



PRINCE'S MEAD

Admissions, Attendance & Registration Policy

February 2020



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Rationale

Prince's Mead School is a co-educational Preparatory school for pupils aged 3 to 11. Deciding on the right school for your child is very important and so a personal visit is imperative. Entry to Prince's Mead is dependent on the school's ability to meet the needs of the pupil. Once a pupil is accepted, the school will be actively involved in encouraging his/ her full attendance at school.

Aims

To ensure compliance with the School's charitable purposes;

To set selection criteria and procedures that they are consistent with this charitable status and fair to applicants;

To ensure that the academic and other abilities of successful applicants appear to match the ethos and standards of the School and whose personal qualities suggest that they will benefit from the many opportunities that are offered here and that they have the potential to contribute sufficiently to the School community;

To ensure that regulatory requirements for maintaining admission and attendance registers are met;

To implement consistently the procedures for monitoring and responding to unacceptable or exceptional levels of attendance and punctuality.



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ADMISSIONS PROCEDURE

The School places a high value on continuity of education for children who will continue through the Pre-Prep and Prep School.

Pupils can start at Prince's Mead at any stage depending on space although the usual points of entry are into our Reception in Pre-Prep. Places may be available in other Year groups and are offered as available and on assessment.

The School will consider all candidates but if a child is unable to access the curriculum, formal and informally, and the school is unable to meet their needs, the Headmaster or Head of Pre-Prep where appropriate will discuss the implications with the parents to provide the best outcome for the child.

Registration

Following a visit to the school or an enquiry, parents complete a Registration form and pay a remittance of £100.00, being a non-returnable Registration Fee. Registration does not reserve a place for a pupil; it means the pupil's name is placed on the appropriate admissions list.

The School will consider each application for registration made on the School's Registration Form so long as the correct Registration Fee has been paid.

The Registration Fee is non-returnable, whether or not the application for registration is successful.

If the School accepts an application for registration, the parent will be informed by letter. This ensures that a place will be held for the child on the admissions list.

The Contract to accept a child as a pupil will not be made on receipt of a registration fee and form.

If there is available space, children are invited to visit the school for an assessment appropriate to their entry point.

Order of registration is taken into account when allocating places.

Familiarisation visit

Following Registration, the pupil is invited to spend the day in school. At this time, the teachers concerned assess the pupil within the age-related form. For pupils entering Reception, a range of activities will be undertaken to assess fine and gross motor skill acquisition. In Year 1 and above, the pupil will follow the curriculum of that day and during the course of the day will engage in specific mathematics and English activities which will be assessed. In addition, the social skills and behaviour of all prospective pupils are also observed. A form is completed by the assessing teacher and this is then given to the Headmaster who in collaboration with the teacher/s decides whether a place should be offered. As long as the pupil achieves the necessary academic requirements no pupil will be refused entry on the grounds of race, ethnicity, religion or disability.

The Ability of the School to meet the needs of the pupil

Full details can be found at [Annex A](#).

Waiting List Place

If there is not a space available, the pupil will be placed on a waiting list and invited to visit when a place does become available.

Siblings of current pupils are given priority on the waiting list.

Formal Offer



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The formal offer to accept the child as a pupil is conditional upon the Headmaster having enough evidence that the school can realistically meet all of a child's needs, both academically and socially.

Once the Headmaster is satisfied that these conditions have been fulfilled, a £400 deposit will then become payable and a contract will be entered into on valid acceptance by the parent of a formal written offer of a place at the School. A place is then reserved for the pupil after completion of the acceptance and payment of the deposit.

Cancellation of a reserved place will forfeit the deposit. The deposit is returnable as a credit to the fee account for the child's final term at Prince's Mead but held against any disbursements when the pupil leaves at the end of Year 6.

If a pupil is transferring from another school we will contact that school to ascertain that there are no outstanding fees or issues. A place will not be offered if there is an outstanding debt from the previous school.

The Headmaster reserves the right to defer entry if assessment of the child shows this to be desirable. A place in the Pre-Prep does not guarantee a place in the Prep School.

On completion of the admission procedure, a contract exists between the school and the signatories on the acceptance form.

Withdrawal

Withdrawal of a child after this date would only be permitted if one academic term's notice is given in writing or if one term's fees are paid in lieu of notice.

In the event of withdrawal of a child from the school, one term's written notice or alternatively, one term's fees in lieu of notice is required. The notice must be received by the Headmaster by the first day of term.

The Headmaster has the right to require at any time the withdrawal of a child whose behaviour or influence is, in the Headmaster's judgement, unsatisfactory or undesirable. In such cases fees are not remitted.

Fees

Fees are payable termly in advance and are due on or before the first day of each term.

Late payment of fees will incur interest charges at the rate of ½% per week from the due date i.e. first day of term.

Equal Treatment

Our aim is to encourage applications from candidates with a range of backgrounds. This enriches our community and is vital in preparing our pupils for today's world.

Prince's Mead School is committed to equal treatment for all, regardless of a candidate's race, ethnicity, religion, sexual orientation or social background.

Special Educational Needs

We do not discriminate in any way regarding entry. We welcome pupils with special educational needs, providing that our Learning Support staff can offer the provision that they determine they require. We welcome pupils with physical disabilities provided that our site can cope with them. However, we ask parents of children with special educational needs or physical disabilities to discuss their child's requirements with Prince's Mead School before he or she is assessed so that we can make adequate provision for him/her.



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If appropriate, parents should provide a copy of an Educational Psychologist's report or a medical report to support their request (for example for extra time allocation or other special arrangements).

We will discuss thoroughly with parents and their medical advisers the adjustments that can reasonably be made for the child if he/she becomes a pupil at the school.

Scholarships & Bursaries

The School offers a limited number of bursaries to those from the applicants who can demonstrate financial need through means-testing.

Current parents who are experiencing genuine financial difficulties may apply for a bursary by completing a bursary form which is available from the Bursar. Parents will be required to provide detailed financial information and may be interviewed in relation to their application. The award of a bursary will be for a maximum period of 12 months after which time the level of the bursary will be reviewed taking into account the parents' current financial circumstances. The award of bursaries is entirely at the discretion of the Headmaster.

All scholarships and bursaries are means-tested using the School's own system for this. The school is committed to providing assistance whenever it is warranted and possible. Full details are available from the Bursar.

Terms & Conditions

Parents must carefully read the current Terms and Conditions (Annex B) prior to signing the acceptance form and pay the required deposit (refundable at the end of the child's time at Prince's Mead) to secure the place.

Particular attention must be drawn to the payment of 'fees in lieu of notice' if a pupil is withdrawn from the school without giving a term's notice.

Once parents have signed the Terms and Conditions, they become binding and a date of entry is agreed and confirmed in writing with the parents/guardians.

Parents/guardians also receive a Parent Handbook to familiarise themselves with life at Prince's Mead.

Recording Admissions

Pupil and family information is recorded on the school's management system.

Once pupils are registered at the school, parents do not have to re-apply when the pupil transfers to another key stage or section of the school (Pre-Prep /Prep School). If the school is unable to meet the needs of a pupil at any time, the school will enter into discussion with the parents to achieve the best outcome for the individual child.

The Form Tutors/teachers are responsible for checking the pupil's previous school report when they arrive from the school of transfer. Any issues or concerns must be raised with the Headmaster. Failure to declare relevant information may result in permanent exclusion.

Appeals

If parents/guardians are not satisfied that the process of admissions has been carried out in line with the policy, they should raise these concerns with the Headmaster in the first instance and may appeal in writing to the Chair of Governors.

ATTENDANCE

Prince's Mead sees education as a partnership between the family and the school. The school is committed to providing the highest quality of education for all pupils and we look to the parents to



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support this objective. All pupils are required to be in school by the published times. The full school day ends at the times published but departure times are staggered, although many pupils remain later to take part in extra-curricular activities under the supervision of a member of staff.

Pupils are not permitted to leave the site during the school day, unless accompanied by a member of staff for a trip, visit or a sporting fixture.

Requests for absence must be made in writing (except in an emergency) through the Parent Portal. Requests for exceptional absence (i.e. absence for days other than Religious Festivals, medical or dental appointments or for illness) should be sent at least 24 hours in advance for consideration by the Headmaster.

Prince's Mead follows the guidelines in the "Children Missing Education Policy" (CME) as set out by the Local Authority (In the case of Prince's Mead this Local Authority is Hampshire County Council, a copy of the Policy may be obtained from them).

If a child is ill, parents should email or telephone the school before 8.30am on the first day of absence. He/she should bring a letter signed by a parent on his/her return to school giving a reason for the absence. The school will always telephone the home when there is an unexplained absence.

The school always sends parents term dates a year in advance in order that they can arrange their holidays without disrupting their child's education. Please note that it is the Governors' policy usually not to allow holiday to be taken during term.

Monitoring Attendance and Lateness

All attendance registers are completed on Engage. Staff responsible for pupil registration are required to follow up reasons for lateness, persistent poor punctuality and absence.

The school keeps a written record of the Admissions Register. The Attendance Registers are kept in electronic form. The Attendance Register is backed up every night on the server. Registration Status reports are saved and stored securely. The Attendance Register and Admissions Register are kept for three years after the date on which they were last used.

Pupils are not permitted to mark registers. Only if a pupil is physically present in the classroom can they be marked present.

Pupils are usually marked late if they arrive 10 minutes or more after the start of the registration session. If a pupil is late they must sign in at the Main Reception.

The School notifies the local education authority (LEA) for the area in which the school is situated at agreed intervals of the names of any pupils who fail to attend regularly or are absent for more than 10 days other than for reasons of sickness or leave of absence.



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ANNEX A - THE ABILITY OF THE SCHOOL TO MEET THE NEEDS OF THE PUPIL

In order to ascertain whether Prince's Mead is able to meet the needs of the pupil, the school:

- will invite the pupil to come for an introductory day or part of a day in order to meet the teachers and fellow pupils
- requires a reference from the Head of the previous school (where appropriate)
- requires copies of previous reports and records
- will require the pupil to be assessed where appropriate.

Pre-Conditions

The following pre-conditions are expected to be met prior to a formal offer from the School:

- The parents understand and broadly sympathise with the ethos of the School;
- The child is of the appropriate age and maturity;
- The child is able to access the full curriculum;
- The school is able to provide adequately for any learning difficulties, disabilities and other special needs (if any) the child may have;
- The present school reports satisfactory attitudes and conduct on the part of the parents and child.
- Fees (if applicable) at the present school have been paid.
- The academic criterion for selection is the ability to access the curriculum with learning support where agreed.

Non-EU Passport Holders

It shall be the Parents' responsibility at all times to ensure that their child has the appropriate immigration permission to live in the United Kingdom and to study at this School and the Parents shall permit the School to take and retain copies of all documentation required to be kept by the School in order to comply with its duties, including where necessary passport, visa, vignette and /or biometric resident permit of the child and the Parents.

Preference factors

- Date of registration
- Sibling at the School
- Parental or family connection with the School
- That the applicant has special aptitudes or gifts. The school is looking for well-rounded and balanced pupils as well as those with exceptional gifts.

Special circumstances which may be taken into account

- Exceptional family circumstances
- Education not in Great Britain

Factors which will not be taken onto account

- The child's or parent's race, religion, nationality, ethnic origin, skin colour, area of residence, disability or socio-economic group.

Prior to school entry the following screening methods are used as appropriate:

Reception, Year 1 & Year 2 (Pre-Prep)



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The Reception year at Prince's Mead is a vital one as it lays the foundations for the year ahead. Reception children are visited by an Early Years teacher within their nursery setting in the term prior to their entry.

Children entering Reception, Year 1 and Year 2 for the first time will be invited to Prince's Mead. At this time, the teachers concerned assess the pupil within the age-related form.

For pupils entering Reception, a range of activities will be undertaken to assess fine and gross motor skill acquisition.

In Year 1 and Year 2, the pupil will follow the curriculum of that day and during the course of the day will engage in specific mathematics and English activities which will be assessed.

The social skills and behaviour of all prospective pupils are taken into consideration. A form is completed by the assessing teacher.

As long as the pupil achieves the necessary academic requirements no pupil will be refused entry on the grounds of race, ethnicity, religion or disability.

Years 3 – 6 (Prep School)

Children entering the Prep School for the first time will be invited to Prince's Mead and during that time they will undertake an assessment in numeracy, literacy and non-verbal reasoning.

In Year 3 upwards, the pupil will follow the curriculum of that day and during the course of the day will engage in specific mathematics and English activities which will be assessed.

The social skills and behaviour of all prospective pupils are taken into consideration. A form is completed by the assessing teacher and this is then given to the Headmaster who determines whether a place can be offered.

As long as the pupil achieves the necessary academic requirements no pupil will be refused entry on the grounds of race, ethnicity, religion or disability.

It is important that any particular difficulties already identified are made known to the school before the pupil visit so that appropriate adjustments to the assessment procedure can be made as necessary.

Further assessments may be carried out by the Learning Support team if it is thought that a child requires learning support.

Following the assessment, the information is passed to the Registrar and Headmaster in order to decide whether the child will be offered a place and whether support is required.

If there is concern that the school cannot meet the needs of a pupil, further discussion with the parents will take place.

In cases of Learning Support, if it is decided that the school cannot meet the needs of the pupil, then in the interests of the pupil, they will not be offered a place and the deposit is not requested (registration fees are retained).

The Headmaster reserves the right to defer entry if assessment of the child shows this to be desirable.

The school maintains the right to exclude any pupil whose behaviour undermines the education of the other pupils, or whose educational or social needs prove to be beyond those



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which the school is able to address. This includes the discovery of any previous undisclosed facts such as a criminal record or exclusion.

The school also maintains the right to exclude, for a fixed period of time or permanently, any pupil whose parents'/guardians' behaviour is, in the opinion of the Headmaster, unreasonable and affects, or is likely to adversely affect, the child's or other children's progress at the School, the well-being of School staff or to bring the School into disrepute.



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ANNEX B: STANDARD TERMS AND CONDITIONS

Admission

The admission of a pupil is conditional upon acceptance of these Terms and Conditions and the rules of the School. Whilst every effort will be made to inform parents about serious breaches of the School rules before any action is taken, the Headmaster has complete discretion in the imposition of sanctions, including suspension or expulsion.

The Parents/ Guardians of prospective pupils confirm that all fees and other sums payable to the last school attended by their child/children have been, or will be paid, before he/she takes up the place that has been offered, and give consent to an exchange of information about the fees with the previous school.

The Headmaster may require the withdrawal, at any time, of a pupil whose conduct or effort is, in the opinion of the Headmaster, unsatisfactory or if he considers that such withdrawal is in the best interests of the pupil or of the School. An appeal procedure is available.

The School may terminate this agreement immediately where the Pupil does not have the appropriate permission to live in the United Kingdom and to study at the School as laid out by the UK Border Agency.

Fees & Extra Expenses

Fees are payable in advance of the first day of each term. Extra expenses incurred are charged termly in arrears. Fees and extra expenses are payable directly to the school. Late payment of fees will incur interest charges at the rate of 0.5% per week from the due date i.e. first day of term. Administrative costs and disbursements paid to solicitors instructed to act on behalf of the school will be recovered from those persons responsible for paying the fees.

The Governors reserve the right to raise fees without notice but will endeavour to give parents as much notice as possible of any increase.

The Headmaster reserves the right to suspend a pupil from attending School when fees are unpaid.

In the event of an expulsion of a pupil or the withdrawal of a pupil by a parent without due notice, there will be no refund of fees for the balance of the term in which the withdrawal occurs.

There will be no remission of fees on account of enforced absence. The School Fees Protection Scheme provides cover for absence through illness. Participation in this scheme is voluntary.

Parents and/ or guardians have a joint liability for the payment of fees and other money due to the School.

Withdrawal of a Pupil by Parents

The education of a pupil at the school may be terminated:

- By a full term's notice in writing from the pupil's parent, such notice to be received by the School by the first day of the pupil's final term;
- Rolling notice may be given for a maximum of 6 months by special arrangement with the Headmaster or;
- By the payment of an amount equal to a full term's fees, which amount is due on the first day of such term.



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Notice

In the event of withdrawal of a child from the school, one term's written notice or alternatively, one term's fees in lieu of notice is required.

A term's notice means a full term. Thus:

- Written notice received before the first day of any term expires at the end of that term;
- Written notice received during any term expires at the end of the next term.

Notice must be given in writing to the Headmaster or Bursar. Notice given verbally or given in writing to any other person will not count as good notice. Notice shall not be deemed to have been received unless acknowledged in writing by the Headmaster or Bursar.

Withdrawal of a Pupil by the School

The Headmaster has the right to require at any time the withdrawal of a child whose behaviour or influence is, in the Headmaster's judgement, unsatisfactory or undesirable. In such cases fees are not remitted.

Pupil Absence Insurance

Pupil Absence Insurance is arranged by the school and the premium charged on fee accounts. Parents/Guardians may wish to opt in by notifying the Bursar.

Pupils' Property & Insurance

Pupils' property (including clothing) should be clearly and suitably marked with the owner's name. The School will not accept liability for the loss of, or damage to, pupils' property, howsoever caused. The School Personal Effects Insurance Scheme provides pupils Property cover. Participation in this scheme is voluntary.

Medical Supervision

The School reserves the right in its discretion and at the expense of the School to require a medical certificate from the pupil's general practitioner. Parents are required to notify the Headmaster in writing of any existing or new medical conditions, or of any learning difficulties of the pupil of which particular medical or other supervision is required.

Concerns & Complaints

Parents are requested to notify the Headmaster in writing of concerns affecting their personal circumstances, in particular their ability to pay fees, and to register complaints about any aspect of the functioning of the school as these occur.

The Chair of Governors can be contacted on any issues concerning the school by writing to her in confidence at Prince's Mead.

General

Reports on pupils' progress and prospects are given in good faith but without liability on the part of the School.

The School may in its absolute discretion and on a term's notice vary any or all of these Terms and Conditions from time to time. The School reserves the right to make any alterations at any time to the way in which the School is run, to the situation of the School and any part of it and to any aspect of the School without reduction in fees.



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The prospectus and school website provides details of the School, its history and facilities. Although, at the time of printing, the contents are believed to be accurate nothing contained in the prospectus or on the school website shall form part of any contract between the school and the parent or any other person.

Parents/Guardians are asked to inform the school of any changes of address.