



# Sutton Valence Senior School

[svs.org.uk](http://svs.org.uk)

## Admissions Policy



Governors require that the School achieves the best gender balance possible. Places are offered not only subject to academic ability and the Headmaster's interview, but special consideration will be given to date of registration and children with siblings already in the School or joining concurrently. Reports and references from previous schools are also taken into consideration.

## **Registration procedure**

### **1. Registering for a place at Sutton Valence School**

The completed registration form should be sent to the Admissions Officer at the address on the reverse of the form, along with the registration fee, which is non-refundable. The registration form is a legally binding contract between the parents or guardians and the School.

### **2. Offer and acceptance of a place**

Completion of the registration form in itself does not constitute an offer of a place. Offers will be made subject to availability and on the applicant satisfying the School's entrance criteria. Once the entrance criteria have been satisfied, an offer letter will be sent along with an acceptance form. Parents should complete the acceptance form if they wish to take up the offer, and return this along with the acceptance deposit.

### **3. The acceptance deposit**

The acceptance deposit required is currently £1,500. Of this £800 will be credited to the pupil's second term's fee invoice. Those applicants who live outside the EU are required to pay a term's fees by way of deposit. In the event that the applicant does not take up the place after acceptance, the deposit will not be refunded. The retained deposit of £700 will be credited against the pupil's final invoice and any credit balance refunded. The deposit does not attract interest.

## **General Terms and Conditions of Admission\***

### **1. Entrance criteria**

All candidates must pass the relevant entrance assessment for their point of entry, as specified on the School's website. Lower Sixth Form entry following GCSE Examinations must achieve the minimum requirements at GCSE. Any offer is also subject to satisfactory references from the Head or Principal of their current school.

### **2. Payment of fees and extras**

Termly boarding and tuition fees plus any extras are payable in full on or before the first day of each term or by monthly or termly direct debit (at no extra cost). Late payment will attract interest charges in accordance with the Parent Contract.

### **3. Persons responsible for payment of fees and extras**

The parents and or any other person who undertakes to pay fees will be jointly and severally liable to pay all fees and extras notwithstanding any change in family circumstances.

#### **4. Non-payment off fees and or extras**

The School may suspend a pupil from attending, or require the parents to withdraw the pupil permanently, if fees are not paid promptly by the due date. Fees due are payable in full in such circumstances.

#### **5. Withdrawal or change of status from boarding to day**

A full term's notice of intention to withdraw a pupil from the School must be given in writing to the Headmaster, otherwise a full term's fees will be payable. A full term's notice of intention to change from boarding to day or a reduction in the number of nights boarding must be given in writing to the Headmaster, otherwise a full term's boarding or part-boarding fees will be payable for the following term.

#### **6. Conduct and expectations**

All pupils have an obligation, if required by the School, to take part in school games and other out-of-school activities and to attend practices, meetings, etc., unless special exemption has been granted.

Pupils are required to attend School (including Saturday school for Third to Upper Sixth Forms) and all time-tabled lessons punctually and regularly. Except in the event of illness, no pupil may be absent from School without prior permission in writing from the Headmaster.

#### **7. Exclusion and suspension**

The Headmaster has the right, if he considers it appropriate in the interests either of the pupil or of the School, to exclude a pupil permanently or for such a period as he shall decide. In the case of temporary exclusions, the Headmaster's decision is final. In the case of permanent exclusions parents may request an appeal of the decision by the School's Governors, as documented in the Complaints Policy.

*\* The full Parent Contract is available from the Admissions Officer, and will be sent out when an offer is made.*

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