



St Edward's

PREPARATORY SCHOOL

Admissions Policy

Schedule for Development / Monitoring / Review

Author:	Head
Approved by Trustees on:	Autumn 2018
The implementation of this policy will be monitored by:	LMT
Review Date:	Autumn 2020
Should any breaches of policy occur, the following person/s should be informed:	Headmaster Head of Pre-Prep Kindergarten Manager
THIS POLICY APPLIES TO THE PREPARATORY SCHOOL INCLUDING EYFS	

Introduction

St Edward's Prep School ('the School') is an independent prep school for girls and boys from 1 – 11 years of age. The School is non-selective at all entry points into the School.

The School accepts children from all backgrounds and a wide range of academic abilities. No applicant will be treated less favourably during the admissions process on the grounds of any of the protected characteristics listed in the Equality Act 2010. The Equality Act 2010 defines these as disability, gender reassignment, pregnancy and maternity, race, religion or belief, gender and sexual orientation.

All admission procedures subscribe to the founding principles of St Edward's School Trust, Cheltenham with due regard to the School's distinctive Roman Catholic ethos set within the Christian tradition. As such, all transactions and relationships are established with full honesty, transparency, courtesy and respect for individual rights. The School has due regard for the *SEND Code 2015* and will comply with its obligations under the Equality Act 2010.

The total numbers of pupils in the School will become a determining factor in admissions in that, without significant expansion of the existing facilities, the School roll can only grow to reasonable limits.

Aims

St Edward's Prep is a mainstream preparatory school preparing its pupils for successful transfer at age 11 to St Edward's Senior School and Sixth Form, local selective schools and independent schools.

Our overriding aim is to ensure that every pupil who joins is capable of accessing the full breadth and depth of the curriculum, both academic and extra-curricular; this forms the basis of our Admissions Policy. While the primary focus is academic, overall we ensure that every child who is educated at the School has a happy and successful time, develops in all subject areas as well as as a person. The School aims to unlock their talents whether previously discovered or not, stretching and challenging pupils in the process.

The School is committed to equal opportunity and seeks to apply its admissions policy fairly and sensitively to all applicants.

This policy can be made in larger print or more accessible format if required.

Special Educational Needs and Disability

The School welcome all applicants irrespective of any learning needs and/or disabilities. However, its facilities (physical and otherwise) for pupils with significant learning needs and/or disabilities are currently limited.

The School is situated on a multi-level site with modern additions and conversions to character buildings set within 45 acres of parkland. This may mean that those with serious mobility problems could find it difficult to access all parts of the School site. The School's Accessibility Plan considers ways in which accessibility to and around School site can be improved for those with a disability.

The School will do all that is reasonable to comply with the Equality Act 2010 so that the School may accommodate the needs of disabled applicants for which, with reasonable adjustments, the School can adequately cater.

The School will do all that is reasonable to ensure the application procedure (and any information about the School) is accessible for disabled applicants and will make such reasonable adjustments as necessary.

Parents must inform the School when submitting the registration form of any special circumstances relating to their child which may affect their child's ability to fully participate in the education provided by the School. The School may request further information, such as a medical certificate and/or a current Educational Psychologist's report that the School considers necessary to make a fair assessment.

The School will consider where appropriate, whether the child may benefit from a personal learning assistant to work on a one to one basis with a child, to enable them to access the School's curriculum and educational provision. This may attract an additional cost to be fully covered by the parents, subject always to the School complying with its obligations under the Equality Act 2010. Offers for admission can be subject to accessing the curriculum.

If, after reasonable adjustments have been considered, the School is unable to adequately cater for the needs of those children with disabilities and/or special educational needs, parents will be informed why an offer of a place will not be made.

Condition of Admission

It is a condition of admission to the School that:

- (a) Any conditions of entry to the School are fulfilled;
- (b) The School receives payment of an acceptance deposit as detailed below;
- (c) The applicant is of appropriate age and maturity;
- (d) The School can adequately cater for and meet the needs of any disability and/or special educational needs.

Admission to the School is at the Head's discretion.

Priority for Admission

The School is a Roman Catholic School and designated as a school with religious character. The objective of the governing instrument of the School is to advance the Roman Catholic religion and provide education for children of any creed but with preference to those children of the Roman Catholic faith.

Whilst the School welcomes applications from all families regardless of their faith or religion (including no religion or faith), the School gives priority for admission to children of the Roman Catholic faith. The Roman Catholic faith shall indicate communion with the See of Rome.

Policy Linkage

Please also refer to the following policies available on the St Edward's Prep website or via the Admission Office:

- Equal Opportunities Policy
- Accessibility Policy
- Individual Learning Policy

Admissions Procedure

1. In order to register an interest in a place at the School, parents must complete a registration form accompanied by payment of a registration fee, which is non-refundable, regardless of whether or not a child is offered a place. The registration form must be sent to the Admissions Office. Parents may register an interest in a place at any time, including prior to any visit to the

School. Places are allocated in order of registration date. A registration form is available upon request from the Admissions Office. Registration does not constitute an offer or guarantee of a place.

Following receipt of the registration form, an appointment will be made to visit the School and meet the Head and Admissions Manager. Parents are offered a tour of the School during the school day if possible. Such a visit may or may not include the child, according to parental wishes. It is at this stage that any professional reports which impact on the child's emotional, physical or educational profile must be disclosed to help the School assess the child's needs and any adjustments that may be needed to accommodate the child on taster days and should an offer of a place later be made.

2. Parents usually follow up their initial meeting by then arranging a taster day (minimum of two) for their child. The child will join the appropriate year group class and follow the normal routine timetable for that day. Assessments will be administered as appropriate. This is not a selective examination but helps the School determine whether the School is, in fact, the appropriate setting for the child. In the case of children joining EYFS classes, parents are welcome to stay with them for their visit.
3. In addition to the Head and Admissions Manager, the staff listed below may have an input into the interview and admissions procedure:
 - Senior Leadership Team Members
 - Individual Learning SENCOs
 - Other relevant teachers or specialists
4. Parents are requested to provide the School with current or recent School Reports, any norm-referenced standardised assessment results where applicable, a report from the current school Head, and any relevant professional references.
5. An offer of a place at the School will be made to those applicants who, after careful consideration, the Head considers are most likely to benefit from what we offer; who appear to match the ethos and standards of the School; whose personal qualities suggest they have the potential to contribute sufficiently to the School community and benefit from the many opportunities that are offered here; those who will benefit from the School's educational provision; and provided the Head considers that the School is able to adequately meet the child's needs.

Where an offer of a place is made, parents may accept the offer by completing and signing an acceptance form and paying an acceptance deposit. The deposit must be paid either two terms or one term before the child is due to start at the School, whichever is sooner. The terms and conditions of the Parent Contract will be enclosed with the acceptance form. Joining literature will also be sent to parents with the acceptance form and terms and conditions.

Appeal

If prospective parents are unhappy with the decision not to offer a place for their child at the School, they may use the School's parental complaints procedure, a copy of which is available on the School website.