

Admissions Policy



SUTTON VALENCE SCHOOL

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 registration form should be completed online and submitted at the same time as payment of the £120 registration fee, which is non-refundable. As part of this process, we would also request that all registrants supply a scanned copy of an identification document (either a passport or birth certificate) for the prospective pupil. Please note that the online 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 a digital acceptance form. Parents should complete the acceptance form online if they wish to take up the offer, and submit it along with their acceptance deposit.

3. The acceptance deposit

The acceptance deposit required for all UK applicants is £1,000. Those applicants who live outside the UK 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 deposit 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 entrants will be made a conditional offer dependent upon the School's minimum requirements at GCSE being met. 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/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 of 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, unless special exemption has been granted.

Pupils are required to attend School 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 on the Parent Portal, and will be sent out when an offer is made.*

Author: Mr Will Radford

Policy Date: September 2024

Approval Date by Governors: November 2024

Review Date: September 2025