

# Admissions policy

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# INTRODUCTION

This policy outlines the criteria for admission to Cranleigh School (the **School**), an independent day and boarding school for pupils aged 5 to 19 years which comprises:

- Cranleigh Prep for pupils aged 5 to 13 years, which includes Pre-Prep (Years 1 and 2) and Prep (Years 3 to 8); and
- Cranleigh Senior for pupils aged 13 to 19 years.

Prospective parents are advised to read this policy in conjunction with the prospectus and the following School policies: Safeguarding (Child Protection), Equal Opportunities (Pupils), Special Educational Needs & Learning Support, Disability, and the Accessibility Plan.

## OUR AIMS

Cranleigh School is operated by Cranleigh School, which is a charitable company limited by guarantee that seeks to benefit the public by providing all-round boarding and day education for young people from diverse backgrounds, including students whose families live overseas and some international students. The School is committed to facilitating access for those who, due to financial or other reasons, would be excluded by the level of fees, through the School's bursary programme. Our aims are:

**To educate** young people to be the best they can be so that they thrive in all aspects of their lives, professionally and personally.

**To motivate** a new generation of leaders who think globally, act with integrity and make courageous contributions to an ever-changing world.

**To develop** critical thinkers, creatives, communicators and characters who understand the importance of curiosity, generosity and humility.

## RESPONSIBILITY

- The Head is responsible for setting and reviewing the Admissions Policy and for all decisions on admissions, advised by the Director of Admissions, and where appropriate, the Head of Cranleigh Prep.
- The Director of Admissions is responsible to the Head for administrative matters pertaining to admission.
- The Director of Finance, in conjunction with the Director of Admissions, is responsible to the Head for the administration of bursaries.

## ADMISSIONS PROCEDURES AND INFORMATION

The School has published information about:

- The admissions process and the steps involved;
- Scholarship awards;
- Means-tested bursary support;
- Fees

This information can be found on Cranleigh's website: <https://www.cranleigh.org/> under Admissions or can be requested from the Admissions Office at [admissions@cranleigh.org](mailto:admissions@cranleigh.org) or 01483 276377.

Each year, we aim to recruit over 200 new pupils. Admission and entry are based on assessment through confidential references and/or reports, a mixture of entrance tests, and interviews. We reserve the right to offer places only to children whom we believe can benefit from the broad and varied curriculum offered and will make a positive contribution to the school community. Prior to any application, we strongly encourage visits in person, starting up to three years before entry. An application must begin with registration and parental disclosure of all relevant information. To secure a place offered, we require the payment of a deposit. All candidates must have the legal right to live and

study in the UK or, where appropriate, be sponsored by the School to do so, as outlined in the School's Right to Study Policy.

Unless otherwise stated in this policy, it is assumed that pupils will automatically progress through the School, provided they show positive behaviour and a commitment to their learning.

To reinforce its family ethos, Cranleigh School believes it is beneficial for siblings to be at the same school, if, following assessment, and in consultation with the parents, it is determined that each pupil will benefit from a Cranleigh education. If so, priority will be given to siblings of current pupils.

If a decision is required between two or more candidates who meet our admission criteria, after all appropriate allowances and special considerations have been given, we may give preference to:

- An applicant who already has a brother or sister in the School or whose parent is a former pupil;
- An applicant with a particular skill, talent, or aptitude;
- An applicant whose parent is a current member of our staff or is the preferred candidate being appointed to a role.

## **EQUALITY, DIVERSITY AND DISABILITY**

The School accepts applications from and admits pupils irrespective of any protected characteristic as set out in the Equality Act 2010. The School will treat every application in a fair and open-minded way.

The School is inclusive and welcomes applications from any prospective pupil with a physical and/or mental impairment. The School's policy is to apply its admissions criteria to all candidates, regardless of any disability, and not to put any disabled candidate at a substantial disadvantage compared to non-disabled candidates, fulfilling its reasonable adjustments duty. All applications will be judged fairly, and the School will consider any reasonable adjustments that may need to be made to accommodate the candidate's disabilities, both during the admissions process and later if the offer of a place is made and accepted.

When applying for a place, parents are asked to write to the relevant Head, detailing the nature and extent of any special educational need or disability and confirming their wish for the School to consider any disability during the admissions process. The School will determine the necessary reasonable adjustments, based on the information provided, in consultation with the parents. The Head may request copies of any assessments or relevant medical reports. Subject to this, the School will be sensitive to requests for confidentiality.

Cranleigh offers learning support in the form of small group lessons or, occasionally, 1:1 support lessons. Parents should provide details of any learning difficulties, disabilities, or special educational needs of the candidate, as well as any behavioural, emotional, and/or social difficulties, if applicable, to assist Cranleigh in making any special arrangements for school visits and/or assessments.

Please also see the School's Special Educational Needs and Disability Policy.

## **SPECIAL CIRCUMSTANCES**

We recognise that a candidate's performance may be affected by particular circumstances, such as:

- Illness during tests or a lengthy absence from school;
- Family circumstances, such as a recent bereavement;
- A relevant educational history, such as education outside the British system;
- If English is not the candidate's first language.

In these cases, we may request further information, such as a medical certificate or an educational psychologist's report, and any associated correspondence or details from the pupil's current school (including samples of work).

## **SCHOLARSHIPS AND BURSARIES**

A number of scholarships and bursaries are available. Please refer to the School's Scholarships and Bursaries policy for further information.

## **RECORDS AND CONFIDENTIALITY**

All records created in accordance with this policy are managed in accordance with the School's policies that apply to the retention and destruction of records.

A confidential admissions record will be kept for each candidate.

The information created in connection with this policy may contain personal data. The School's use of this personal data will be in accordance with data protection law. The School has published privacy notices on its website which explain how the School will use personal data.

### **Admissions Register**

In accordance with the requirements of the School Attendance (Pupil Registration) (England) Regulations 2024, the School will:

- Maintain an admission register of all pupils (of both compulsory and non-compulsory school age) admitted to the School; and
- Inform the local authority of any pupil who is going to be added to or deleted from the School's admission register at all transition points
- The admissions register must be kept electronically and a back-up copy of the register made at least once a month in the form of an electronic or printed copy.
- The School must ensure that every entry in the School's admission register is preserved for six years beginning with the day on which the entry was made; and every back-up copy of the register is preserved for six years after the end of the school year that it relates to.
- The admissions register contains specific personal details of every pupil in the School, including their date of admission, information regarding parents and carers and details of the school they last attended and in the case of a boarding school whether each pupil of compulsory school age is a boarder or day pupil.
- A pupil's name can only be deleted from the admission register for a reason set out in regulation 9 of the School Attendance (Pupil Registration) (England) Regulations 2024. When any of the situations in regulation 9 occurs the pupil's name must be deleted.