



ADMISSIONS POLICY

2024-25

Summary of changes

Staff member responsible	Revision date	Approved by	Approval date	Reason for update
JSH	10.10.24	SSG	Nov 2023	Annual review and changes to registration fee
JSH	9.11	SSG	Nov 2023	Annual review and re-wording of requirements for those who speak English as a second language

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Applications Process

Dollar Academy is always looking to enrich its community with pupils who are committed to getting the most out of the opportunities the school has to offer.

Applicants will only be considered when the Application Form has been completed and returned with payment of the non-returnable Registration Fee and relevant paperwork. Applications can be made through the school website, this is the preferred option, although we do still accept paper application forms. The majority of Entrance Assessments take place in January, however additional assessments for late applicants may take place if required.

Admission will be subject to availability of a place and fulfilment of the current admission requirements and is at the discretion of the Rector. In the event that a pupil does not gain a place at Dollar Academy, parents will be advised of the reasons and can contact the Registrar to discuss the decision. Parents of applicants should note that some year groups may have no spaces available and that only a few spaces are available for direct entry into Form VI every year.

Applications Criteria

To ensure the school admits pupils who will benefit from the education provided at the school, admission is dependent on the level of prior attainment and perceived academic potential. In addition, the school will also judge a pupil's likely positive contribution, through good behaviour, hard work and enthusiasm, to the overall values of the school.

Before offering a place, the school needs to feel confident that we will be able to educate prospective pupils in line with their own ability and with the standards achieved by their prospective peers. Everyone admitted to Dollar Academy is expected to try to make the most of all that is on offer during their time at the school.

Entrance Assessment

Entrance assessment differs by year group, with interviews for pupils entering Prep 1 & Prep 2, and Forms III-VI, and written tests for those entering Prep 3 – Form II. In addition to these assessments, we also take into consideration the applicant's age and any other relevant information that may be available.

Parents are required to draw to the attention of the Registrar any factors which they would wish to be taken into account when conducting assessments. Reasonable adjustments will be made available if supported by an Educational Psychologist's Report or equivalent independent medical report which is not more than two years old at the date of the examination. The school may also seek evidence of history and need of provision from a candidate's current school.

In assessing our ability to provide education for any pupil, we may take such advice, and require such assessments, as we regard as being appropriate.

Contacting Previous Schools

Where an application is received from a pupil currently attending school, Dollar Academy reserves the right to contact the pupil's school to request a reference and, in the case of attendance at another independent school, to ensure no outstanding fees are due before a possible transfer.

Equality

Dollar Academy welcomes children from all backgrounds, and we conduct admissions on a fair and non-discriminatory basis, in accordance with reasonable obligations under the Equality Act

2010. All applicants will be treated fairly and equally regardless of race, sex, sexual orientation, disability, or any other personal characteristic that might be discriminated against.

Overseas Applicants

Dollar Academy is pleased to consider applications from overseas pupils; approximately 50% of our boarding community are international pupils. Dollar Academy welcomes pupils who speak English as an additional language, provided they meet the criteria required. A good level of English is expected, and this will be assessed by the Rector during the interview. Pupils for whom English is a second language may be required to have additional tuition to improve their standard of written or spoken English. Parents should note that due diligence checks will be carried out on overseas applicants who will be seeking visa sponsorship for their child.

To assist with our admissions, marketing and financial obligations, we may, on occasion, ask parents of our international applicants to complete our International Applicants questionnaire.

Visas for non-UK students sponsored by Dollar Academy

Dollar Academy has been granted with a Sponsor Licence by the UK Visas & Immigration office (UKVI). We strongly recommend that parents seek the advice of a UK immigration specialist when visa applications are being prepared.

Pupils who do not hold a UK passport may require a CAS (Certificate of Acceptance of Study) from Dollar Academy to be able to apply for a visa to study in the UK for the duration of their course of study. All prospective families must read carefully the requirements of a [Child](#) or [Student Visa](#) to make sure they meet the criteria before making an application to Dollar Academy. Parents of pupils who will require a CAS must submit colour copies of the pupil's passport, birth certificate and parents' passports during the admissions process.

Parents of pupils who hold a Dependant visa must submit colour copies of the pupil's passport, full visa, parents' visas and parents' passports during the admissions process.

Parents of pupils who hold Settled or Pre-Settled Status must submit colour copies of the pupil's passport, parents' passports and a Share Code from the UKVI to enable Dollar Academy to confirm the pupil's immigration status.

Parents should note that due diligence checks will be carried out on overseas applicants who will be seeking visa sponsorship for their child.

Data Protection

Any personal data Dollar Academy receives during the admissions process will be processed in accordance with the Data Protection Act 2018 and the General Data Protection Regulation. Data will be held securely and will not be retained by Dollar Academy for any longer than is necessary.