



Pocklington School Foundation

Admissions Policy for International Pupils

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| Policy Contact | S McNamee, External Relations Director | | |
| Last Reviewed | May 2025 | Next Review Due | May 2026 |



POCKLINGTON SCHOOL FOUNDATION
Admissions Policy for International Pupils

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POCKLINGTON SCHOOL FOUNDATION Admissions Policy for International Pupils

General

Pocklington is an inclusive, family focused and academic day and boarding school that offers incredible experiences inside and outside the classroom for boys and girls aged 2-18 years. From Prep School, which nurtures children's natural curiosity, imagination and enthusiasm for learning, to the Sixth Form, where independent thought is prized, our pupils are encouraged to be resilient, resourceful learners.

Each pupil is encouraged to pursue their own interests to help develop the depth of character and self-awareness to tackle life's challenges on their own terms. Our sense of community, care for each other and pride in the school is tangible, and particularly evident in our outstanding boarding provision. Our Values and Virtues drive all that we do and mean our pupils leave with a deep sense of social responsibility and the ability to shape their own future.

The Foundation's academic structure and management systems are intended to provide for a wide academic ability range and pupils go forward to a range of appropriate higher educational courses. It devotes considerable care to the pastoral support of all its pupils as well as specialised help for those with learning difficulties.

The Foundation upholds a non-discriminatory admissions policy and is committed to equal treatment for all, regardless of a candidate's sex, race, ethnicity, religion, disability, gender reassignment, sexual orientation or social background. The School's aim is to encourage applications from candidates with as diverse a range of backgrounds as possible. This enriches our community and is vital in preparing our pupils for today's world. Bursaries are offered to make it possible for as many as possible to attend the School. The School's provision for bursaries is described below.

This policy should be read in conjunction with the Pocklington School Foundation Admissions Policy and the Child Student Visa Procedures Policy, details of which can be obtained from our International Admissions Officer or from the school extranet.

Initial Contact

We strongly encourage prospective pupils and their families to visit Pocklington before making a decision about boarding in the UK, but we understand that this may be difficult for families. The Pocklington School Admissions Pathway details the procedure followed to process applications from pupils whose first language is not English and/or who are currently at schools outside the UK. Our International Admissions Officer (IAO), InternationalAdmissions@pocklingtonschool.com, can help to guide families/agents through the admissions process.

Pre-Assessment

The first stage is to e-mail the IAO to outline the nature of the interest, who will confirm if a place is still available for a particular age group and a particular boarding house. We request a registration form to be completed, a sample of written English and copies of the 2 most recent school reports. Certified translations of these school documents should be sent as well in the cases of languages other than German, French and Spanish. There is no cost for this service, nor any obligation on either side to pursue the enquiry.



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Admission Process

If there is a suitable vacancy and the pupil's level of written English is deemed satisfactory enough at this stage, the prospective pupil will be invited to interview and complete entrance tests. The Registration form, signed by both parents (where appropriate), should then be returned to the IAO with the non-returnable registration fee.

Assessment Process

Entrance tests take place an appropriate time along the prospective pupil's admission pathway. Pupils entering Prep School will be tested in Reading, Maths, and Spelling.

Pupils entering Year 7 and above will be tested in Maths and English via an online platform.

For all entry levels, the standard of the applicant's spoken English will also be assessed. If this is not possible face to face, the IAO will arrange for an online interview to taken with the Head Teacher.

Pupils who are currently studying for GCSEs or IGCSEs will be asked to submit predicted grades provided by their current institution. These will be considered, in conjunction with the results of the entrance tests, to assist us in making an admissions decision. In some cases, conditional offers may be made subject to satisfactory GCSE or IGCSE results.

Testing

| SCHOOL ENTRY LEVEL | PROCEDURE |
|-----------------------------|--|
| Prep School | Reading, Maths and Spelling. |
| 11+/12+ | English Knowledge & Writing and Maths - online tests |
| 13+ | English Knowledge & Writing and Maths - online tests |
| 14+ | English Knowledge, Writing & Maths – online tests |
| 16+ & Sixth Form Foundation | English Knowledge, Writing & Maths – online tests |

Admissions Decisions

We aim to inform candidates within one week during term time with the offer of a place being available for 2 weeks. Parents will be asked to accept the offer and pay a deposit which will be held until after the pupil's final term at school.

Parents of pupils new to the Foundation are required to complete the Acceptance Form, upon which the offer is based, and which sets out in detail, the Terms and Conditions on joining the Foundation.



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Nominated Guardian, Private Foster Carer, Close Relative

To comply with Child Student Visa requirements and the school's policy, all international pupils must have a nominated guardian, private foster carer or close relative that is either a British citizen or has permanent leave to remain in the UK, living within 3 hours travelling distance of the school. The nominated guardian must be 23 years old or over who is appointed by the pupil's parent or legal guardian, as the pupil's carer in the UK outside of term time and is the school's emergency contact in the UK. Pupils must not exceed 28 continuous days stay with a nominated guardian. A nominated guardian is further defined as a person who is **not** a private foster carer, close relative or the pupil's parent who has immigration permission as a '[Parent of a Child Student](#)'.

Nominated guardians must meet the same requirements as those for close relatives and Private Foster Carers. This will include a verification check of the carer's photographic identity, verification of British citizenship/permanent leave to remain in the UK, and proof of address. Where an individual is appointed as nominated guardian, a DBS check will be necessary on all members of the household who are aged 16 and over. This is because UKVI Caseworkers can refuse Child Student applications where the carer has committed a relevant criminal offence, or they pose a safeguarding risk to the pupil once they are in the UK. The nominated guardian will also need to be visited to inspect facilities and ensure the pupil's welfare.

Full-time boarding pupils must stay at the school during term time and reside with the nominated guardian, private foster carer or close relative during school holidays.

Weekly and Flexi boarding pupils must stay with a private foster carer or close relative, when they cannot stay with a parent. This includes weekends when they are not boarding and during school holidays.

Parents must complete the school's Arrangements of Pupil Care form. Nominated guardians must complete a Letter of Undertaking which can be found in the Boarding Pupil Care Arrangements Policy Appendix.

Guardianship forms must be signed by the parent and appointed guardian with original signatures.

The Confirmation of Acceptance of Studies number (CAS) for international pupils and those EU pupils studying at the school for more than 6 months will not be issued until the school is satisfied that the parents have made the required care arrangements outside of school term time with either a nominated guardian, private foster carer or close relative in the UK.

Further information is detailed in the school's Boarding Pupil Care Arrangements Policy and on the independent body, AEGIS website (www.aegisuk.net) who accredits guardianship agencies.

UKVI Applications

Pocklington is currently licensed to sponsor pupils from outside the UK. The International Admissions Officer and 2 other staff are the current Level 1 users of the UKVI Sponsor Management System and as such the only people authorised to facilitate the issuing of Child Student Route Visa documentation within the Foundation. Please refer to the Child Student Visa Procedures Policy.

Oversight of the International Admissions Policy is undertaken by the Governors' External Relations Committee each academic year.

Revisions

Reviewed and updated May 2023, S McNamee – External Relations Director
Reviewed and updated June 2023, S McNamee – External Relations Director
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Reviewed and updated May 2025, S McNamee – External Relations Director



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Appendix A: Short Term Placements

In addition to accepting pupils for permanent places at Pocklington School, the Foundation will also accept pupils for short-term placements, in agreement with the following framework:

| YEAR GROUP | TIME PERIOD | NUMBER OF PUPILS |
|-------------------|--|---|
| Upper Sixth (y13) | No short-term placements accepted at any point in the year | <ul style="list-style-type: none">N/A |
| Lower Sixth (y12) | Michaelmas term start only 1 or 2 term placement accepted | <ul style="list-style-type: none">Up to 4 concurrentlyCareful liaison over options between IAO and Deputy Head - Academic |
| Fifth Year (y11) | Michaelmas term start only 1 year GCSE study only | <ul style="list-style-type: none">Up to 3 concurrentlyCareful liaison over options between IAO and Deputy Head - Academic |
| Fourth Year (y10) | Michaelmas or Lent term start (Summer term only in exceptional circumstances) 1, 2 or 3 term placement | <ul style="list-style-type: none">Up to 4 concurrentlyCareful liaison over options between IAO and Deputy Head - Academic |
| Third Year (y9) | Preferably Michaelmas or Lent term start 1, 2 or 3 term placement | <ul style="list-style-type: none">Up to 4 pupils concurrentlyCareful liaison over options between IAO and Deputy Head - Academic |
| Second Year (y8) | Preferably Michaelmas or Lent term start 1, 2 or 3 term placement | <ul style="list-style-type: none">Up to 4 pupils concurrently |
| First Year (y7) | Preferably Michaelmas or Lent term start 1, 2 or 3 term placement | <ul style="list-style-type: none">Up to 4 pupils concurrently |

The following criteria will also be applied to the admissions procedure when accepting short-term placements:

- Acceptance will be provisional to pupils completing the usual suite of entrance testing, including confidential reference and the successful completion of a Teams interview, where appropriate
- Places will be filled on a first-come, first-served basis and dependent on space being available in that year group.
- The number of short-term placements available varies each year. Space availability is reviewed on a twice termly basis.