



ADMISSION POLICY

THIS POLICY APPLIES TO EYFS

(Please also refer to Equal Opportunities and SEND Policies)

Pupils are able to join the school at any point during the school year and in any particular year group depending on availability. St Edward's is a single-sex independent prep school for boys from the ages of 3 to 11 years. Entry for the youngest boys is into our Pre-Reception class during the academic year (1 Sept – 31 Aug) they will turn 4 years old. Boys who are ready may join at the most appropriate point for them during the year. Due to strong demand for places in our Pre-Reception, priority is given to children who commit to continue through to our Reception Class.

After a Registration Form and non-refundable fee of £50 has been received, the School invites potential pupils for a visit to see if boy and school are compatible.

For the Prep school, boys are usually asked to complete a couple of low-key tests in both Maths and English during the morning and then spend the rest of the day following the respective year group's timetable. The assessments are based on the boy's current level of work within the National Curriculum. At this stage, the Headmaster would also like to read the latest copy of their school report, this can be brought with them for the taster visit. After this has taken place, the school may make a written offer of a place.

For Pre-Prep entries (Pre-Reception to Year 2), a very short, informal assessment is undertaken during a classroom based activity at the School. Depending on the outcome of this assessment, the Head of Pre-Prep or relevant class teacher may choose to visit the child's pre-school to observe them in that setting before an offer is made. The school will make all reasonable adjustments to accommodate SEND and EAL prospective pupils.

All offers of a place must be accepted in writing by completing an Acceptance Form signed by both parents and must be received in school along with the £500 deposit within three weeks of the date of the offer (unless an extension is sought from the Headteacher via the Registrar) to secure the place.

The boy may then be invited to attend more taster days as the start date approaches to familiarise himself with the school and his peers and to ensure a successful transition.

A copy of the boy's birth certificate and proof of parents' right to domicile in the UK will be required on the start date along with the completion of various mandatory forms for school use.

In the case where a boy is unsuccessful in his assessments and an offer is not made, feedback may be provided to the parents on request.

It should be noted that the school site is hilly and is not easily accessible by pupils with a mobility problem. We have limited facilities for boys with disabilities 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



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which, with reasonable adjustments, the school can cater adequately. The school, which is a non-denomination foundation but has Christian beliefs at its core, actively welcomes boys of all religious backgrounds.

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.

A limited number of means tested bursaries are available and are assessed on completion of the relevant bursary application form and if awarded, are reviewed annually.

Signed:

Headmaster

Proprietor

Date: June 2017

Review date: Sept 2018

A COPY OF THIS POLICY IS AVAILABLE ON REQUEST FROM THE SCHOOL OFFICE