The Prebendal School

Admissions Policy

This whole school policy also applies to the Early Years Foundation Stage

This document aims to set out the criteria and procedures for admission to The Prebendal School. In addition, it offers guidance for parents whose children who have a disability or special educational needs.

Other Policies
This policy should be read in conjunction with The Prebendal School’s:

- Behaviour Policy
- Disability and Accessibility Policy
- Learning Support Policy

The admissions process is managed by the Admissions Secretary, Miss Lesa Burchell, who can be contacted at headpa@prebendalschool.org.uk or on 01243 772220.

General

- The Admissions Policy for The Prebendal School is the responsibility of the Governing Body. It is administered by the Head.
- The policy operates in accordance with the stated aims of the school, which are to foster the academic, physical, social and spiritual development of boys and girls in a happy, caring and safe environment. Admission may be refused where it is felt that admission to the school is not in the best interests of the child or other children in the school.
- Admission to Prebendal is generally dependent upon the parent or guardian’s ability to pay fees in accordance with the published scale applicable at the time. Assistance may be available with fees in the form of Choristerships, Scholarships (academic, music, sport and art) and Bursaries. These are advertised as and when they are available and full details are available in the Scholarships and Bursaries Policy which is available on the School website or on request from the School Office. (The award of scholarships and bursaries may be subject to means testing.)
- The Prebendal School is committed to ensuring within the framework of the law that our workplaces are free from unlawful discrimination on the grounds of gender, gender reassignment, pregnancy or maternity, race, religion and belief, cultural background, linguistic background, sexual orientation, SEN and disability.

01.11.18/01.11.19/H/P
Policies

Policy Objectives

- To make it possible for children who would benefit from the opportunities afforded by Prebendal School to do so;
- To maintain and develop the Christian Foundation of the school;
- To facilitate the recruitment of Choristers of the highest quality, irrespective of parental means;
- To ensure that the School recruits the optimum number of pupils consistent with the duty to safeguard the interests of all members of the School community.

Awards and Fee Remission: The School’s policy detailing Bursaries and Scholarships is available in the School prospectus, on the School Website and from the School Office. All means tested bursaries are subject to the satisfactory completion and return of an annual statement of means. The Early Years Provision for fees is available from the Bursar’s Office.

Admission Criteria: Admission to Prebendal School depends upon a prospective pupil meeting the criteria required to maintain and, if possible, improve the educational and general standards for all its pupils, commensurate with the School’s ethos and aims. The School must also feel reasonably sure that it will be able to educate and develop the prospective pupil to the best of his or her potential and in line with the general standards achieved by the pupil’s peers.

The School's criteria for admissions are:

- that a prospective pupil will benefit from the education that Prebendal offers, this will be judged upon a pupil achieving sufficient results during a taster day to satisfy the Head that he or she can cope with the general pace of learning. An individual’s economic status, gender, race, ethnicity, sexual orientation, religious beliefs, and in most cases disability (see below), do not form part of this selection process;
- that a satisfactory report is received from a pupil’s current school (not applicable for Early Years aged pupils)
- the school caters for a wide range of abilities and it is important that a prospective pupil, in the judgment of the Head, shows sufficient aptitude, commitment and willingness to benefit from the educational opportunities on offer at the School;
- that the School is able to meet the needs of a prospective pupil without impairing the education of other pupils;
- that there are sufficient vacancies in the appropriate year group, Cathedral Choir or boarding house;
- that candidates for the Cathedral Choir satisfy the requirements of both the Cathedral department of Liturgy and Music and the School as to their suitability to be a Chorister and a pupil of the School;
- In the case of an applicant for the Nursery class, parents are able to give an assurance that lavatory training has been satisfactorily completed by their child.
A1_Admissions Policy

**Special Educational Needs and Disability**
The School is open to applications from any prospective pupil with a physical and/or mental impairment. The School's policy is to apply the above criteria to all pupils and potential pupils regardless of any disability* of which it is aware, and not to put any disabled pupil or potential pupil at a substantial disadvantage compared to any pupil who is not disadvantaged because of a disability. All applications will be judged fairly and the School will consider any reasonable adjustments that may need to be made to cater for the child's disabilities.

*For the purposes of this guidance, 'disability' includes any pupil or prospective pupil whose mobility, hearing, sight or other physical functions are impaired, or who exhibits other special educational needs, such as dyslexia or dyspraxia, or significant behavioral or emotional problems.*

Parents of all prospective pupils are encouraged to give full details of the nature and effect of any disability affecting their child in order to enable the School to consider any adjustments it might need to make. The Head may request copies of any assessments or relevant medical reports. The School will be sensitive to any requests for confidentiality. In assessing a prospective pupil in relation to the criteria above, the School will consider each case on an individual basis and make any reasonable adjustments. The School is happy to consider any pupil with sufficient aptitude for a place at the School and no group is excluded per se. However, parents may wish to be aware of certain factors before deciding whether Prebendal School will be a suitable school for their child.

**Physical layout of the School:** In common with many other schools, Prebendal consists of many separate and historic buildings which cover a reasonably wide area; none is currently provided with lifts. In order to provide specialist facilities, most subjects (in Years 3 and above) are taught in subject areas and the more senior pupils therefore move from classroom to classroom and building to building between lessons. However, some parts of the School are accessible to those with a level of impaired mobility and the School is therefore happy to consider such prospective pupils.

In assessing any pupil or prospective pupil the School may take such advice and require such assessments as it regards as appropriate. Subject to this, the School will be sensitive to any requests for confidentiality. Some adjustments can and will be made, such as seating a pupil with a known hearing or visual impairment at the front of the class.

**Admissions Procedure**

Children may join the School in any year group, depending on place availability. For purposes of this document Nursery includes children who are rising three through to the time they enter Reception and classes are organised according to numbers.

- Children are welcomed into the Pre-Prep at the beginning of the term they turn three (Nursery) and it is hoped but not expected that all children entering Nursery will continue their education with us. No formal evaluation of children entering Nursery is undertaken, although parents will be asked about their child’s general development and any identified special needs prior to a place being offered.
A1_Admisions Policy

Children are required to be toilet trained, however staff realise that children of three are not always totally reliable in this respect.

- One of the main aims of our Nursery is to prepare children for their learning at The Prebendal through an enhanced curriculum.
- The school accepts the Government Vouchers for 15 hours of school time. These may be used across three full sessions during the course of a week.

Please note that sessions are organized on a termly basis and are adjusted according to pupil numbers and requests for increases in sessions. Consequently, sessions are not fixed or guaranteed from one term to the next but we will always try our best to accommodate all requirements. Sessions will be allocated before the end of the previous term.

Occasionally it is possible to book extra one-off sessions in Nursery. As long as there is space available and we have sufficient staff to meet the relevant ratios we are very happy to do this. Any additional sessions will then be added to your end-of-term bill. Please note, one-off sessions will not attract the Early Years Funding and we are regrettably unable to swap sessions.

Visit and Registration: Parents are very welcome to make the initial visit either with or without their child(ren). The visit will include a meeting and tour of the School with the Head. Following a visit the Head will write to the parents enclosing a registration form. The completed registration form together with a £75 registration fee should be submitted to the School as soon as possible thereafter. Parents should be aware that places in our Pre-Preparatory classes are booked some time in advance, therefore early registration is advised.

“Taster” / assessment day: The taster day is an opportunity for your child to spend a normal day with the pupils in his or her current year group and will include all the activities that happen during any chosen day. The day is designed to give children the opportunity to get to know their peers, teaching staff and to familiarize themselves with the School buildings. If your child has a particular interest (drama, swimming) the taster day can be arranged on a day when this activity takes place. Pupil mentors are assigned to take special care of visiting children. Children spending a taster day in Nursery– Year 2 will be informally assessed by the form teacher during the course of the day. Children in Year 3 and above may in addition to informal testing undertake some assessments in English, Reading and Mathematics with the form teacher or another senior teacher. No preparation is needed for this. These assessments will not take the form of a formal examination as we want children to be relaxed and confident so that we can assess their level of ability.

Request of report from current school: All places offered are subject to a satisfactory report from a child’s current school (not applicable for Nursery or Reception aged children).

Admission Process for Cathedral Choristers: Auditions for the Cathedral Choir may take place at any time, by appointment, if there are vacancies in the Choir to be filled.
A1_Admissions Policy

The main voice auditions take place in November and February of each academic year, for entry the following September, or occasionally, more immediately. Children seeking a Chorister place also undertake general entrance assessments in verbal reasoning, English and Mathematics. This testing is to ensure that the pupils will be able to cope with the additional demands of a choristership. Voice trialists who are already members of the School will not be asked to undergo any academic tests as the school will already hold appropriate academic data on the pupils. If a choristership is offered it is conditional upon the pupil remaining in the School and Choir until the age of 13 (the completion of Year 8).

Offer of a place: Following a taster day the Head will contact the parents to discuss the day’s events from both the School, the parents and the child’s perspective and to answer any remaining questions. If all has gone well a verbal offer of a place will be made, which will be followed up in writing. It is expected that all Pre-Prep pupils will move to the Prep department and continue to be educated at the Prebendal School and Kindergarten parents will be requested to indicate their intention to continue through the Pre-Prep and into the Prep when registering in order to assist the School with future class planning.

Acceptance of a place: This is requested, in writing, together with a non-returnable Acceptance Fee of £300 which is payable before a pupil joins the School. This Acceptance Fee is held as a credit against the final fee account that is presented after a pupil leaves in the Prep School.

Appeals: An application for admission may be refused if, in the opinion of the Head:

- It is not possible for the School to provide an appropriate education for the prospective pupil
- The admission of the applicant is likely to jeopardize the safety and/or education of other pupils and/or jeopardize the good name and reputation of the School

Or if:

- In the case of an applicant for the Kindergarten class, parents are unable to give an assurance that lavatory training has been satisfactorily completed by their child.

Any appeal with regard to admission should be made in writing to the Head.

Date of Last Review: November 2018