning Difficulty on the online application. Further details regarding the SEN or SpLD thereby notified can be provided later, but they must be received in good time for the Entrance Examination (except for 13+ applications), or for the interview (in the case of 13+), typically a period of about 2 weeks.

The School must be provided with this documentation for two purposes. Firstly, it allows us to determine the extent of any access arrangements we might make for the Entrance Examinations (see 'Access Arrangements for Entrance Examinations', under the section 'The Assessment Process', below). Secondly, we use the information to ensure that we are able to meet the prospective pupil's needs, should they be admitted to the School.

Details of SEN or SpLD may take any of the following forms, and in each case copies are acceptable;

1. Any currently applicable Statement of Educational Needs or Education and Health Care plan
2. A relevant report from an Educational Psychologist, doctor, or other health professional
3. A relevant report from a suitably qualified Specialist Assessor

We welcome pupils with physical disabilities, conscious that there are some areas in our older buildings to which access may be difficult in certain cases. If we determine that the nature of the physical disability may create difficulties in terms of accessing our buildings for the purposes of pursuing their application, i.e. to take the Entrance Examination and to participate in interviews and any other part of the admissions process, we will contact parents (and medical advisers if required) to discuss how we can ensure that we accommodate the prospective pupil.

We will discuss thoroughly with parents and their medical advisers the adjustments that can reasonably be made for the child if he/she in due course becomes a pupil at the School. These adjustments will be subject to the School's accessibility (SEND) policy and usual routines and budget constraints.

Applicants who are 'out-of-year'

Normally, the pupils within a year group have birthdays within one year of each other, running 1st September to 31st August. Families of prospective pupils who apply to join year groups which do not fit within the normal birth date range, for example if they have missed or skipped a school year, or if they are applying from overseas where an academic year runs January to January, should provide a short explanation of their child's situation when they apply. The application is treated as if they were born in the academic year to which they are applying. There is no restriction relating to valid dates of birth relating to points of entry but the circumstances of the child will be taken into consideration when deciding whether the year group placement is appropriate, and therefore whether to make an offer of a place in that year group.

Applicants who are not UK/ EU citizens

In the application form, applicants are required to indicate whether they are UK or EU citizens, and if not, to indicate the basis upon which they have residency in the United Kingdom. In the event that an offer of a place is eventually made, the School must be provided with the appropriate documentation which evidences the right of residency and the right to study.

Any applicant who intends to study at UCS under a Tier 4 licence must advise the School immediately. If we have no Tier 4 licence available, regrettably we will not be able to accept the application. If a Tier 4 licence is available but the number of applications for places exceeds availability, candidates may be invited to sit the appropriate assessment tests and to attend an interview. The Headmaster will then decide which, if any, of the applicants is entitled to a place.

Any applicant to whom we do not offer a place solely as a result of a Tier 4 licence being unavailable is entitled to a full refund of the registration fee.

Any costs incurred by the School in handling a successful application for a place under a Tier 4 licence are payable by the applicant.

Please refer to the appendix, 'Protocol for checking passports and visas' which explains how the school acts on its responsibilities to ensure that all pupils who are enrolled are entitled to live and study in the UK.

The Assessment Process

The key dates for all aspects of our assessment process for the current year are published on our website.

No specific preparation for the Entrance Examinations is needed. All candidates start on an equal footing, with identical opportunities to display their academic aptitude and personal skills. We do not provide past papers or practice papers.

Entry at Year 7 at the Senior School: All candidates sit papers in English, Maths and Verbal & Non-verbal Reasoning, which are designed for their age group, i.e. Year 6. In addition, we request a full academic and personal report from the boy's current school. Candidates who are successful in the examination and who have satisfactory academic reports will be recalled for interview, which will include a group activity, group interview and personal interview.

Entry at Year 9 to the Senior School:

All candidates are initially required to sit ISEB's Common Pre-Test (in English, Maths and Verbal & Non-Verbal Reasoning) in the Autumn Term of Year 6. In addition, we request a full academic and personal report from the boy's current school. Candidates who are successful in the examination and who have satisfactory academic reports will be recalled for interview. This consists of a group activity, a group interview and a personal interview.

Following the 13+ assessment and interview, boys may be offered a place; or they may be placed on the Waiting List; or they may be rejected. In the latter case, a small number of boys who have shown sufficient promise but who have missed out on a Wait List place or an offer may be invited to leave their applications open, pending re-assessment in the Summer Term of Year 7. For avoidance of doubt, boys who have been Wait Listed in the original assessment round will not be re-assessed in Year 7.

Assessment in Year 7 at the same time as those candidates being re-assessed is open also to candidates applying to UCS for a 13+ place for the first time, but only if either a) they were living out of area and have, in the interim, moved permanently into the area; or b) there were exceptional pastoral circumstances. In both cases, a supporting statement from the current school will be required. For these candidates being assessed for the first time, we will also request a full academic and personal report from the boy's current school.

The Year 7 assessment process takes place at UCS. It is a paper exam in Mathematics, English and Reasoning (Verbal and Non-Verbal). We will interview or re-interview all candidates who perform sufficiently well in the assessment. For any candidate being assessed or re-assessed at this time we will request an academic reference from the current school.

Any places which become available between the original round of offers and the point of entry (i.e. September of Year 9) will be offered first to boys on the original Waiting List, provided that the candidate and their family have indicated their ongoing interest in UCS. Following the Year 7 re-assessment referred to above, we may make offers of places only if the original Waiting List is exhausted; otherwise we may add candidates to the Waiting List, or candidates may be rejected.

Any candidate who is re-assessed in Year 7 for 13+ entry and who is rejected will not be considered again for that entry point.

Entry at Year 12 to the Senior School: All candidates sit a Thinking Skills Assessment and complete a piece of discursive writing in the Autumn Term of Year 11. The Thinking Skills assessment is not subject-specific and does not require any specific preparation.

The assessment process is identical for all applicants regardless of proposed subjects for further study. In addition, we request an academic and personal report from the candidate's current school. Candidates who are successful in the examination and who have satisfactory academic reports will be recalled for the interview process, involving two separate interviews for each applicant.

Access Arrangements for Entrance Examinations

UCS will accommodate the needs of candidates who have disabilities for which, with reasonable adjustments, it can cater.

The 11+ and 16+ Entrance Examinations and any ad hoc Entrance Examinations (including 13+ Year 7 Assessments and Re-Assessments) are administered by UCS, and we are the sole arbiters in relation to Access Arrangements. Extra Time, use of a laptop and any other special arrangements deemed reasonable and necessary for the entrance examination will be made available for pupils with SEN or SpLD, provided that both of the following conditions are met:

1. The particulars of such needs or difficulties, together with evidence thereof where appropriate, have been given to the School in good time for the Entrance Examination, usually a period of about 2 weeks. Evidence of Special Educational Need may take the form of any of the following;
 - a Statement of Educational Need, or an Education and Health Care plan
 - a medical report
 - a currently applicable Educational Psychologist's report (or similar as prepared by a Specialist Assessor); if this is the only evidence provided, it must explicitly recommend special access arrangements (see also below for the way in which such reports are reviewed by the School if a pupil is subsequently admitted).
2. The child's existing school allows Extra Time and/ or use of a laptop for tests and exams of a style similar to our Entrance Exams.

The 13+ 'Common Pre Test' Entrance Examination taken in Year 6 is administered by the candidate's current school, and therefore it falls to that school to determine the extent of any Access Arrangements that may be appropriate. In cases where Access Arrangements such as Extra Time have been granted, UCS will require a copy of the evidence of need for the Access Arrangements. For any candidate who for any reason takes the CPT at UCS, we will determine Access Arrangements and will require any relevant evidence to be submitted in good time before the examination takes place.

Any special access arrangement granted for any Entrance Exam does not constitute a commitment to make similar arrangements in the future should the applicant be eventually admitted to the School. The School will review evidence of SEN or SpLD

according to our SEND policy and this may include altering, reducing or withdrawing such arrangements for public examinations.

Overseas Applications

We take the greatest care to ensure that applicants from overseas are treated fairly. Equally, we must all ensure that any flexibility we extend to them does not disadvantage our main application cohort.

Overseas candidates may be permitted to sit the Entrance Examination for 11+ or 13+ in their country of residence provided that the Director Admissions is satisfied that the controlled conditions required for the test can be arranged and guaranteed. Usually this will require the Entrance Examination to be overseen, for example by a member of staff at the applicant's current school, or in a private testing centre. In addition, we can accommodate video interviews, for example via Skype. Our 16+ Entrance Examination cannot be taken remotely and therefore alternative arrangements will be made to ensure we can satisfy ourselves of the applicant's academic ability.

However it is our preference to accommodate test candidates here at UCS and to interview them and their families in person. We will always seek to make arrangements to do this, and in so doing we may offer an alternative testing date near to the scheduled date, and/ or allow an interview to take place before the result of the Entrance Examination is known, including on the same date that the examination is taken. In the latter case, the undertaking of an interview never prejudices in favour of the candidate, but merely serves as a practical convenience if the Entrance Examination result is deemed to be sufficiently strong that we would allow the application to progress to the interview stage.

The Selection Procedures for places at UCS Senior School

UCS is an academically selective School. We make every effort to give candidates full opportunity to reveal their academic potential. So, our assessment procedures are not restricted to formal examinations. At every entry point, we aim to interview as many candidates as resources permit. We also broaden the interview process to include opportunities for group activity and for a simulated learning experience. In this way, we plan that the selection process will be able to identify potential rather than merely to reflect current educational experience.

Thus, admissions decisions will be based upon the academic potential revealed by each candidate in examination, in interview and (where appropriate) learning activity. They are also based upon the judgement of assessors in respect of a candidate's ability to make the most of the diverse opportunities on offer at UCS and to contribute positively to the life of the School and to the experience of other pupils. We will always seek a report from the candidate's current school, and take full account of it in balancing all the available

information before a decision is reached. An enthusiasm for the extra-curricular life of the School – supporting our long-standing traditions in music, art, drama, debating, community activities and sport - will be an advantage.

Progression at each stage of the selection process is always at the Headmaster's discretion. In situations where there are Extenuating Pastoral Circumstances, such as bereavement or illness, the Headmaster may decide to allow a candidate to progress through the selection process and indeed may make an offer of a place which may or may not carry the normal conditions for that point of entry (see 'Offer of Places at UCS Senior School' below).

Sibling Policy

Whilst we are very happy to welcome siblings at UCS, admission is not automatic. Siblings must go through the same process as all other applicants at their chosen point of entry. Siblings will not be admitted if we believe that they are unlikely to thrive within the UCS environment or if we think that their admission in preference to another candidate would be unfair.

Offers of Places at UCS Senior School

Offers are made according to the annual timetable which is devised by the Admissions Office, and which where appropriate complies with consortium dates as published by the North London Consortium.

Offers at 11+ are generally unconditional in terms of subsequent academic performance of the prospective pupil between the date of offer and entry to the Senior School.

Offers we make at 13+ remain conditional upon satisfactory performance in the Common Entrance examinations (or an equivalent assessment) taken at the boy's current school in the summer of Year 8. Please see the section above 'The Assessment Process; Entry at Year 9' for details about the way we manage the Wait List and Year 7 re-assessment.

Offers of places at 16+ are conditional upon the candidate attaining (I)GCSE grades in line with the requirement for our own Upper Remove to progress into the Transitus, except where the prospective pupil is sitting fewer than 9 (I)GCSEs or different qualifications altogether, in which cases(s) we will set an equivalent threshold for performance. For details of the current grade requirements for entry into the Sixth Form for both external 16+ candidates and the current Upper Remove, please see the section below entitled 'Entry Requirements for the Sixth Form'.

Evidence that the conditionality of our offer has been met must be provided before the place is confirmed and the prospective pupil can take up the place.

Further conditions may be attached to any offer we make. In particular, we may require non-native English speakers to demonstrate proficiency in English language by undertaking an IELTS course, or similar, to a level appropriate for the point of entry into the School. We may also make offers based on the understanding that certain A Level courses will be taken; where either of these situations arises (or indeed any other extra condition) this will be indicated in the offer letter.

Entry Requirements for the Sixth Form

Offers at 16+ are always conditional upon GCSE/ International IGCSE (IGCSE) examination performance in eligible subjects. Please note that, in all references to GCSEs below, this should be taken to refer also to IGCSEs.

All GCSE subjects taught at UCS are eligible; prospective pupils requiring clarification as to whether a GCSE course they are taking is eligible should contact the Admissions Office. Ineligible subjects include, but are not limited to, Modern Languages subjects where the candidate is a native speaker, or is bilingual.

For entry into the Sixth Form, prospective pupils must attain a grade average of 6.5 per subject across a minimum of nine eligible GCSE subjects, where all grades from all eligible subjects are included in the calculation of the average. Any GCSE grades awarded on the legacy A*-U scale will be counted as 8 for an A*, 7 for an A, 6 for a B, 4 for a C, 3 for a D, and 2 for an E.

External candidates who are at a school where it is school policy to enter pupils for fewer than nine GCSE subjects, or who are taking an alternative type of qualification (for example candidates graduating from foreign education systems), will not be disadvantaged; alternative criteria will be set according to the number of eligible subjects being taken. All such candidates will need to provide evidence that they have met a satisfactory academic standard broadly equivalent to our expectations of candidates who are taking GCSEs.

Acceptance of a Place at UCS

Acceptance of any place at UCS requires the following;

- The payment of a non-refundable financial deposit, in the form of advance payment of a portion of the first term's fees (which are then adjusted accordingly). See note below regarding Fee Assistance.
- The payment of a surety which be held against any charges incurred during a pupil's last term at UCS. It is returned when the pupil leaves the School but is also refundable if a family withdraws their acceptance of an offer of a place. See note below regarding Fee Assistance.
- The completion, signing and return of the School's Parent Contract by both parents (or guardian(s)) as named on the original application. A separate copy of

the Terms and Conditions of this Agreement will be provided for retention by the family.

- The completion, signing and return of all compulsory joining documents, including a copy of the prospective pupil's passport and any applicable visas. The School reserves the right to withdraw an offer of a place if the citizenship/residency information provided in the original application cannot be supported by suitable evidence.

The deposit payment referred to above are adjusted to take into account any Fee Assistance that has been granted, including up to 100% remission. However, any adjusted deposit which is paid remains non-refundable.

Acceptance of an offer will indicate agreement to any conditions attached to it, including those relating to academic performance in the interim.

Fee Assistance

Fee Assistance at UCS takes two forms; means-tested Bursaries, and Music Scholarships. We do not offer fee assistance on the grounds of broad academic ability, known widely in the independent sector as 'Academic Scholarships' or similar. The School will occasionally offer prizes to candidates whose performance in the Entrance Exams, Interviews and Activities is exemplary in order to recognise that achievement.

Means-tested Bursaries

In our efforts to ensure the widest possible access to a UCS education, we are keen to provide financial assistance to candidates who qualify for a place on the basis of aptitude and ability but who would otherwise be unable to take up a place (or would find it very hard to do so) as a result of family financial circumstances. It is UCS policy that Fee Assistance should be directed primarily on the basis of need. The parents/ guardians of any candidate for a Senior School place, or any current pupil, may apply for a means-tested Bursary.

Parents/ guardians of prospective pupils should indicate their intention to apply during the application process for the place. This will prompt the Finance Office to contact the family regarding the application. Registration Fees are waived for those applying for Fee Assistance although the School reserves the right to require payment retrospectively if the application for Fee Assistance is unsuccessful. Parents/ guardians of current pupils should contact the Finance Office if they wish to apply for a means-tested Bursary.

The parents/ guardians of a prospective pupil who have accepted an offer of a place may subsequently apply for a means-tested Bursary, including in the period before the prospective pupil starts at the school. Such applications are likely to be considered after

the main process of bursary fund allocation and although they will be received and considered without prejudice, there is inevitably a greater possibility that the bursary fund will have been exhausted (see further comments regarding exhaustion of bursary funds below).

All Bursary applications are means-tested. Both parents/ guardians of any applicant will be asked to complete and return our "Statement of Financial Circumstances" form. We use the information on that form, together with any supporting documentation, to objectively determine eligibility.

The eligibility calculation aggregates all forms of income, including (but not limited to) welfare payments, dividends and rental income, and then subtracts mortgage interest/ rent payments and an allowance for other dependent children. Assets such as property owned by the applicants are also considered. The detailed, prevailing calculation rules are available from the Finance Office on request.

As a general guide, if the figure resulting from the calculation outlined above is below £40,000 per year then the candidate is eligible for a 100% Bursary. There is then a sliding scale to zero eligibility where the resulting figure exceeds £100,000.

In addition to covering school fees at the eligible percentage, Bursaries cover additional expenses which are otherwise paid for by the school and recharged in termly invoices. Exam fees, school books and essential school trips are covered at the same rate as the Bursary. School trips which are not regarded as essential are covered at lower percentages than the Bursary, or may not be covered at all. The Vice Master determines the Bursary percentage applicable to such trips.

The Bursary fund is substantial but it is a limited fund. We are eager to support as many candidates as possible but there may be occasions when there are insufficient funds to offer bursaries to all candidates who are eligible and to whom a place has been offered. Under such circumstances, existing Bursary holders will always be prioritised, subject to the continuing eligibility from year-to-year as outlined below. We will make the situation clear to prospective families who are eligible but whose needs we cannot meet.

All Bursaries are awarded for twelve months at a time. The annual re-assessment process is identical to that for all new applicants as outlined above. Levels of support may change from year to year to reflect fluctuations in family financial circumstances. Percentages will not normally move up or down by more than 10% between years.

Cases of hardship

In addition to fee assistance that is provided upon entry to UCS, the School maintains an annual Hardship Fund for families whose circumstances change after their son or daughter has been admitted to the School. In order to qualify for hardship assistance, families must be able to show a material and significant change in their circumstances that could not have been predicted at the time that a fee-paying place was accepted. The criteria for the award of hardship funding is, in other respects, the same as for all other fee assistance, but, since funds are limited, hardship funding is not automatic. Hardship funding is always temporary and is aimed to help a family to avoid disruption to their child's education by enabling him/her to remain at UCS until the next 'break-point' in the educational process.

Music Scholarships

Music is a particular strength at UCS and we are keen to encourage talented musicians to join the School. Music Scholarships may be made to outstanding instrumentalists or singers. Scholarships are made on the basis of audition, conducted by the UCS Music Department with the guidance of an outside assessor. Auditions are held shortly after the Entrance Examination for each point of entry to the school. Advice and guidance regarding these auditions, and the Music Scholarship application form, is readily available on the UCS website but parents requiring further information are advised to contact the UCS Music Department.

Music Scholarship auditions do not form part of the Entrance Examinations. The outcome of auditions, and indeed of the Entrance examinations and subsequent interviews, are mutually exclusive. Thus, music auditions are not considered by the School when determining whether to make an offer of a place. Music scholarships will only be offered to pupils who have qualified for admission to UCS through our standard entrance procedures.

Any awards made will take into account a judgement of the contribution that the pupil is likely to make to the musical life of the School. The school may withdraw a music scholarship if it is evident that the recipient is not contributing sufficiently in that regards. We will only do so having issued a caution and reasonable opportunity for the recipient to duly increase their contribution.

Pupils who apply for a Music Scholarship may also apply for Fee Assistance based on their family's financial circumstances, as any other external applicant could. The application process for the Fee Assistance is as for all other Fee Assistance applications. If awarded, the Fee Assistance is on top of any Music Scholarship, and the maximum overall fee remission from such dual awards is 100% of the termly fees.

Disposal of Admissions Data

Data received by UCS during the admissions process is subject to the provisions of our Data Privacy Notices for the relevant parties. An up to date copy of our Data Privacy Notice is available from the admissions pages of the school website or upon request from the Admissions Office.

Admissions Data is held and is disposed of according to the requirements of the School's Disposal of Records Schedule, which complies with all relevant legislation including the GDPR.

Monitoring and Evaluation

The Headmaster, advised by the Director of Admissions, is responsible for the monitoring and evaluation of this policy and will report to the governing body periodically on the effectiveness of this policy.

Links to other Policies

This policy has links to the Equal Opportunities, Curriculum, Learning Support and SEND Policies.

Appendix; Protocol for Checking Pupils' right to study in the UK

Overall responsibility for ensuring pupils' right to live and study in the UK is responsibility of the Admissions Department (Senior School) or the Admissions administrators (Pre-Prep and JB) for both prospective and current pupils.

This protocol applies to pupils throughout the UCS Foundation.

The families of all pupils who join the school are required in the application process to indicate if they are a UK or EU national.

The family of any pupil who is indicated as not being a UK or EU national is asked later in the admissions process if the child has the right to live and study in the UK, i.e. whether they have a valid visa, and whether it is a dependent's visa or if the child would require Tier 4 sponsorship. For further information about how we handle Tier 4 applications, please see the separate section below.

All candidates who accept an offer of a place here are then required, as part of the joining information provided by families, to supply a photocopy or scanned image of a valid UK/ EU passport or birth certificate. If the right to live and study in the UK is dependent on a visa, we require originals of the child's visa for our inspection; all relevant pages are then copied or scanned and then hard copies placed in the student's file. Families are also required under Section 3 of the Terms and Conditions to inform the school immediately if there is any change in the citizenship of the pupil which affects their right to live and study in the UK. For sake of clarity, this does not include normal renewal of UK or EU passports.

Any prospective pupil whose family fails to provide this information will not be permitted to join the school.

Hard copy images of passports and visas supplied at this time are retained in the pupil files in the Headmaster's Secretary's office in each foundation school.

Records are also kept of the expiry date of any applicable visa. Families are required to contact the school and supply an image of the renewed visa as soon as is practical after they have received it. Failure to do so is a breach of our Terms and Conditions and could result in the child being unable to remain a pupil at the school. As a further diligence measure, the Admissions Office (Senior School) or relevant administrative staff (Junior Branch and Pre-Prep) check our records of visa expiry dates on or around 1st May every year to ensure that we have up to date records.

Tier 4 Visas and Sponsorship

The UCS Foundation has no active licences and will not offer places to candidates who require Tier 4 sponsorship. If in the course of the application process it emerges that a

candidate would require such sponsorship, the application will be cancelled and the registration fee returned without penalty.

On occasion when the need for the school to offer Tier 4 sponsorship arises, for example if a current pupil who wishes to remain a pupil for some reason has a change in their citizenship or visa which would otherwise preclude them from doing so, the Headmaster may decide to offer such sponsorship and support the family's application for a Tier 4 visa. In such circumstances the application is handled by the senior school's Admissions Department (even for current pupils), with the advice of the HR Department and the Deputy Head (Pastoral) as appropriate, regardless of whether the pupil is in the Pre-Prep, the Junior Branch or the Senior School.

Failure to secure a Tier 4 visa would result in the child being unable to continue as a pupil at the school. As sponsors of a Tier 4 visa, the school would be jointly responsible with the pupil's family for ensuring the successful renewal of the visa in due course.

P Miller

Director of Admissions

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