



PRINCE'S MEAD

ADMISSIONS POLICY

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ADMISSIONS POLICY

Overview

Prince's Mead School is a co-educational Preparatory day school for pupils aged 3 to 11.

The School is committed to the welfare and development of each individual child, so that they can achieve for themselves and make positive contributions to the school community and that of society. The school is proud of its following aims and values, as set out on our website.

Prince's Mead School aims to ensure that successful applicants will be those whose academic and other abilities match the ethos, values and standards of the School, and whose personal qualities suggest that they will benefit from the many opportunities that the School has to offer. Entry to Prince's Mead is dependent on this and the School's ability to meet the needs of the pupil and encourage the pupil's full potential. Successful applicants will have the opportunity to contribute fully and successfully to the School community.

Prince's Mead School aims to set selection criteria and procedures that are consistent and compliant with the School's charitable status and are fair to applicants.

Admissions Procedure

The usual points of entry are Nursery (age 3) and Reception (age 4); however, children may be admitted to the School at other times subject to availability and meeting assessment criteria.

The preconditions for admission are that:

- The parents understand and broadly sympathise with the ethos, values and aims 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 or other special needs (if any) the child may have;
- The present school reports satisfactory attitude and conduct on the part of parents and child;
- Fees (if applicable) at the present school have been paid.

Parents must have completed a Registration form and paid a remittance of £100, being a non-returnable Registration Fee before an assessment can be undertaken (or place offered). Registration does not reserve a place for a pupil; it means the pupil's name is placed on the appropriate admissions list.

All children applying for a place in Reception and above are required to attend a taster day before a place can be offered and confirmed. Following the visit, teachers pass assessment

feedback to the Headmaster, who, in collaboration with the teacher(s) decides whether the child will be offered a place. The Headmaster will offer places when he is satisfied that the school can realistically meet all of a child's needs, both academically and socially. No pupil will be refused entry on the grounds of race, ethnicity, religion or disability.

If there is concern that the school cannot meet the needs of the pupil, further discussion with the parents will take place. In these circumstances, a place may be offered after a further taster day. In cases where it is decided that the school cannot meet the needs of a pupil, then in the interests of the pupil, they will not be offered a place and a deposit is not requested (registration fees are retained).

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

Prince's Mead School reserves the right to withdraw the offer of a place if information becomes available that contravenes the criteria for admission. The offer of a place at Prince's Mead will be subject to any financial obligations being met by parents at any other ISC affiliated school. Written confirmation of this may be required from that school before any offer is made.

If, in the opinion of the school, a child is not flourishing (because of a previously known, but not disclosed by parents or guardians, learning or behavioural difficulty), an alternative educational experience may be suggested. If reasonably possible a term's notice would be given by the school.

Entry to Nursery:

A child may enter Nursery the day after their third birthday. Places in Nursery are offered in date order of registration but with priority given to siblings. Familiarisation sessions for your child are arranged nearer to the child's start date to ensure their transition is as smooth as possible.

Entry to Reception:

A child enters Reception from the September after their fourth birthday. Children registered to enter Reception in September will be asked to attend a taster session in the Michaelmas or Lent term prior to entry. During this visit, Early Years teachers will assess the pupil with current Nursery and Reception pupils the same age. A range of activities will be undertaken through informal play to assess fine and gross motor skill acquisition as well as social skills and behaviour. Children who are already attending Prince's Mead Nursery are given priority for Reception places. If it is considered that a current Nursery pupil will not thrive in Prince's Mead School, then the parents will be advised accordingly and the child will not be permitted to proceed into Reception.

As a result of a successful taster visit, the September place for Reception will be offered.

Entry to Year 1 and above:

Once a child has registered for a place at the school, they will be invited in to school for an assessment day (or morning for those in Year 1 and 2). The pupil will follow the curriculum of that day within the age-related form and during the course of the day will engage in age-appropriate academic activities, including mathematics and English, which will be assessed. The social skills and behaviour of all prospective pupils are observed and taken into consideration.

It is important that any particular learning difficulties already identified are made known to the school before the pupil visits and we will request to see any recent assessment data and educational psychologists' reports where appropriate. Further assessments may be carried out by the Learning Support team if it is thought that a child requires learning support.

Following a successful assessment day, the Registrar will contact the parents, usually within two days, to communicate feedback from staff and offer a place.

Equal Treatment

Our aim is to encourage applications from candidates with a range of backgrounds. Prince's Mead School is committed to fair and equal treatment for all, regardless of the child's or parent's gender, race, nationality, ethnicity, religion, disability, gender reassignment, sexual orientation or social background in line with the UK Equality Act 2010.

Prince's Mead School welcomes applications from prospective pupils of all faiths and no faith.

Special Educational Needs and Disability

We do not unlawfully discriminate in any way regarding entry and will do all that is reasonable to comply with our legal and moral responsibilities under the Special Educational Needs and Disability Act 2001 to accommodate the needs of children with special educational needs or disabilities. We welcome pupils with special educational needs, providing that our Learning Support staff can offer the provision that they determine the child requires. We welcome pupils with physical disabilities provided that our site can accommodate their needs. We ask parents of children with special educational needs or physical disabilities to provide details of 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.

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 to ensure that the pupil is not put at a substantial disadvantage compared to a pupil who is not disadvantaged because of a disability.

Non-UK Passport Holders

It shall be the Parent's 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. 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 Parents.

Bursaries

The School offers a limited number of bursaries to those 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 bursaries are means-tested. The school is committed to providing assistance whenever it is warranted and possible. Full details are available from the Bursar.

Exclusion

The school reserves the right to exclude a child whose conduct (whether on or off school premises or in or out of term time) has been prejudicial to good order or school discipline or to the reputation of the School. Temporary or permanent exclusion is at the discretion of the Headmaster. Please refer to the school's Behaviour Policy.

School's Terms and Conditions

The terms upon which the school educates each child are set out in the School's terms and conditions which will be made available to parents as part of the admissions process.

Complaints

We welcome feedback but the School's Complaints Procedure is not available for use by prospective parents.

Records and Review

Applicants' details will be held on file with due regard to data protection legislation and the School's Privacy Notice. The School will not hold the personal data of you or your child for longer than is necessary for a lawful purpose.