



**St Faith's**  
PREP SCHOOL

#### ADMISSIONS POLICY

<b>Date of Policy</b>	<b>December 2023</b>
<b>Member of staff responsible</b>	<b>Sophie Plummer</b>
<b>Role</b>	<b>Marketing Manager and Registrar</b>
<b>Last Review</b>	<b>Significant changes</b>

## **General**

St Faith's Prep School is a co-educational independent school for pupils aged 2 to 11 years. Deciding on the right school for your child is a very important decision and we believe that a 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 our 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. This should include details of any support which is in place or has been offered or provided by a previous school, or any interaction with external services or agencies. 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 either £250 (for a Nursery place) or £500.00 (for a School place), which is returned on completion of Year 6.

**Nursery places** - Due to strong demand for places in our Nursery, priority may be given to children who commit to continue through to our Reception Class. In most cases, children transfer from the Nursery to our Reception Class. However, in some cases, this may not be in the best interest of the child and therefore, automatic pupil transfer from Nursery to School is not guaranteed. If the school is unable to offer a Reception place, a minimum of one term's notice will be provided to the parents. For children who are transferring across to the Reception Class from the Nursery, 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.

### **Assessment**

St Faith's 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.

We do require both parent and child to visit the school and meet the Head prior to an Acceptance Pack being issued. 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. Children entering the School will be invited to two Taster Days prior to confirming their Registration, to allow for an informal assessment.

### **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:

- ✚ Name in Full
- ✚ Gender
- ✚ 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.

### **Termination**

The School may terminate this agreement on one full Term's written notice, but not without good cause and full consultation with Parents and also the pupil (if of sufficient maturity and understanding). In this instance, the Acceptance Deposit will be refunded without interest and less any outstanding balance of Fees.

## **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.