



Whole School Admissions Policy and Procedures (Including EYFS)

Please also refer to the School's **'Whole School Equal Opportunities Policy for Pupils'**, **'Whole School Disability Policy for Pupils'**, **'Reasonable Adjustments for Pupils'**, **'Whole School Special Educational Needs and Disability (SEND) Policy'**, **'Whole School Accessibility Policy and 3-Year Plan'**, **'Whole School EAL Policy'**, **'Bursaries Policy and Procedures'** and **'Scholarships Policy and Procedures'**.

This policy has been prepared in compliance with and with regard to the ['UK Visas and Immigration \(UKVI\)'](#) for advice about Child Student visas.

Introduction:

Cranford School is an independent day school providing a co-educational Junior School (3 -11) and Senior School (11-18). We hold a number of open events throughout the year which provide a general introduction to the School. Details of these and other events are published on our website. We are also very happy to welcome prospective families for a personal visit. This can be arranged by contacting the Director of Admissions.

The Entry Procedure:

The usual points of entry are 2+ into our Pre-School School (children are admitted the term they turn 3 years of age), 4+, 7+, 11+ and 16+. The School may also admit pupils into other year groups, where space is available. Please contact the Director of Admissions for details. Applicants for admission should aim to register by the deadlines detailed on the admissions timeline detailed on the website, for their specific year group. Registration should be via the online form on our website, although hard copies are available on request. A non-refundable Registration fee of £75 is payable. Information about the School's fee structure, Bursaries and Scholarships and Terms and Conditions are located on the School website.

Admissions Criteria:

Our assessment process is designed to identify pupils who will benefit from our balanced and well-rounded education and make a positive contribution towards the life of the School. Cranford School does not select on the grounds of academic ability alone, but a satisfactory performance is required in the entry assessments to demonstrate a pupil's ability to access the curriculum offered at Cranford. We reserve the right to restrict the offer of places to pupils whom we feel can benefit from the broad and varied curriculum offered and make a positive contribution to the School community. All applicants must have the legal right to live and study in the UK. Please refer to **'Appendix A'** for guidance on Child Student Visa Applications.

The Assessment Process:

Pupils are admitted according to the process and criteria outlined below, however if we need to decide between two or more applicants who meet our admission requirements, we reserve the right to give preference to:

- a child who already has a brother/sister in the School;
- a child whose parent is a current member of staff or who has been offered and accepted a role at Cranford;
- a child with a particular skill, talent or aptitude;
- a child whose parents wish the child to progress through all year groups to Year 13.

The School further reserves the right to decline admissions at the discretion of the Headmaster.

Admission to the Early Years Foundation Stage and Years 1 and 2:

Pupils are invited to attend taster sessions and offers of places are made according to availability.

An offer of a Pre-School, Reception, Year 1 or 2 place may be made according to availability after receipt of the Registration Fee (£75) and Registration Form. The place will not be guaranteed until the full deposit (£1000) is lodged with the School and parents have met the Headmaster or a senior member of staff. Start dates will be agreed in consultation with the Headmaster and Director of Admissions. The minimum number of sessions for which a pupil is accepted in the Pre-School is three, although there is some flexibility depending on the pupil's needs. Pupils are offered a place in Pre-School, on the understanding they will transition to Reception. We do not offer places to children in Pre-School, where they will be attending another setting in Reception.

Upon starting Reception, pupils are expected to attend five full days a week. Any variation to this is at the discretion of the Headmaster.

Admission to the Junior School (Years 3 - 6):

From Year 3 upwards, admission is based upon the following criteria:

- Successful completion of an assessment day. This will include time spent in lessons, during which staff assess general levels of literacy, numeracy and social skills. Staff will also assess how the prospective pupil interacts with and integrates into the cohort;
- Pupils will complete an INCAS assessment including analysis of performance in English, Mathematics and Verbal and Non-Verbal skills. No specific preparation is required or desirable for the entry assessments. All candidates start on an equal footing, with identical opportunities to display their academic aptitude and other skills and qualities;
- Review of confidential reference provided by previous school;
- An interview with the Headmaster and/or a senior member of staff;
- Observation by the Special Educational Needs Co-ordinator or a member of the Learning Support team (either on the assessment day* or at another mutually convenient time), if they have already presented an Educational Psychologist's report or are considered to require further, detailed assessment;
- Assessment results are reported to the Headmaster who makes a final decision to offer a place. Pupils receive a formal written offer together with copies of terms and conditions, medical form and an acceptance form. These must be returned with a deposit of £1000 to secure your son or daughter's place.

Admission to the Senior School (Years 7 - 13):

Year 7 Entry:

Admission into Year 7 is based on the following criteria:

- Successful completion of our Assessment Day, during which pupils will be assessed in English, Mathematics and Verbal/Non-Verbal reasoning. No specific preparation is required or desirable for the entry assessments. All candidates start on an equal footing, with identical opportunities to display their academic aptitude and other skills and qualities. The Assessment Day will also include an interview with the Headmaster or member of the Senior Leadership Team and a review of a confidential reference from the applicant's current school;
- A Taster Day is offered for all prospective Year 7 pupils (*internal & external*) during the Summer Term of Year 5 and the Autumn term of Year 6, prior to the Assessment Day. This will include time spent in lessons, during which staff assess general levels of literacy, numeracy and social skills. Staff will also assess how the prospective pupil interacts with and integrates into the cohort and their commitment to the School's ethos. All Junior School Year 6 pupils at Cranford School for whom the Senior School is appropriate will receive an offer of a place for Year 7. They will still participate in the Taster Day and Assessment Day alongside external applicants;
- Assessment results are reported to the Headmaster who makes a final decision to offer a place. Pupils receive a formal written offer together with copies of terms and conditions, medical form and an acceptance form. These must be returned with a deposit of £1000 to secure your son or daughter's place.

Admission to the Sixth Form:

Year 12 Entry:

- Our offer of a place into Sixth Form is usually conditional upon a candidate achieving a minimum of seven GCSEs at Grade 4 or above, including English Language and Mathematics;
- Candidates must also meet the individual entry requirements for the subjects they are planning to study at sixth form (usually a Grade 6);
- All candidates for Sixth Form entry will attend an interview with a senior member of staff;
- We will review a confidential reference from the candidate's current school;
- Candidates' interactions with peers and staff and their commitment to the School's ethos are considered during their visits to the School for interviews, scholarship assessments and taster visits;
- All Year 11 pupils at Cranford School for whom the Senior School is appropriate will receive an offer of a place for Sixth Form. They will still participate in the Taster Day and Assessment Day alongside external applicants;
- Assessment results are reported to the Headmaster who makes a final decision to offer a place. Pupils receive a formal written offer together with copies of terms and conditions, medical form and an acceptance form. These must be returned with a deposit of £1000 to secure your son or daughter's place.

Pupils may be admitted to other years in the Senior School and during the school year as and when places become available. In this instance, pupils will be expected to attend a Taster Day in school, which will involve attending usual lessons but will also include an interview with the Headmaster and an academic assessment. A reference will be requested from the pupil's current school before any offer is made. The offer may be accepted by completing and returning the Acceptance and Medical Form and the £1000 deposit.

Individual Needs:

The School has due regard to the Equality Act 2010 and welcomes applications from pupils with Special Educational Needs and/or Disabilities (SEND). The School does not treat SEND pupils less

favourably and will take reasonable steps to avoid putting SEND pupils at a substantial disadvantage in matters of admission and education. It is in the very best interest of both parties that parents give the School full information of their child's educational or other needs at the point of registration and application so that reasonable adjustments can be considered.

The School's Special Educational Needs Co-ordinator (SENCo) is available to discuss these prior to a formal application being made. Parents are asked to disclose any such educational need or disability on the Registration Form in order that the School may assess its ability to fully support every pupil as appropriate. Costs for additional specialist individual needs tuition at Cranford School will be borne by the parents.

If a pupil's results on their assessment day* indicate any SEND, the pupil may be recalled for further testing with the School's Special Educational Needs Co-ordinator. The School will follow the guidelines and procedures given in the **'Whole School Special Educational Needs and Disability (SEND) Policy'**, **'Reasonable Adjustments for Pupils'**, **'Whole School Disability Policy for Pupils'** and **'Whole School Equal Opportunities Policy for Pupils'**. These are available to view on the School website, in the Cranford School Policies section of the Whole School Staff Teams area on Microsoft Teams for all staff to read, or in hard copy upon request from the main School Office.

Acceptance of Offer:

After the pupil's assessment day* and completion of all assessment activities (as outlined above), we will send out offers to successful candidates. Parents should accept the offer on or before the acceptance deadline by lodging a completed Acceptance Form together with a deposit. Parents of existing pupils in Year 6 or Year 11, will be asked to accept the offer of a place in Senior School or Sixth Form by email, by a specified date. In the event that the School is oversubscribed, pupils will be placed on a waiting list. Therefore, a place cannot be guaranteed for a prospective pupil (or Cranford School pupil moving from Junior School into Senior School or Year 11 into Sixth Form) whose offer has not been accepted by the deadline specified.

Conditions of Admission:

The decision whether to offer a place lies with the Headmaster and the School reserves the right to refuse entry if in the opinion of the Headmaster the pupil does not meet the School's entrance criteria. Acceptance of a place at Cranford will be on the Terms and Conditions provided to parents within the offer letter.

The Admissions Register:

Please also refer to the School's **'Whole School Attendance Policy and Procedures'** for more details.

Cranford School School uses an electronic system to record admissions and attendance: SIMS. The following is contained on the Admissions Register for each pupil:

- Name in full;
- Sex;
- Name of address of every person known to the School to be a parent of the pupil (and an indication of the parent with whom the pupil normally resides and which parents hold parental responsibility as defined by Section 3 Children Act 1989) Parents holding parental responsibility, even if not actually caring for the child, have a right to receive relevant information from the School in respect of any pertinent matter affecting the child, unless a court order indicates otherwise;

- Where a parent notifies the School that a pupil will live at another address, in addition or instead, the new address, the full name of the parent with whom the pupil will normally live in future and the date from which it is expected the pupil will normally live there, where it is reasonably practicable for the School to ascertain this information;
- At least two telephone numbers at which the parent(s) can be contacted in an emergency;
- Day, month and year of birth;
- Day, month and year of admission or re-admission to the School;
- Name and address of the School last attended, if any;
- The name of the destination school (or additional school, in the case of dual registration) notified by a parent and the first date of attendance, where it is reasonably practicable for the School to ascertain this information.

The name of a pupil will be included in the Register from the beginning of the first day on which the School has agreed, or has been notified, that the pupil will attend the School. Should the pupil not arrive at the start date, the School will contact the Local Authority at the earliest opportunity.

Cranford School will ensure that the Local Authority is notified where a pupil's name is going to be deleted from the Admissions Register under the following circumstances:

- When a child has been taken out of School to be home educated;
- When the family has apparently moved away;
- When the child has been certified as medically unfit to attend;
- When the child has been permanently excluded for any reason, including non-payment of fees.
- When a child has no securely evidenced onward destination.

In addition to this, following the introduction of new regulations in September 2016, Cranford School will notify the Local Authority when a pupil's name is added or removed from the Admissions Register at non-standard transition, i.e. where a compulsory school-aged child leaves the School before completing their final year or joins the School after the beginning of the School's first year.

DfE statutory guidance 'Children Missing Education' September 2016 lists the fifteen official separate grounds for removing a pupil from the Admissions Register and, in accordance with this, Cranford School will provide information to the Local Authority for standard transitions if requested. As children missing education overlaps with our safeguarding commitments, our **'Whole School Safeguarding Policy and Procedures'** and **'Whole School Safeguarding and Child Protection Procedures'** will be followed as appropriate, particularly in the event that a child leaves the School with no known destination.

Cranford School will inform the Local Authority of the pending deletion of a pupil from the Admissions Register as soon as the grounds for removal are met, and in any event, before the child's name is deleted. For non-standard admissions, the notification will be made within five days of the entry of the child on the Admissions Register.

In the event that a pupil does not return to the School within 10 school days after an authorised leave of 10 school days or, or after 20 days of unauthorised absence (in both cases in the absence of illness or other unavoidable cause), the School and Local Authority will jointly make reasonable enquiries as per the guidance in 'Children Missing Education' September 2016 as to the pupil's whereabouts. The school is committed to working within the guidelines defined by the Department for Education relating to school attendance, further details of which can be found here .

Only after this has been conducted and attempts to ascertain the location of the pupil have resulted in failure, can the pupil be removed from the Admissions Register.

The School is obliged to contact the Local Authority when a child fails to attend school regularly or is absent without leave for more than 10 continuous school days. Furthermore, the school is committed to working within the guidelines defined by the Department for Education relating to school attendance, further details of which can be found [here](#).

Cranford School is committed to working co-operatively with the Local Authority in making returns as requested and reasonable enquiries where necessary in order to meet our responsibilities in this area.

The School has the right to deviate from its policies as it sees fit.

Reviewed: March 2025: Headmaster, Director of Admissions and Governors

Review Due: March 2026: Headmaster, Director of Admissions and Governors

Appendix A



Child Student Visa Applications.

A guide for international students to support your Visa application.

The following guide is intended to support your application to join Cranford School as a full-time student. This document will explain the steps and information needed to allow the School to assign a CAS number and then in turn to allow you to apply for a Child Student Visa.

This booklet will take you through the steps to explain:

- CAS (Confirmation of Acceptance for Studies)
- Child Student Visa

Assigning a CAS (Confirmation of Acceptance of Studies)

Once you have been offered a place at Cranford School, the next stage for you will be to complete the Acceptance Form and confirm your decision to take up a place at the School. Once all the relevant Acceptance Form and Medical Form details are complete (these forms are sent to you with the formal offer letter) and received by the Admissions Team, then the process of applying for the CAS can begin.

This CAS is required by UK Visas and Immigration (**UKVI**) which indicates that the School will be the sponsor of the student in the UK for the specific academic course being followed. When the School has applied for your CAS, we will send you a formal confirmation letter, please keep this safe as it contains information which you will need to complete your Child Student Visa application online.

Before we can apply for the CAS, we must have the following pieces of information to support your application.

Evidence Checklist for CAS

The following checklist is provided to highlight the key documents we will collate before we can issue the CAS. Support in compiling the required information below will speed up the process.

Documentation Required by Cranford School	Submitted to Cranford School
Current School Report (Initial Application Information)	
Personal statement with completed Registration Form	
School Tests and assessment results (if applicable)	
Qualifications to date (if applicable)	
Copies of Pupil and Parental Passport / Birth Certificate	
Signed Acceptance Forms	
Parental Consent Letter (Template provided)	
First Term's Fees paid £ Amount	£
Returnable deposit paid £ Amount	£

Child-Student Visa Application

The next stage of the process is to apply for the Visa. Any student from outside of the UK, who does not hold a UK Passport will be required to have a Child Student Visa, if studying in the UK for more than 6 months.

To process an application for a Visa, you will firstly need Cranford School to issue you with a CAS (Confirmation of Acceptance of Studies), as described on the previous page. You will then have a letter from the School showing the completed CAS Application and the allocated CAS Number, which you will need for your Visa Application.

Before you proceed

We strongly advise you to consult UKVI's Child Student Visa guidance which can be found here <https://www.gov.uk/child-study-visa> prior to submitting your Visa application.

Please remember:

You must apply for your child's Visa no later than six months after the date of issue of the CAS, but no earlier than six months before the course start date given on the CAS (if applying from outside of the UK).

You can set an arrival date for the Visa up to one month prior to the stated school term arrival date on the CAS letter we provide. **We recommend you do this**, even if you do not intend to be in the UK for all this period.

Please do this if you intend to be in the UK before the start of the school year, as failure to arrive within the designated arrival window of the Visa will result in the Visa not being valid at the start date.

Example

Cranford School issues a CAS with a start date of September 5th – You do not add any further arrival time onto this application window but arrive in the UK on the 4th September. As a result, the UKVI will not honour the Visa, as you were in the UK BEFORE it commenced. The School will be unable to accept you and so you must leave the UK and come back to validate the Visa.

Travel arrangements

If your child is travelling independently to the UK, please provide arrival / travel information to the admissions office in due course. Email admissions@cranfordschool.co.uk . [Please note, your child must not enter the UK until the visa has been issued.](#)

Introduction

As your child is aged between 4 and 17 years of age and is to be educated at Cranford School (an independent fee-paying School), you need to apply for a Child Student Visa (under the UKVI points based system) on their behalf.

Your child must be able to show UKVI that they meet the full requirements of the immigration rules and have enough money to cover the course fees and monthly living costs to stay in the UK whilst they are studying at Cranford School.

Information on applying for a visa is available at <https://www.gov.uk/child-study-visa>

The information provided below will guide you through the criteria and entry requirements needed to apply for a Child Student Visa.

Overview

The eligibility requirements for a Child Student Visa are that you have:

1. An unconditional offer of a place on a course at an independent school
2. Be able to show you'll have access to enough money to support you in the UK and pay for your course
3. Have the consent of your parent or legal guardian to study in the UK – you'll need to prove this when you apply

See below for more information on each of these requirements.

Step 1 "An unconditional offer of a place on a course at an independent school"

By coming to Cranford School for full time education, your child has a "place on a course". The CAS reference number provides your child with an official, unconditional offer of a place on a course and will act as evidence of this when prompted during the online Visa application. The School meets the UKVI requirement of teaching a course in line with the independent school education inspection standards.

Step 2 "Be able to show you'll have access to enough money to support you in the UK and pay for your course"

As a school pupil, "course fees and living costs" mean "school fees". School fees, in your child's case, is your course fees. You must be able to show the remaining annual school fees as stated on the CAS. Please see this following website for further information:

<https://www.gov.uk/child-study-visa/money>

If you have already paid your child's school fees in full for the first year, the information contained in the CAS letter will provide enough evidence of this for the application.

Please also note that you do not need to prove you have money to support yourself if you've had a valid UK Visa for at least 12 months immediately prior to the date of your Child-Student Visa application - *you must currently be in the UK*.

For full guidance on the financial requirements please refer to this link: <https://www.gov.uk/guidance/financial-evidence-for-student-and-child-student-route-applicants>

Step 3 “Have the consent of your parent or legal guardian to study in the UK – you’ll need to prove this when you apply”

All parent(s) / legal guardian(s) must complete the Parental Consent Letter. (Template Provided)

Please note that you will not receive the CAS letter until Cranford School has received the completed Parental Consent Letter and other required document listed in page 2 of this guide.

The consent letter will consent to:

- The student’s Visa application
- The student’s living arrangements and care in the UK
- The student’s travel to the UK

Important: The application must be supported by both parents, or legal guardians, or by just one parent if that parent has sole legal responsibility for the child. It is important that the correct people sign the letter.

You must attach a notarised copy of your child’s birth certificate, adoption certificate or other court document to the letter as proof that you are their parent(s) / legal guardian(s).

A copy of the letter and a copy of the notarised copy of the relevant birth certificate, adoption certificate or other court document must also be sent to the Admissions Office at Cranford School as UKVI require us to hold a copy on file.

COMPLETING THE ONLINE APPLICATION FORM

Part of the Child Student Visa application must be completed online at:

<https://www.gov.uk/child-study-visa/apply>

Even though the application form will be completed online, you will need to print it out and your child will need to sign it if they are old enough to do so. Both parents, or the legal guardian will also need to sign and date the form.

As part of the online application, you will be directed to make an appointment at an appropriate Visa application centre or Visa section so that your child’s biometric data can be obtained; a digital photograph and their fingerprints will be taken during the appointment.

The online system will also tell you how and where to send the hardcopy of the application form and the necessary supporting documentation once it has been completed.

TUBERCULOSIS (TB) TESTING AND CERTIFICATES

Applicants from some countries are required to provide a medical certificate to prove they have been clear of tuberculosis for more than six months. Check here if your child is from one of these countries: <https://www.gov.uk/tb-test-visa> and find out how to obtain the certificate.

BIOMETRIC RESIDENCE PERMITS (BRPs)

By applying for a Visa to enter the UK, your child will be applying for a BRP (which contains full permission to stay in the UK) at the same time.

If your child is successful in obtaining a Visa, he / she will be issued with a vignette in his/her passport which is valid for 30 days from the date indicated as the intended travel date on the Visa application form. It is this vignette which allows your child to enter the UK. A decision letter from UKVI will accompany your child's passport containing the vignette.

This decision letter will give details of the date from which your child's BRP should be available for collection in the UK. **Please send a copy of your child's vignette and UKVI decision letter to the school once received.** The school is required to see a copy of the child's BRP, once this is issued, and it will be checked against the child's passport.

IMMIGRATION HEALTH SURCHARGE

The Immigration Health Surcharge is a financial contribution to the UK's National Health Service. This is payable during the online Child Student Visa application. You will need to pay a fee of £470 for each period of 12 months leave granted when you make the Visa application. Further information is available at: <https://www.gov.uk/healthcare-immigration-application/how-much-pay>

SUBMITTING YOUR APPLICATION AND DOCUMENTATION

You cannot submit your child's application until you have attended an appropriate Visa application centre or visa section to have their biometric data taken.

Once you are satisfied that you have all the relevant supporting documentation, you will need to submit it together with a hardcopy of the appropriately signed and dated application form to the relevant Visa application centre or Visa section as explained at the end of the online process.

Missing information

If you do not have all the information in the application checklist, we ask that you do not submit the application, but instead seek assistance from your local British Embassy, High Commission or your Visa application centre.

Important: You will be required to prove the relationship between you and your child. You must do this by providing, as part of the application, your child's original birth certificate, certificate of adoption or court document naming you as legal guardian (as appropriate) or a notarised copy of such.

Interviews

When you make your application for a Student Visa or if you are aged 16 or 17 and applying for a Child Student Visa, you may be asked to undertake an interview, either in person, or on the telephone to check that you are a genuine student. If as a result of this interview the Home Office is not satisfied that you are a genuine student, or your application is shown to fall for refusal under the General Grounds for Refusal, the application will be refused.

As a result of the interview your child may be refused a Visa. If they fail to attend the interview without reasonable excuse their application will be refused.

Receiving a decision from UK Visas and Immigration

As soon as you have received a decision from UKVI about your child's Visa application, please let the Admissions Office know. Email admissions@cranfordschool.co.uk

IMPORTANT: KEEPING THE SCHOOL INFORMED AT ALL STAGES (POST VISA APPLICATION)

Once the application has been made, the following documents will be required by Cranford School as the application is completed and the outcome becomes available.

Documentation Required	Submitted to Cranford School
Copy of decision letter	
– if rejected – why? Next steps	
Copy of VISA outcome letter /email.	
UK Guardian address details	
Copy of guardian passport for UKVI approved residential status. (Essential before Arrival)	
Arrival Flight Detail (copy of booking application which contains the flight number, date, time and destination of arrival)	

Please Note:

This guidance is provided by Cranford School for information purposes only and is not official guidance provided by UK Visas and Immigration. It is general guidance that is not intended to amount to legal or other professional advice. It should not be treated as a substitute for obtaining independent legal or other professional advice relevant to your circumstances.

Where this guidance contains links to websites and resources provided by third parties, these links are provided for information purposes only and Cranford School has no control over, nor takes any responsibility for, the content of any such websites or resources. Cranford School makes no representations, warranties or guarantees, whether expressed or implied, that the content of this guidance is accurate, complete or up to date.

You are advised to obtain legal or other professional advice if you require assistance with specific immigration queries. Cranford School shall not be liable for any loss or damage arising out of, or in connection with, any use of or reliance on this guidance, or any websites or resources referred to in it.