



STEYNING GRAMMAR SCHOOL

ADMISSIONS POLICY FOR BOARDING PLACES FROM SEPTEMBER 2025

Links to other policies:

[Admissions Policy](#)

[Sixth Form Admissions Policy](#)

The named persons for ensuring implementation of this policy are the Headteachers, who delegate this further to the Director of Boarding for admission to SGS full term time residential provision for years 9-13.

Introduction

This policy will apply for admissions from 1st September 2025. It will be used during 2024-2025 for allocating places for September 2025 into Boarding. Admissions to Steyning Grammar School Boarding are separate to the School's admissions arrangements for years 9-13. The School operates admission into Year 9, 10 and 11 as set out in the Admissions Policy (admission into SGS outside of main round of admission at Year 7) here and into Year 12 and 13 as set out in the 6th form Admissions Policy here.

The School welcomes students from all backgrounds and supports those with learning difficulties and disabilities to access the curriculum in accordance with its equal opportunities policy. There is no right of automatic transfer between the Boarding House and Day School: a student who receives a place in Boarding and does not take it up may not automatically keep their offer of a place in Day School. Early discussion with School staff.

Parents/carers should note that an application must be made to day school and an application to Boarding separately.

The Process

There are three separate and distinct parts to the boarding admissions process;

- 1) Eligibility for a Boarding Place**
- 2) Suitability for Boarding**

3) Admission Process into the Day School

Students who are admitted to the Boarding House are thereby accepted as students of the day school. The Boarding House does not operate a catchment area.

1) Eligibility for a Boarding Place

The process for considering eligibility for a boarding place is distinct from the Suitability for Boarding process and the Admission Process into the Day School..

In order for prospective students to demonstrate that they are eligible for a boarding place, they must meet one of the following criteria below before an application can proceed. Further information can be found [here](#)

- British and Irish citizens
- dependant child of a foreign national parent who has settled status in the UK
- dependant child of a parent(s) who is in the UK on a Work visa or Student visa
- dependant child who is part of a family entering and residing in the UK under the immigration route for Hong Kong British National (Overseas) (BNO) and their dependants
- dependant child who is part of a family entering and residing in the UK under the Ukraine Sponsorship Scheme or Ukraine Family Scheme
- dependant child who is part of a family entering and residing in the UK under an Afghan Scheme/Policy
- The school will require proof of eligibility before processing the application. The submission of photographic identification will be used to assess eligibility only and is not used as part of the admission process.
- The restriction in paragraph 1.9(m) of the School Admission Code (2021) does not therefore apply.

2) Suitability for Boarding

The process for considering Suitability for Boarding is distinct from the Eligibility for a Boarding Place process and the Admission Process into Day school.

The School is committed to providing an education for suitable students that combines the best aspects of boarding school life with a broad and balanced education. In following our responsibilities under the Children Act 1989 (as amended), no child will be admitted to the School as a boarder unless they have satisfied the school that they are suitable to board. An offer of a place in the Day School does not automatically result in an offer to board until the outcome of the Suitability for Boarding process has been completed.

In order for a prospective student to demonstrate that they are suitable for boarding an interview will be conducted to consider whether;

- a) The child presents a serious (actual or potential) risk to the health, safety [and welfare] of the boarding community (therefore including staff, visitors and buildings), or

- b) The child would be able to cope with and benefit from a boarding environment.

The process for considering Suitability for Boarding includes;

- **Year 9 Applicants (and where available, year 10 or 11):** A discussion with the Director of Boarding or nominated Houseparent. This may be via Zoom (or similar application) interview. Year 9 -11 applications are overseen by the Director of Boarding. Its important to note places may not be available in years 10 or 11; however, where there are, the School will work with the young person, and their parent/carer to ensure
- **Year 12 Applicants:** A discussion to determine suitability for boarding with the Director of Boarding and a discussion to determine academic suitability for the chosen programme of study with the Director of Sixth Form or a member of the Sixth Form Leadership Team. This may be conducted by a Zoom (or similar application) interview.
- Consideration of any other information that the parent/carer of the applicant may wish to provide to support the application or which may be provided at the request of the parent/carer by another person.
- Information provided by the Local Authority (or equivalent authority outside England and Wales), where relevant.
- Information from previous school(s) including references.

In determining whether or not an applicant is suitable to board, the school has regard to the following questions:

- i. Does the applicant wish to board?
- ii. Does the applicant have experience of staying away from his/her parents/carers whether or not they are currently a boarder?
- iii. Does the applicant show evidence of an understanding of boarding and an ability to enjoy the challenges and responsibilities of communal life?
- iv. Does the applicant show evidence of good conduct, self-reliance, independence and respect?
- v. Is there any medical or psychological reason why boarding would not be appropriate, or any need that could not be met by reasonable adjustment to the boarding accommodation and facilities, routine and practice?

A final decision on Suitability for Boarding will be made by two or more members of the Boarding Admissions Panel. Members of the Boarding Admissions Panel include the Headteacher, the Head of School, the Director of Boarding, the KS4 Senior Lead, the Assistant Headteacher KS5 and any member of Boarding Committee.

The school will inform the parents/carers of applicants whether or not their child is considered suitable for boarding as soon as possible after the process has been completed. Applicants judged to be unsuitable for boarding at that time will not be kept on a waiting list for another place.

Applicants judged to be unsuitable for boarding at that time may reapply and will be reassessed for each year of entry. Director of Boarding will, wherever possible, provide

feedback to any applicant who wishes to reapply at the time of re-application.

Parents/carers and young people are encouraged to be open and transparent in all interviews and in the provision of all information; as a large mainstream secondary school, SGS and Boarding are accustomed to a wide range of personal circumstances, needs, prior life experiences and histories, and unique attributes of each individual. There are no specific barriers or factors that will automatically result in a child being considered not Suitable for Boarding: wherever possible, the School will seek to make reasonable provision for a range of needs, prior experiences, circumstances and factors to enable each child to enjoy, and flourish at SGS. The Suitability for Boarding process is a dialogue between child and School, based on the information provided by parents/carers, designed to ensure that each child receives the best possible experience of School and ultimately are successful as members of the Boarding community.

Parents/carers and young people should be aware that where information comes to light after admission into Boarding, at any stage, that was known about at the time of the Suitability for Boarding process was undertaken, and could have impacted on the decision to offer a boarding place either in full or subject to additional support, then the School reserves the right to withdraw the offer of the boarding place.

The school reserves the right to re-assess Suitability for a Boarding Place at any time before admission during the student's time at the school if they are deemed to present a serious (actual or potential) risk to the health, safety and welfare of themselves or others, including staff, visitors and young people in the School or whether there are reasonable grounds upon which the young person may not be able to cope and benefit from a boarding environment.

3) Governor review process of the suitability for boarding decision

Parents/carers will have the right to request a review by the Chair of the Boarding Committee against the refusal to offer a boarding place on the grounds that they are deemed not suitable for boarding. Parents/carers may appeal the process but not the final decision.

Please see the Review process and procedure addendum at the bottom of this policy.

4) The Admission Process and Procedures into the Day School

The application procedure and timelines for application into Day School are the same for any child applying for a place in Year 9-13 in the Day School.

Where an offer of a place is not made by the Day School, no offer of a place can be made by Boarding. The appeals process against decisions not to admit a child into Year 9-13 are set out in the notification letter and on the School website at []

a) Applications for Year 9 (and if available year 10 and 11) Boarding Places

Applicants for a boarding place must return the following documents to the school:

1. Steyning Grammar School Boarding Application Form; via Open Apply on-line;
2. Photocopy of valid passport;
3. Most recent school report;
4. Reference from current school indicating suitability for Boarding.
5. Steyning Grammar School admissions form for admission outside the main round (ie admission into Year 7)

b) Applications for Year 12 Boarding Places

Applicants for a boarding place must return the following documents;

1. Steyning Grammar School Sixth Form College and Boarding Application Form via Open Apply on-line;
2. Photocopy of valid passport;
3. Most recent school report;
4. Reference from current school indicating suitability for Boarding;
5. Predicted GCSE grades or equivalent qualifications (see below).

Current Steyning Grammar School Students

In the case of the Sixth Form College students already attending boarding in Year 11 they will normally transfer automatically, provided that they meet the requirements of the courses that they intend to follow and the overall academic admission criteria.

In the case of current SGS students who wish to attend Boarding at any point in year 9-13, their parent/carer should contact the Director of Boarding and their child's class tutor for further information. In all cases, a Suitability for Boarding process will be required to be completed, with references provided by SGS as requested.

Admissions outside of chronological age group

In exceptional circumstances where there is a strong educational or social reason why a pupil should be educated out of their chronological year group, the Co-Headteachers may use discretion to permit an application to Boarding for a candidate who is over or under the normal age for their year group.

Admission Categories

125 Boarding places are available for both boys and girls in total in September 2025. Admission numbers will depend upon the boarding facilities available at the time. This includes 15 external places for boarders (ie places for young people not currently attending SGS) for entry into Year 9, and a minimum of 20 external places (ie places for young people not currently attending Year 11 SGS) for entry into Year 12.

Admission to the Sixth Form College is by a separate process.

Admission in Years 9-11 and Year 13, and mid-year into any year will be dependent on the overall number of boarders and the day school's overall net and curriculum capacity as set out in the general Admissions Policy. The majority of boarders are full time, although

weekly boarding places are available and flexi-boarding options will be discussed on a case by case basis.

Applicants must achieve the Minimum Qualifying Standard (MQS) for the Sixth Form in order to be offered a place in accordance with the Admissions Policy for Sixth Form.

The MQS for applicants to the Sixth Form for 2023-24 are 5 GCSE passes at grades 4-9 (preferably including English Language and Mathematics)

Candidates must also meet the particular entry requirements of the courses for which they wish to apply as set out in the Sixth Form College Course Directory and Application Form.

The Director of Sixth Form will make alternative arrangements to ascertain whether or not a candidate has attained a level equivalent to the MQS where that candidate has been educated in an overseas education system which does not offer an equivalent to the GCSE.

Oversubscription Criteria for Boarding places

In the case of oversubscription for boarding places and where Suitability for Boarding has been established, priority will be given to the following in the order in which appear below;

Year 9 (and if spaces available, 10 or 11)

1. Children in Care or previously looked after children as defined in the SGS admissions Policy
2. Applicants who satisfy the Governing Body and Headteacher that they have a significant **Boarding Need** (see below).
3. Applicants who are transferring from a day place to a boarding place at Steyning Grammar School.
4. Applicants with a sibling at the school, including the Sixth Form boarding accommodation. This includes adopted children and those living in the same home under a recognised fostering arrangement.

We do not provide boarding places for Year 7 and 8 students. The School would only admit applicants in Years 10, 11 or 13 in exceptional circumstances.

Year 12

1. Children in Care or previously looked after children as defined in the 6th form admissions policy
2. Applicants who satisfy the Governing Body and Headteacher that they have a significant **Boarding Need** (see below).
3. Applicants transferring from a day student place in Year 11 at Steyning Grammar School.
4. Applicants who have a sibling at the school.
5. Applicants attending schools without Sixth Form Provision.
6. Any other applicants for places as boarders.

In applying the admissions criteria, we do not discriminate against students seeking admission on grounds of race, gender, religious beliefs or disability. The school aims to

welcome students from all backgrounds, operating an equal opportunities policy, and supporting those with learning difficulties, needs and adverse childhood experiences.

Boarding Right

We acknowledge that children, whose Parent(s)/Carer(s) is (are) a member of HM Armed Forces deployed overseas or liable to frequent changes of postings within the UK, have a right to a boarding place.

Boarding Need

Priority for boarding places, after the priority for “Children in Care”, is given to applicants who are demonstrate that they have a significant level of boarding need. It is the responsibility of parents/carers to provide the information required, notably the names and contact details of a suitably qualified person from where the school may seek corroborating evidence.

Applicants should meet **at least one** of the following criteria;

1. Applicant is in a voluntary agreement between the school and a Local Authority or charitable trust.
2. Applicant's home is in a remote rural location where appropriate education or school integration is not considered possible within a daily travelling distance.
3. Parents/carers are serving with the Foreign and Commonwealth Office or other UK Government Department or are a member of HM Armed Forces deployed overseas or are liable to frequent changes of postings within the UK or EU/UN or other international body.
4. Parents/carers are employed by a UK based company which requires the parent/carer to travel overseas frequently or be resident overseas.
5. Applicant is in the care of a grandparent or other kinship arrangement.
6. Applicant's parent/carer has been the victim of a serious crime. or there has been other significant family trauma/event (for example bereavement of a parent or other close household member or other serious event of any type in all cases severely impacting on the practical ability of the remaining parent to educate their child in any day school).
7. Applicant's parent/carer has been discharged from a medical or care institution with a medical or psychological evaluation which impairs their ability to care for their child.
8. Applicant's main carer is a lone parent/carer.

Waiting List Procedures

Parents/carers of applicants who are unsuccessful in obtaining a place will be asked to indicate whether they wish to remain on a waiting list. Waiting lists are maintained for 12 months after the September of the year in which the admission was originally brought. Applicants judged to be unsuitable for boarding may reapply and be reassessed for each year of entry.

Acceptance of Boarding Places

In order to secure a Boarding place, parents/carers will be asked to sign an ‘Undertaking’

as written confirmation of their acceptance of the offer and pay a deposit. Where this requirement is not met by a given date, the offer will be withdrawn and the place offered to another eligible candidate.

Confirmation of an academic place to study at Steyning Grammar School will be made in writing for Year 9-11 by the Boarding Registrar and for the Sixth Form College directly from Steyning Grammar School.

Boarding Scholarships

The school is not in a position to offer scholarships or assistance with boarding fees. The school does have links with various charitable foundations that may be able to assist those with boarding need. The Local Authority may also fund boarding places for Looked After Children and those with Boarding Need.

Compliance

This policy complies with the following:

- School Standards & Framework Act 1998 sections 84-109
- School Admission Regulations 2014
- School Admission Code (2021)
- School Admission Appeal Code (2022)

ADDENDUM: Governor review of the suitability for boarding

decision When does this process (the 'Review') apply?

The Review can be requested by the Director of Boarding or a parent/carer of the student or the student. It is a review of the process which has led to a student being found to be unsuitable to board.

How does the Review work with the School's Complaints Policy?

The Review can be requested by the parties mentioned above. ***It does not replace the School's Complaints Policy and the parent/carer/student may still make use of the complaints policy after the Review. Nor does it replace the formal appeals process (to WSCC).***

Can a parent/carer/student have a Review at the same time as making a formal complaint under the Complaints Policy?

No. If the parent/carer/student wishes to make a formal complaint about the conduct of a member of staff then there will be no Review.

When would it be appropriate to request a Review?

The School's Complaints Policy works on school days and can take time to work through the process. The Review will be undertaken promptly within 21 days (not school days) of the request.

What will the Review entail?

The Chair of Boarding Committee will review the Director of Boarding's file on the student application for a place in Boarding. The following questions will be determined.

- Was a fair process followed?
- Were there any manifest errors in the process?
- Was the process objective and fair?
- Was there any personal bias or discrimination in the process?
- Was the decision reasonable based on the information available?
- Was the School's Boarding Admissions Policy followed correctly?
- If applicable, were reasonable adjustments considered?

Will any party be interviewed during the Review?

No. It is the file which is being reviewed.

What are the possible Review results?

The Review of the process will lead to either the School being directed to run the process again or confirmation that due process was followed.

How will the Review result be communicated to the requestor?

By email clearly setting out the findings.