



ST NEOT'S
PREPARATORY SCHOOL

Policy Name:	Admissions Policy
Policy Number:	A42

Policy Last Updated on:	September 2018
Policy Last Updated by:	Deborah Henderson (Head)
Next Review Date:	September 2019

Agreed with Deborah Henderson (Head Teacher)	Yes
Agreed with the Board of Governors	Yes

This policy is applicable to the whole school including Early Years

Introduction

St Neot's School is a co-educational independent school for pupils from age 2 to 13 years. The school has 331 pupils. Deciding on the right school for your child is very important, and we believe that a personal visit is invaluable. We very much hope that you and your child will visit St Neot's school. We hold a number of Open Events, which give a general introduction to the school. Details are published on our website. We are also very happy to welcome prospective parents and their children at other times. Please contact our Registrar, Mrs Debbie Berger-North, on 0118 9739650 or email admissions@stneotsprep.co.uk to arrange a visit.

St Neot's is highly successful in placing pupils at senior schools, at 13+, with a number of Scholarships and Exhibitions awarded each year.

St Neot's School is committed to ensuring the Admissions Register is maintained in accordance with Education (Pupil Registration) (England) Regulations 2006. From the beginning of the first day on which the school has agreed or been informed that the pupil will attend the school, an entry will be made in the school's Admissions Register. St Neot's is also committed to ensure details required by the County Council (Hampshire) regarding inclusion and deletion are submitted on a termly basis or within 5 days of a child joining the school.

THE ENTRY PROCEDURE

The selection process at St Neot's School is designed to identify pupils who are able to benefit from our balanced and well-rounded education and to make a positive contribution towards the life of the school.

The usual points of entry are into the Nursery (2-4 years), from 4 years in Reception, at 7 years in Year 3 and at 11 years in Year 7. We may also have occasional places at other ages. Please contact the Registrar for details.

Nursery (Tiny Tuskers/Tuskers)

There are no formal academic requirements. Parents are invited to meet with the Head and Head of Nursery.

Transfer from Tiny Tuskers to Tuskers is usually automatic and the move is usually made in the term after their third birthday.

On rare occasions we reserve the right to withdraw the offer of a place if it is felt that St Neot's School cannot offer the support your child will require.

Lower School and Main School

Transfer from St Neot's Nursery to Reception is usually automatic. On rare occasions we reserve the right to withdraw the offer of a place if it is felt that St Neot's School cannot offer the support your child will require.

Children transferring from external Nurseries/Schools into Lower School or Main School are not required to sit a formal entrance test, but acceptance will depend on a successful trial visit to the school (to include assessment tests in English and Maths to indicate that the child would be able to

cope with the current academic curriculum in the school) and will be subject to satisfactory references from the previous school and reports from any relevant external agencies, for example from a medical practitioner for a child with a medical condition or Special Educational Needs. All prospective parents are invited to the school to meet the Head (or Deputy Head) and are offered a tour of the school. Prospective parents are invited to attend Open Mornings which are held on a regular basis. If the initial visit takes place during the school holidays the previous school and relevant external agencies will still be contacted for references. We reserve the right to withdraw the offer of a place if one of the prerequisites outlined above demonstrates that St Neot's would not be able to meet the requirements of your child

If the trial visit is successful, a place will be offered and applicants should register by completing the registration form (a copy is attached at the end of this document). Where applicable a report will also be requested from the pupil's current school or Nursery. If a pupil has significant needs that require further investigation, then more 'trial days' may be required to enable a more accurate picture of the pupil's needs to be assessed by the school and more specifically the Special Educational Needs and Disabilities coordinator (SENDCo).

EQUAL TREATMENT

The school pays due regard to the Equality Act (2010). Our aim is to encourage applications from children with as diverse a range of backgrounds as possible. This enriches our community and is vital in preparing our pupils for today's world.

St Neot's School is committed to equal treatment for all, regardless of a child's race, ethnicity, religion, sexual orientation or social background. (Our provision for bursaries is described below). Although St Neot's has Christian roots, we do not select for entry on the basis of religious belief and we allow the pupils to opt out of services, by request.

SPECIAL NEEDS

We do not discriminate in any way regarding entry. We welcome pupils with special educational needs, providing that our Learning Support Department can offer them the support that they require. We welcome pupils with physical disabilities provided that our site can cope with them. However, we advise parents of children with special educational needs or physical disabilities to discuss their child's requirements with St Neot's School so that we can make adequate provision for him/her. Parents should provide a copy of an Educational Psychologist's report or a medical report to support their request. Full details may be found in the school's Equal Opportunities, Inclusion and Cultural Diversity Policy and the school's Special Educational Needs and Disability Policy.

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

THE ASSESSMENT PROCESS

The aim of the process is to identify potential. We are looking for well-rounded pupils with a genuine interest in education in the broadest sense of the word, with interests that stretch beyond the confines of the academic curriculum. The school has strong traditions in music, drama, art and sport. There are many extra-curricular activities, all of which are important in developing a well-balanced, confident individual. Pupils behaviour is to behave consistent with the school's behaviour policy. Assessment for Reception is based on observing prospective pupils in our school environment and in informal play and small classroom groups.

FORM PLACEMENT AND SETTING

We accommodate pupils according to the school's assessment of the pupil and vacancies within sets. Throughout the pupil's career in school, all setting and class arrangements are the decision of the school and would remain within the school's normal parameters. The maximum form size will not exceed twenty. All pupils are required to sit examinations and check up test as set by the school.

SIBLING POLICY

The vast majority of siblings join us at St Neot's School. However, admission is not automatic and the procedures outlined above will still be followed. There may be occasions where we judge that a sibling is likely to thrive better in a different academic environment.

BURSARIES

The School offers a reduction in fees where there are 3 or more siblings attending the school. St Neot's school aims to offer as much support as we can but this is done on an individual basis, taking into account financial circumstances. Priority is given to children in their final years at the school. Such bursaries are subject to review by the Board and the conditions of our Charitable status.

Our Bursary Policy can be viewed on our web site, or can be obtained from the Bursar.

OVERSEAS APPLICANTS

We welcome overseas pupils, who can study at St Neot's school provided that he/she has a relative or legal guardian living in the UK with whom he/she can stay.

SCHOOL'S CONTRACTUAL TERMS & CONDITIONS

Copies will be made available to parents as part of the admissions process.

COMPLAINTS

We hope that you and your child do not have any complaints about our admissions process; but copies of the School's complaints procedure are available from our website or can be sent to you on request.

Admissions Process

Once you have received your prospectus and visited the school the next stage in the admission process is:

1. **Registration** – Please complete the Registration Form and return it with the non-refundable fee of £100 to the Head of Admissions. This will ensure that your child is included on our waiting lists for their year group.
2. **Assessment** – Pupils entering Year 1 and above will be invited for a trial day (where pupils are old enough this will include assessment tests in English and Maths to indicate that the child would be able to cope with the current academic curriculum in the school). As part of the entrance assessment procedure, with the prior permission of the prospective pupil's parents, a letter is sent to the Head teacher at the child's current school to request a confidential pupil report (where appropriate), including a full SEN report where appropriate and a history of the support that has been required in the previous setting. This is to ensure that all is in order and for the School to get clear picture of a child's contribution and strengths. We will also request from you, copies of recent reports to assist with placing a new pupil in the correct groups for his or her lessons. Parents who knowingly hide significant information regarding the specific learning difficulties of a child may forfeit the place that has been offered. For example, once these needs are highlighted shortly after joining St Neot's, and where the needs have a direct and unmanageable impact upon the learning of current pupils, the Head may advise the parents to seek a more appropriate educational environment for their child.
In the case where a family is relocating from overseas, a trial day may not be possible. Therefore, the Head can make a judgement based upon interview with parents and child (where appropriate) and supporting evidence from the previous school.
3. **Offer of Place** – Once we are in a position to offer your child a place we will contact you and we will request confirmation from you that they definitely wish to take up the place.
4. **Confirmation** – This is an agreement to the School's Terms and conditions and involves the payment of the confirmation deposit (£600 for entry into Nursery and £300 for entry into Reception and above). This is returned at the end of the pupil's final term, subject to the terms and conditions.
5. **Induction/New pupil day** – Once a child's place is confirmed we will invite them into the school for an induction day/new pupil's day the term before they are due to start; they will spend either the whole day or a morning with the class they are likely to join when they come to St Neot's. Pupils joining Reception and Nursery will also be invited to attend a series of familiarisation sessions, commencing in the Spring Term.

CHILDREN MISSING EDUCATION

St Neot's School adheres to the revised guidance '*Children missing education: statutory guidance for local authorities*'. This guidance reflects the changes brought about by the *Education (Pupil Registration) (Amendment) (England) regulations 2016** which have amended the *Education (pupil Registration) (England) Regulations 2006*. The changes were effective from 1st September 2016.

Since September 2016 the Head of Admissions at St Neot's School is required to notify the Local Authority when a pupil's name is about to be removed from the school admission register under any

of the fifteen ground listed in Children Missing in Education 2016. This duty does not apply when a pupil's name is removed from the admission register at standard transition points - when the pupil has completed the final year of education normally provided by the school - unless the local authority requests that such returns are made.

The school will also make reasonable enquiries to establish the whereabouts of a child jointly with the local authority, before deleting the pupil's name from the register. (Regulation 8 (1) of the Education, Pupil Registration, England. Regulation 2006). From September 2016 schools must also notify the local authority within five days of adding or deleting a pupil's name on the admission register at non-standard transition points. The notification will include all the details contained in the admission register for the new pupil.

St Neot's is fully aware that there is an overlap also with *KCSIE 2016* which recognises children missing education as a safeguarding issue particularly when a child leaves with no known destination. Furthermore, the school acknowledges its right under the regulations to delete a pupil for non-return within 10 school days after authorised leave of 10 school days or more, or after 20 school days unauthorised absence (in both cases, in the absence of illness or other unavoidable cause), does not arise until the School and LA have jointly made reasonable enquiries (described in the guidance) as to the pupil's whereabouts, and failed.

The school also undertakes to amend the admissions register where a parent notifies the school that a pupil will live at another address. The admissions register must record details of the pupil's new residence, the full name of the person with whom they will reside and the date from when it is expected the pupil will reside there.

The School also undertakes to amend the admissions register where a parent notifies the school that the pupil is registered at another school or will attend another school in the future. The admissions register must record the pupil's destination school and the date from when it is expected the pupil will attend or first attended the new school (where this information can reasonably be obtained).

From September 2018 the school will request sight of either the birth certificate or passport as part of the registration process. If a child is coming from outside of the UK, further checks may be required.

PRACTICAL APPLICATION OF THE POLICY

In relation to deletions from the register, the duty arises as soon as the grounds for deletion are met and in any event before deleting the child's name.

Data will be sent to the local authority via a secure system for transferring pupil data.



REGISTRATION FORM

To be completed by parent or guardian: PLEASE USE **BLOCK CAPITALS**

Surname of child:.....
 First names (in full):.....
 Name generally used:.....
 Date of birth:.....
 Nationality:.....
 Proposed date of admission (term and year):.....20....
 Please state how you first heard about St Neot's.....

Parents' Details

	Father	Mother
Title	_____	_____
Name	_____	_____
Address	_____	_____
	_____	_____
Postcode	_____	_____
Occupation	_____	_____
Nationality	_____	_____
Home tel:	_____	_____
Work tel:	_____	_____
Mobile:	_____	_____
E-mail	_____	_____
Fax:	_____	_____

Full name and address of Guardian, if applicable. (Please note that the appointment of a Guardian is compulsory if both parents are non UK resident).

 Guardian Contact Numbers: Home tel: _____ Work tel: _____
 Mobile: _____ Email: _____

Please mention here the names of any other members of the family attending the school or registered for entry, or any other connection with the school: _____

Please state name and address of the present school or Nursery (with date of entry): _____

Name of Head: _____

Are there any circumstances relating to your child of which the school should be aware? Please tick as appropriate:

ADHD	<input type="checkbox"/>	ASD	<input type="checkbox"/>	Dyslexia	<input type="checkbox"/>
Allergies	<input type="checkbox"/>	Hearing impairment	<input type="checkbox"/>	Visual Impairment	<input type="checkbox"/>

Other (please specify) _____

Where appropriate please enclose the most recent report from any relevant professional, including Educational Psychologist, Occupational Therapist, Speech/Language Therapist or Physiotherapist.

Is English your child’s first language? (If not, please state his/her first language)

Admissions policy

St Neot’s offers a broad and varied curriculum and aims to admit pupils who can thrive in this environment. To that end the school has a published Admissions policy which provides both a statement of policy and explains admission procedures. Prospective parents are strongly advised to familiarise themselves with this document.*

If you believe your child may have a special educational need or learning difficulty please ask for a copy of our special educational needs policy as this sets out the provision that the school is able to offer in more detail.

Declaration

We request that the above-named child be registered as a prospective pupil **AND** we enclose a cheque for the non-refundable Registration Fee of £100. Please make cheques payable to St Neot’s Preparatory School.

NB. If you wish to pay this via bank transfer, our details are: Bank Name- Nat West, Account No – 67359213, Sort Code – 60-24-21. Please ensure that you identify your transfer using your surname as reference.

We further understand that:

1. Registration of our child as a prospective pupil does not secure our child a place at the School but does ensure that our child will be considered for admission as a pupil at the School.
2. The School may process personal data about our child, including sensitive personal data such as medical details, for the purpose of administering its list of prospective pupils and its admission procedures, and we consent to the processing of our child’s personal data (including sensitive personal data) for these purposes.
3. In the event that our child is offered a place at the School, such an offer will be subject to the School’s Terms and Conditions*(Ts & Cs) for the provision of educational services, which will bind us in the event that we accept the place.
4. A Confirmation deposit is payable upon confirmation of a firm place at least one term in advance. This deposit is refunded subject to the School’s Ts & Cs and any final charges at the end of the term when your child leaves St Neot’s.
5. A term’s notice in writing of my/our intention to remove our child is required and that, in the absence of such notice, a term’s fees will be payable in lieu.

First Signature _____	Second Signature _____
Name in full: _____	Name in full: _____
Relationship to child: _____	Relationship to child: _____
Date: _____	Date: _____

* Copies of the current Admissions policy and the standard Terms and Conditions are available on request from the school office or may be downloaded via the school’s website at www.stneotsprep.co.uk

OFFICE USE ONLY:

Registration Fee:

Date paid:

Amount: £

Confirmation Fee:

Date paid:

Amount: £