



**ST EDWARD'S PREP**  
A WISHFORD SCHOOL

## **ADMISSION POLICY**

### **THIS POLICY APPLIES TO EYFS**

**(Please also refer to Equal Opportunities and SENDA Accessibility 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 an independent prep school for children from the ages of 3 to 11 years. Entry is open to boys and girls into our Pre-Reception class after the child turns three years of age. The child will then transfer into Reception Class in the September following their 4<sup>th</sup> birthday. Due to strong demand for places in our Pre-Reception, priority is given to children who commit to continue through to our Reception Class. Children are required to attend school full time when they join in Reception. In Years 2-6, entry is currently only open to boys.

#### **Registration and Taster Sessions (Nursery, Reception and Year 1)**

After a Registration Form and non-refundable fee of £50 has been received, the School invites potential pupils to attend a Taster Session, which will include an informal teacher assessment, to see if child and school are compatible. We also ask for copies of any reports or assessment information from your child's previous educational setting or school.

A taster session and informal assessment will run from 9am – 1pm which is undertaken following the year group's timetable. (Parents of under 4-year olds will be asked to wait ½ hr while their child settles in and asked if they foresee any issues with the length of stay). Potential pupils are invited to stay for lunch. The Headteacher or appointed delegate may choose to visit the child's pre-school/school to observe them in that setting, or alternatively speak to an appropriate member of staff before an offer is made. The school will make all reasonable adjustments to accommodate SENDA and EAL prospective pupils.

#### **Registration and Assessment (Year 2 - 6)**

After a Registration Form and non-refundable fee of £50 has been received, the School invites potential pupils to attend an assessment morning/taster session. Children will be asked to complete assessments 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 child's current level of work within the National Curriculum. We will also ask for reports from their previous school. The Headteacher or appointed delegate may choose to visit the child's school to observe them in that setting, or alternatively speak to an appropriate member of staff before an offer is made. After this has taken place and we have received the relevant documentation, the school may make a written offer of a place.

For all pupils a copy of the child's birth certificate and proof of parents' right to domicile in the UK or relevant VISA will be required at the time of registration.



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### **Offers**

It is the policy of St Edward's 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.

All offers of a place must be accepted in writing by both parents and must be received at 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 child may then be invited to attend more Transition Days as the start date approaches to familiarise themselves with the school and to ensure a successful start at St Edward's.

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

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.

### **Special Educational Needs and Disability**

The school will make all reasonable adjustments to accommodate SENDA and EAL prospective pupils.

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 children with physical 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 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 children 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.



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Signed:

Headteacher

Proprietor

Date: March 2022

Review date: March 2023

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