



# Admissions Policy

Updated  
December 2022

## **General**

St Faith's Prep School is a co-educational independent school for pupils from ages 2 to 11 years of age. Deciding on the right school for your child is a very important decision and we believe that personal visit is invaluable. We very much hope that you and your child will visit St Faith's Prep School. We hold three open day events, one in each term, which give a general introduction to the school and details of these days are published on our website. We are also very happy to welcome prospective parents and their children at other times. Please contact the school's Marketing Manager & Registrar, Sophie Plummer, on 01304 813409 or email [sophie.plummer@stfaithsprep.com](mailto:sophie.plummer@stfaithsprep.com) to arrange a visit.

## **Introduction**

This Policy applies to the entire setting including the EYFS.

It is the policy of St Faith's at Ash Prep to admit children who will benefit from an academic education and who will contribute to and benefit from the ethos and activities of our school community. We will only admit a child and their family who meet these criteria.

## **Equal Treatment**

We welcome children from many different ethnic and racial groups, backgrounds and creeds. Human rights and freedoms are respected but must be balanced with the lawful needs and rules of our school community and the rights and freedoms of others. All candidates for admission will be treated equally, irrespective of their (or their parents') race, colour, language, religion, political or other opinion, national or social origin, association with a national minority, sexual orientation, property, birth or other status. We expect all of our pupils to attend all assemblies and outings, and to take full part in all Religious Education lessons.

## **Disability and Special Educational Needs**

Due to the nature of the school buildings, we have limited facilities for the disabled but will do all that is reasonable to comply with its legal and moral responsibilities under equality legislation in order to accommodate the needs of applicants who have disabilities or special educational needs for which, with reasonable adjustments, the school can cater adequately.

The school needs to be aware of any known disability or special educational need which may affect a child's ability to participate in the admissions procedure and take full advantage of the education provided at the school. Parents of a child who has any disability or special educational needs should provide the school with full details at the time of the application for registration. Parents should provide a copy of an educational psychologist's report or a medical report if they have one.

The school needs this information so that, in the case of any child with particular needs, the school can assess those needs and consult with parents about the adjustments which can reasonably be made to ensure that the application procedure is accessible for the child and the school can cater adequately for the child's needs should an offer of a place be made.

The school will do all that is reasonable to ensure that the information and application procedure is accessible for disabled candidates and will make such reasonable adjustments as necessary.

If special education needs or a disability become apparent after admission, the school will consult with parents about reasonable adjustments that may allow the child to continue at the school.

This policy should be read in conjunction with the School's equal opportunities policy.

### **Application & Offer**

If the school decides to offer your child a place a confirmation letter containing the terms of the formal offer will be issued to you.

You will be required to complete and sign all the relevant sections of the Acceptance Pack. The Acceptance Form contained within the pack must be signed by all adults with parental responsibility for the child being registered.

The Acceptance Pack should then be returned to the School together with a Registration Fee of £50.00, which is non-refundable and Acceptance Deposit of £500.00, which is returned on completion of Year 6.

Nursery places - Due to strong demand for places in our Nursery, places are given to children who commit to continue through to our Reception Class. At the beginning of January preceding the September that a child is due to start in our Reception Class, payment of a 'Reception Class Commitment Deposit' of £750.00 is payable, which is refunded on the Reception Autumn Term Invoice.

The offer of a definite place is made on the understanding that you intend that your child remains at the school until they leave at 11.

### **Assessment**

The aim of the process is to identify potential. St Faith's at Ash Prep is looking for well-rounded pupils, who have a good work ethic, with a genuine interest in education in the broadest sense of the word, with interests that stretch beyond the confines of the academic curriculum. The school has strong traditions in music, drama and sport. There are many extra-curricular activities, all of which are important in developing a well-balanced, confident child.

If the Headmaster has not already met your child prior to Acceptance Pack being completed or if you have identified any particular education needs, you will be invited to visit the school with your child for an informal assessment. The school may also require your child's last school report and a reference form may be sent to your child's existing school requesting further information on your child's academic and social progress.

### **Deposit and Cancellation**

Please refer to the School's Terms and Conditions for information as to how the Deposit will be held and in what circumstances it will be refunded. Further information is also provided in the Terms and Conditions about cancellation of a place that has been accepted.

### **Disclosures**

Parents must as soon as possible disclose any particular known or suspected circumstances relating to their child's health, allergies, disabilities or learning difficulties. Failure to do so could result in the school withdrawing the child's place.

### **School's Terms and Conditions**

This admission policy must be read in conjunction with the School's Terms and Conditions.

### **Admission Register**

The School maintains an Admission Register. Upon entry to the School we will record and retain the following information on the Register:

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- ✚ Name in Full
- ✚ Sex
- ✚ Name and address of every person known to the school to be a parent of the pupil (and an indication of the parent with whom the pupil normally resides and which parents hold parental responsibility as defined by Section 3 Children Act 1989). NB Parents holding parental responsibility, even if not actually caring for the child, have a right to receive relevant information from the school in respect of any pertinent matter affecting the child, unless a court order indicates otherwise
- ✚ Telephone number at which the parent can be contacted in an emergency
- ✚ Day, month and year of birth
- ✚ Day, month and year of admission or re-admission to the school
- ✚ Name and address of the school last attended, if any

The School holds this information electronically and retained securely to comply with our obligations regarding the retention and security of records under GDPR requirements.

### **Complaints**

The School hopes that parents and pupils do not have any complaints about the school's admissions process; but copies of the school's complaints procedure can be sent to parents on request.