Admissions Policy

September 2026

Lancing College

GENERAL

Lancing College is an academically selective co-educational independent boarding and day school currently registered for pupils aged 13 to 18. The College does not admit pupils aged 19 as new entrants. Where an existing Sixth Form pupil would need to remain enrolled after reaching the age of 19, the College would seek any necessary approval from the Department for Education before making that provision.

Currently c.575 pupils attend Lancing: of these approximately 60% are boarders. There are seven boarding Houses and three day Houses and the general pattern is that all Houses have pupils from each year group, so aged between 13 and 19 years. By arrangement and where space permits, we welcome day pupils staying overnight to participate fully in the life of the school.

Most pupils start in the Third Form (Year 9) and progress through the school, remaining at Lancing for the Sixth Form. There is an additional join into the Fourth Form (Year 10) to study for GCSEs. The College has a thriving Sixth Form which also attracts c.60 new pupils annually to study A Levels and prepare for university entrance, for a degree apprenticeship, directly for the world of work, or to make the most of a gap year.

Our pupils are traditionally drawn from a wide range of preparatory schools across the south-east, south London and more locally. We are in contact with over 150 schools, some 40 of which are regular feeders of new pupils. There is a tremendous variety in these schools although many share a similar ethos and educational approach to Lancing. Some thirty pupils join Lancing annually in the Third Form from the three Lancing College prep schools in Hove, Worthing and Bury. Lancing also attracts overseas pupils from a wide range of countries and in any year around 45 nationalities are represented in the school. Sometimes families are referred to Lancing by specialist educational partners.

From the moment that pupils join Lancing they become part of a community, and benefit from the overarching care and support of a boarding school ethos. This was recognised in the 2023 ISI inspection when we were awarded a ‘significant strength’ for our pastoral care, given particular expression through the House system. Lancing is a place of scholarship where pupils learn with integrity. We teach our students to be curious and to think deeply, for themselves and for the benefit of others. Our school is not an exam factory, and our teachers take delight in going far beyond teaching to the test. The learning is deep and our excellent exam results are a wonderful by-product of the profound and long-lasting scholarly rigour that underpins all that we do.

VISITING THE COLLEGE

The College holds regular Open Mornings throughout the year which enable families to tour the College, meet key members of staff and participate in interactive sessions. These visits last up to three hours and must be prebooked. We also organise events for Prep and Primary school children to come to Lancing for sports tournaments, plays, music, drama and dance days, science challenges, exhibitions and other activities. We encourage parents to visit the College at least once and many come several times as they go through the process of deciding which school is right for their child.

During term time, we host a great many personal visits which involve meeting the Head Master, Director of Admissions and House staff, and a tour of the school by a pupil. Lancing is a popular school and parents considering Lancing for their child at the age of 13 years should be looking at least two years ahead. The Advance (Pre-Test) Programme for Year 9 (13+) entry takes place in the January of Year 6.

ENTRY PROCESS

Given the pressure on spaces we recommend that parents register pupils in Year 5 for entry into the Third Form (Year 9), and at least 12 months ahead of entry to the Sixth Form. There are varied routes to gaining a place at Lancing depending on the timeline involved and previous experience of the school. A significant number of Third Form places are offered via the Advance (pre-Test) Programme, which takes place when the child is in Year 6. The Admissions team is always happy to guide parents through the different steps and to answer questions. We recognise that this is an important decision and commitment for parents, and they are likely to have many and varied questions.

In general, the key steps in the process are:

1. Registration
Completing a Registration Form is the first formal stage of the journey to joining Lancing. A non-returnable fee is payable on Registration. An application cannot be considered completed until the fee has been paid and all the necessary documents have been received. Registration is made through our online portal: https://www.lancingcollege.co.uk/lancing-college/admissions/register-your-child. Copies of the child's passport, full birth certificate and two recent school reports are required to complete the registration. If relevant, information on the child's SEN requirements must also be disclosed at the time of registration. Registration is no guarantee of a place being available or offered. Depending on the year of entry and type of place sought, the school may have a waiting list in place, and this will be communicated to families at the time of registration. A satisfactory reference from the current school will be requested during the process. During the interview process there will be a check of the child's passport for overseas applicants.

Those within the Lancing Family of Schools (Lancing Prep at Worthing, Lancing Prep at Hove and Dorset House) are already registered with the school so do not need to take this step.

2. Offer of a place
Following a visit/interview and assessment (which may take place at different times depending on the year and route of entry) successful candidates will receive an offer of a place at the College. Offers may vary so it is important that this reflects the nature of the place that is applied for. The offer letter will also give the terms for acceptance of the offer. Other conditions include the successful outcome of entry examinations such as GCSEs and a satisfactory reference from the child's current school.

3. Acceptance of a place
If parents wish to accept the offer of a place, they need to complete and return the Acceptance Form. This is a legal document and at this stage parents are agreeing to the Lancing College Terms and Conditions (available on the website). There is a requirement on parents to inform the College at this stage about any aspects influencing the child's ability to participate in school life and also relevant family circumstances.

4. Payment of a deposit
The timing of deposit payment is dependent on the year and nature of entry. We will advise in the offer letter how this applies to individual circumstances. Acceptance of a place is not considered final until payment of the deposit has been received.

5. Joining Lancing
As soon as the deposit has been paid, parents will become more involved in the school and its events. There is a dedicated area on our website for incoming parents and we use this to share advance information such as the forward calendar of term dates. We will provide a detailed joining parent handbook in May or June of the year that the child is starting in the school. This pack includes forms to complete and return disclosing, for example, detailed information concerning the child's medical history and learning support needs.

There is a welcome event for pupils and their parents in June with an opportunity to meet other new pupils and meet their Housemaster/ Housemistress, Tutor and other House staff and senior pupils.

ALLOCATION OF HOUSES

We have ten Houses which all have their own particular spirit whilst offering the same expert level of care and support. In allocating Houses, we seek to achieve the best balance of pupils and also retain the flexibility necessary to running a successful school. Pupils remain within the same House across their time at Lancing and their House is the primary locus for their pastoral care, friendships and a sense of community.

Lancing has become an increasingly popular choice of Senior School for local, regional, London and overseas families. The options for being at Lancing are as follows:

1. Boarding up to seven days per week
Parents of a Boarder may express a preference for a particular Boarding House if they wish. Whilst we will make all reasonable efforts to facilitate this, Lancing cannot guarantee that this will always be met.

2. Flexi–Boarding (3 nights a week)
In a few Boarding Houses a very limited number of flexi-boarding spaces will be identified for Third Form joiners. Flexi-boarders stay for three nights per week and we anticipate they may transition to full boarding. Where possible, House preference will be taken into consideration but is not guaranteed. It is encouraged that the same three nights are stayed weekly and, where there is variation, parents should request this by the Friday of the previous week. Additional nights will be granted by exception only and with the agreement of the Head Master.

3. Day pupils
It is not possible for day pupils to pre-select a House and allocation will usually be to a day House. Allocation will be made by the College in order to create the best balance of pupils across the Houses.

By arrangement and where space permits, we enable day pupils to remain in school for occasional overnight stays (up to three nights a week). These are charged at a nightly rate and will be in a House that has available overnight space. Overnight stays for pupils who are required by the College to stay for particular events after 9.00pm will not be charged.

POINTS OF ENTRY

Our objective is to attract pupils with a broad range of skills, willing to contribute to a vibrant and strong community and possessing an appetite to learn, to contribute positively and to excel.

Lancing has a holistic, well-developed, and forward-looking approach to education, a coherent view of what education is about and how the various elements of an education here combine to allow each pupil to grow in their own way throughout their time at the College.

Lancing recognises that children and young people develop and learn as individuals, and we therefore make every effort to ensure that all our assessments stem from a broad base of information. In addition to the usual academic assessments required, we will also review and take into consideration: school reports, references, interviews with different members of Lancing staff, and opportunities to present and demonstrate personal work and skills. Any special requirements pertinent to the child's education and development at Lancing must be disclosed to the Director of Admissions.

THIRD FORM ENTRY (YEAR 9) – FAMILIES LIVING IN THE UK

Our first admissions route is through the Advance (Pre-test) Programme which takes place when a student is in Year 6. Applications are due by the October Half Term of Year 6, and assessments will take place in the Lent Term. In addition to a familiarisation and assessment day (including interview and written assessment), we require that students sit the ISEB pre-test and submit a recent CAT4 score. If a student is successful, a firm offer for Year 9 entry will be made by February/March of Year 6. We strongly recommend that UK-based parents use the Advance Programme route to gain a firm place for their child at Lancing College.

A second admissions route is available in the Autumn of Year 7. The number of places remaining open for entry at the Year 7 stage or later will be small and inevitably more competitive than via the Advance Programme route.

Parents applying within 18 months of the start of Year 9 may be placed on a waiting list. Further details and a timeline of the different routes are available on our website.

THIRD FORM ENTRY (YEAR 9) – FAMILIES LIVING OUTSIDE THE UK

For information on assessments for international pupils, please see the section below 'FAMILIES LIVING OUTSIDE THE UK'. For Third Form entry, international pupils are welcome to apply at any point, up to three years before the entry point.

FOURTH FORM ENTRY (YEAR 10)

A smaller number of pupils join Lancing in the Fourth Form at the start of GCSE courses, from UK independent or state schools or from international schools. This works well as an entry point to the school and places are usually available. We work only one year ahead of the entry point for Year 10 applications.

FIFTH FORM ENTRY (YEAR 11)

Lack of alignment in the syllabus usually makes it difficult to admit candidates into Year 11; Lancing is naturally cautious when considering those who have left their schools mid-course and places are only considered when information is shared regarding exam boards. On occasions, pupils who join at this stage undertake a limited number of GCSE subjects before continuing into the Sixth Form. We work one year ahead of the entry point for Year 11 applications.

Additionally, Lancing has connections with a select number of German and French educational agents and offers places for one-year study. This enables these pupils to experience a traditional UK boarding school and each year some of these pupils choose to continue with us into the Sixth Form.

PRE-SIXTH FORM ENTRY (YEAR 12) FOR INTERNATIONAL STUDENTS

Lancing offers a pre-Sixth Form one-year course for international students who take a smaller batch of GCSEs in bespoke classes, benefit from immersive EAL provision, and are fully integrated into the co-curricular and communal life of the school.

SIXTH FORM ENTRY (YEAR 12)

Lancing attracts a significant number of new pupils at 16+ for entry into the Lower Sixth for our A Level programme.

Here, entry is selective, more varied and more cosmopolitan.

Confirmed progression into the Sixth Form for both existing and new pupils is dependent on academic success. New Sixth Form pupils are usually assessed in November and places offered in early December to successful candidates, subject to their meeting the normal qualifications for Sixth Form entry (a minimum of five Grade 6s at GCSE, which would usually include English and Mathematics). Admission to study A Levels in some subjects requires a minimum Grade 7 or above in that subject at GCSE. We work only one year ahead of the entry point for Year 12 applications.

SIBLING POLICY

The school welcomes siblings and many families choose Lancing for all their children. We seek actively to engage with parents as part of the entry process regarding the allocation of Houses. A discount is offered to siblings. This is indicated in our annual Financial Information https://www.lancingcollege.co.uk/lancing-college/admissions/fees

FAMILIES LIVING WITHIN THE UK WITHOUT A BRITISH PASSPORT

Lancing requires all families to ensure that their children have the correct permissions/visa to study in the UK. You will need to provide the appropriate information when you register your child for a place. We recommend that all parents check the latest visa requirements to study. The College has appointed a specialist provider in this area to manage the Child Student visa process on our behalf, for entry and ongoing compliance requirements.

FAMILIES LIVING OUTSIDE THE UK

Lancing is well-regarded by international families as a high-quality British boarding school with a modern and global approach to education. International pupils join Lancing from all over the world including Hong Kong, China, South Korea, Russia, Ukraine, Germany, Thailand, Malaysia, Japan, the Middle East, Bulgaria, other former Soviet and European countries, Australia, Africa, Canada and the USA. At any one time there will be pupils from around 45 nationalities in the school and some 50 British pupils living overseas. We believe that the College must prepare young people to study and work in a global world, aware and excited by everything that this offers. Lancing has close working relationships with trusted international educational agencies worldwide and campaigns successfully to increase the number of nationalities represented.

Applicants tend to be very able potential university entrants, often with other impressive talents, and whenever possible we prefer them to come to Lancing for testing and assessment. When they can do so, they sit our cognitive ability test (CAT4) and they are interviewed by the Director of Admissions. They will also meet the Head Master and a Housemaster/Housemistress. Where pupils are unable to visit the College, we provide an online link to our CAT and send an electronic version of our written exercise. Both need to be formally invigilated. Interviews take place remotely. In all cases, school reports and references are required. The academic testing is rigorous: we seek a competent level of English, and other aptitudes which might help them to integrate effectively and contribute to school life are considered. International pupils joining Lancing to do A Levels are expected to have a high standard of verbal and written English to enable them to access the curriculum and enjoy the additional enrichment that Lancing offers in the Sixth Form.

Where English is not the first language of a potential pupil, the College will require an assessment of competence. This will take place via interview and where appropriate an IELTS test. The level of English required is more advanced for pupils expecting to join the Sixth Form. Additional EAL support and instruction is available for pupils in the school.

INTERNATIONAL PUPILS AND VISAS

International pupils without a British passport will require student visas to study in England. It is a parent's responsibility to ensure that the necessary requirements are submitted correctly and on time

to enable a timely start at school. We recommend that all parents check the latest visa requirements to study.

The College has appointed a specialist provider in this area to manage the Child Student visa process on our behalf, for entry and ongoing compliance requirements. The visa applications for all non-British pupils requiring sponsorship must, without exception, be dealt with by Lancing College and Newland Chase. There is a termly charge for this service which is added to the pupil's bill.

More information is available on the Lancing College website:
https://www.lancingcollege.co.uk/lancing-college/admissions/international-pupils

INTERNATIONAL PUPILS AND GUARDIANS

All international pupils studying at Lancing College, irrespective of age, must have an appointed guardian who will provide accommodation when the school is closed or in the event of illness or other emergency. Guardians are adults who the pupils can turn to for assistance or advice; they are invited to attend parents' meetings and other key school events on behalf of overseas parents.

As the person with shared delegated parental responsibility, the role of guardian complements the requirement of Housemasters and Housemistresses to act 'in loco parentis'. For this reason, the appointed guardian must be aged over 25 years. Effective partnership between Housemasters and Housemistresses, parents and guardians ensure the welfare of international students. Some parents choose to appoint a family friend or relative, but where this is not practicable, professional guardians can be appointed using reputable and, ideally, accredited guardianship agencies.

Please refer to our Guardian Policy for further information: https://www.lancingcollege.co.uk/lancing-college/about-college/college-policies/guardianship_policy

THE CONTRACTUAL TERMS AND CONDITIONS

Lancing College fees are designed to be as inclusive as possible of all usual charges which enable parents to budget with a degree of certainty. Fees include academic books, all meals, laundry (excluding dry cleaning) and personal accident insurance. Details of additional charges are included in the Financial Information available on the College website.

Termly fees are charged in advance and are due before the first day of term. Extras (including for occasional overnight stays) are usually charged in arrears.

No pupil can be admitted to the school unless we have received an acceptance form signed by parents/all adults holding legal parental responsibility and we are in receipt of the relevant deposit (which will be refunded when the child leaves the school). Parents are bound by our standard Terms and Conditions.

Where a pupil has been referred to Lancing by an agent, it is the requirement for the agent to have a contract with the College and to receive a commission based on fees paid in the first year. In the situation where fees are not paid to the College the agent will be informed that they will not be entitled to receive the commission.

SCHOLARSHIPS AND BURSARIES

A number of scholarships are available to those entering the Third Form including Academic, Music, Art, Design and Technology, Sport, Cricket, Drama and the Ken Shearwood (All-Rounder) award, which is designed to reward and encourage all-round achievement. Year 9 Scholarship applications are made when a pupil is in Year 8 and may only be accepted if the pupil already has a confirmed

place at the College. Scholarships are open to all pupils at school within the UK. Pupils from overseas can apply for scholarships subject to attendance conditions being met.

Scholarships are also available for Sixth Form pupils: Academic, Art, Drama, Music, Organ, Sport, Cricket.

The selection for all Lancing scholarships involves assessments, interviews and references from previous schools. This is carried out in accordance with HMC protocols. In cases of financial need, awards to UK pupils may be enhanced by a means-tested bursary. It is the policy of Lancing to attract and retain as many first-rate students as possible, as fairly as this system permits. It is essential that parents should indicate at the time of application if they require bursarial assistance. The means-testing process requires families to fully disclose their financial situation.

Pupils will be unable to access means-tested bursaries unless 100% of parental assets are held in UK. Failure to disclose information is likely to prevent an additional bursary being available.

Please note:
• There are strict deadlines for scholarship applications; dates are available on the College website.
• Means-tested bursaries are only available to pupils who have been awarded a scholarship.

FOUNDATIONER BURSARIES

In addition to bursaries associated with the grant of an award, the College has a Foundationers Bursary programme for students from disadvantaged backgrounds who would not otherwise have a chance to receive a Lancing education. Pupils come from a wide variety of schools, both local and national; they join in the Third Form, Fourth Form and Sixth Form and become part of the wider Lancing community, receiving extensive support and guidance during their time at the school.

Transformational Bursaries (of 110%) are limited and are based on strict entry criteria. Pupils are generally identified through established relationships with a few partner agencies (e.g. Royal Springboard, EYLA) and state-maintained schools.

RELIGIOUS BELIEFS

Lancing College's foundation was distinctly Christian and within the Anglican tradition, and the College Chapel stands at the heart of the community. Alongside this, the College welcomes and includes those of all faiths, or of none. All pupils are required to attend the weekly Eucharist celebrated in the Chapel. This is an important part of pupils' participation in the College community and a celebration of our collective identity.

Lancing's remarkable Chapel plays a very significant role in the lives of pupils and of the school community. It provides a place for reflection and quiet for all and has a major influence on pupils' strong sense of moral and spiritual awareness. The College also provides a dedicated prayer and meditation room on the campus for our students of other faiths.

DISABILITIES

Human rights and freedoms are respected. At present, our physical facilities for the disabled are limited due to the constraints of largely 19th century buildings. We are improving this as we build and adapt provision and do all that is reasonable to ensure that the College's culture, policies and procedures are made accessible to children who have disabilities, and to comply with our legal and moral responsibilities under equality legislation to accommodate the needs of all applicants.

LEARNING ENHANCEMENT AND DEVELOPMENT

Lancing College aims to enrich and extend the learning of all pupils in accordance with the Department for Education's (DfE) Special Educational Needs and Disability (SEND) Code of Practice. The ethos of the school is to promote learning potential and emotional wellbeing in all students. We recognise that children learn at different rates and have individual needs and our aim is to empower pupils to fulfil their goals.

There is a variety of support available which can be tailored to suit individual needs. Learning Enhancement and Development lessons may be charged for, and examination access arrangements can be organised for pupils who qualify. The progress of students is carefully recorded and monitored to ensure that the level of intervention remains appropriate. The Learning Enhancement and Development Department is available to assist any student identified as having specific needs in accessing the curriculum. We have expertise in dealing with a range of specific learning needs, as well as more general needs such as poor organisation and exam anxiety.

The College strongly encourages parents of children with any form of special educational need or disability, as defined under the updated DfE's SEND Code of Practice, to discuss their child's requirements with us before going through the admissions process.

Each pupil with SEND or a learning need is considered for admission on an individual basis. He/she will require special consideration and, where appropriate, adjustments may need to be put in place to allow him/her to best meet the College's admissions assessment procedures. In addition to making the school aware of any exam access arrangements that may be necessary for the prospective pupil to sit school entrance tests, parents are encouraged to discuss their child's needs and meet with the Head of Learning Support to fully understand the adjustments that can reasonably be made for their child once they have accepted the offer of a place and before they become a pupil at the school. Entrance exam concessions will be granted in line with JCQ regulations. Parents are advised, however, that these concessions will be reviewed upon entry to the school and may be withdrawn if there is insufficient corroborating evidence to support the claim.

COMPLAINTS

We hope that the process of joining Lancing is straightforward and supportive. If, however, you feel that we have fallen short of what you would have expected we would appreciate the opportunity to address this either informally or in writing to the Head Master.

SAFEGUARDING IN THE ADMISSIONS PROCESS

The Admissions process is an integral part of our College-wide commitment to promoting the safety and welfare of every child in the school, in line with the school's Safeguarding (Child Protection) Policy. All staff and senior pupils receive regular training and are aware of the importance of Safeguarding. As part of the Admissions process, the previous Head is required to provide a reference for the prospective pupil including any information relevant to his/her education and wellbeing.

After admission to the school the College's Designated Safeguarding Lead will contact the previous school to request any specific information concerning safeguarding issues. We collect, record and share this information as appropriate and in the interests of the child.

Full disclosure at the earliest opportunity to the Director of Admissions is essential to ensure that our expert pastoral team at Lancing can support their child.

DATA PROTECTION IN THE ADMISSIONS OFFICE

As part of the Admissions process it is necessary for the College to process relevant personal data regarding potential pupils. The school will process data in accordance with its Data Protection policy and in line with the Guide to the General Data Protection Regulation (GDPR). Only data that is necessary for the Admissions process will be collected. Following an enquiry for a place at Lancing it is assumed that a legitimate interest exists for both parties to be in contact, that parents have a genuine interest in the school and are therefore pleased to receive relevant information and news.

Once a child is withdrawn from the Admissions process, parents will not receive further information from the school. Parents can ask at any time not to receive further contact. Please contact the Admissions Office if you would like to be removed from our database.

ANTI-MONEY LAUNDERING

Lancing is committed to detecting and preventing any money laundering activities and to ensuring that it does not become involved in any arrangements involving criminal or terrorist property. In order to fulfil this commitment, the school has established procedures for assessing the risk of financial crime, for internal reporting of suspicious activities and for making suspicious activity reports (SARs) to the relevant agencies. The procedures are part of the Admissions process, especially where no previous relationship with the College exists.

Where risk factors are identified, the school will ensure that the identities of parents or guardians or other persons or organisations making any substantial payment to the school are satisfactorily verified. Verification may take place at the beginning of their relationship with the school and, where appropriate, also at later stages.

September 2026

Author: Hilary Dugdale
Reviewed: Hilary Dugdale
Updated: September 2026

Next Review:
SRC/VDG/ HRD

January 2027

Be inspired
Be brilliant
Be you

Lancing College
Lancing, West Sussex BN15 0RW

T 01273 465 805

F 01273 464 720

E admissions@lancing.org.uk

FIND OUT MORE
LANCINGCOLLEGE.CO.UK