

## ADMISSIONS POLICY

Author / reviewed by:	Gareth Jones
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Signatories:	Headmaster:  Chair of St Andrew's Prep Committee: ✓ J Henley

## Admissions Policy and Procedures (including EYFS)

### Visiting the School

**Individual Appointments:** Many prospective parents visit St Andrew's on an individual basis. Some bring their children with them, whilst others prefer to make the first visit on their own and return with their children at a later date. The Head will usually meet with you and either he, the Registrar or Deputy Registrar, will give you a tour of the School which will provide you with the opportunity to meet pupils and staff. Those interested in boarding will be shown around the boarding house. A visit can be arranged through the Registrar.

**In light of Covid-19, contact details of visitors to the school must be recorded. The contact details we must record include name of visitor, contact number, date of visit, arrival and departure time. These details must be stored for 21 days and shared with NHS Test and Trace, if requested. Further information is available here:**

<https://www.gov.uk/government/news/venues-required-by-law-to-record-contact-details>

**Open events and personal visits:** Open events are held at two points in the year, usually in early October and April. We would politely request that parents register their interest in attending these events, either via our [website](#) or by phoning the school office. We pride ourselves, however, on every day being an open day and welcome parents and their families to visit the School all year round. To ensure the personal tours comply with the latest covid-19 guidance, you can read our visitor policy [here](#).

### A Taster Day at the School

Following a visit, most prospective pupils spend a day at the School. This is an ideal opportunity for children to get a genuine feel for the School and to meet other children in their peer group. Please contact the Registrar to arrange.

### Applying for a Place

Entry to St Andrew's is essentially non-selective and we welcome applicants from all educational backgrounds. The School's primary concern is that the individual educational needs of each child can be met, whilst ensuring that they will thrive socially as well as academically whilst in the School's care.

Applications should be submitted to the Registrar who will acknowledge receipt thereof. An offer of a place will usually be made at this time but on occasions where we have considerable demand for limited spaces in a year group, we reserve the right to delay making any offer until later in the academic year.

Registration can occur for potential or prospective pupils at any entry point during the academic year by completing the Registration Form and paying a non-refundable registration fee as stated in the School's Scale of Charges. Popular entry points are 9 months of age (Baby Room), 2 years of age (Nursery), 4+ (Reception), 7+ (Year 3), 11+ (Year 7). However, the School accepts pupils to any year group at any stage of the academic year, subject to availability.

The Registration Form is an essential indicator of interest from parents, but is not a final commitment. The form provides information which helps the Registrar give assistance in the admissions process. Early Registration is recommended to reserve a place.

Any information the School holds will be kept entirely confidential and will not be submitted to a third party in accordance with the Data Protection Act. The School operates an Equal Opportunities Policy.

### **Acceptance**

Once the offer of a place has been made by the School, the place can be secured by paying a deposit (please refer to the School's Scale of Charges). The deposit is non-refundable until the end of a pupil's stay at the School and will be credited to the final 'extras' bill. A Guaranteed Place form should also be completed, thereby agreeing to the School's Terms and Conditions as detailed in the Parent/School Contract. The Guaranteed Place form, together with the deposit, must be returned to the Registrar by the date specified in the offer letter. If we are not in receipt of a Guaranteed Place form or deposit, the School reserves the right to advise the parent should the place be no longer available.

At the registration stage we ask parents to inform us of any information regarding any medical conditions, allergies, disabilities and special educational needs. Parents complete a medical form which is kept by the Medical team, and stored on the pupil page of our electronic information system. Staff will have access to the general medical information but any sensitive information will be hidden from view and only shared with key staff. It is important that St Andrew's obtains this information to establish if a pupil's needs can be met.

By way of standard procedure, the School may request information on a child from their previous school and take such advice as appropriate. This request will be made during the term preceding entry.

All information will be treated with the utmost confidence and will only be disclosed if that information has a direct bearing on safety or the provision of an appropriate education.

No child will be barred from entry on the grounds of race, religion, sexual orientation or gender. The school does not unlawfully discriminate in any way regarding entry and welcomes pupils with disabilities and/or special educational needs including those with EHC Plans providing we can offer them the support that they require with suitably qualified staff and that our site can accommodate them.

### **Refusal of Candidates**

In rare cases, it is possible that a pupil may be refused a place if, after due consideration, the School believes that it is unable to provide for the educational and/or emotional requirements of the child.

## **Cancellation of a Place**

If the parent wishes to cancel their acceptance of a place less than a term before the entry date, or if the pupil does not join the School after a place has been accepted and not cancelled, a term's fees will be payable and the deposit will be credited to the account. Parents who cancel their acceptance giving more than a term's notice before entry, will not be required to pay fees in lieu of notice, but the deposit will be retained by the School unless a previous agreement has been reached. Cases of serious illness or genuine hardship may receive special consideration on written request.

## **Aims and Ethos**

Breadth, Excellence and Integrity

The primary aim of St Andrew's Prep is to equip the children to lead happy, fulfilled lives in a safe and healthy environment. We provide a broad education that provides opportunities for every pupil in all aspects of school life: academic, sport, performing and creative arts and social.

We strive for a culture of acknowledgement rather than judgement, in which each child is valued for what he or she can offer. By treating children as individuals with particular needs, interests and strengths, not only do the pupils gain personal success but they learn to be open, honest, reflective and willing to give things a go without the fear of failure.

At St Andrew's we work with the parents to develop pupils of strong character who are confident yet not arrogant; pupils who are comfortable with formality and informality; who celebrate the successes of others as well as being proud of their own achievements; and who are ready to extend courtesy and kindness to those around them.

The Prep School Council of pupils discussed the traits needed to produce such morally aware characters and, together with the staff, chose the following as values for all Androvians to possess:

- Honesty
- Kindness
- Respect
- Gratitude
- Courage

These values are promoted through our rewards and sanctions policies, assemblies, Chapel services, PSHE (Personal Social and Health Education), our Mind Matters programme and, most importantly, the human relationships and partnerships that are nurtured between the children, staff and parents.

## **Academic Assessment**

The School asks for a copy of a child's latest report and any results or background information that may be helpful in placing children in the correct academic sets for their ability. Children joining the school in Years 7

or 8 will tackle the Bridge Curriculum, an exciting new initiative which was introduced in September 2019 as a replacement of Common Entrance. The Bridge Curriculum aims to combine the best bits of the Common Entrance syllabus with the National Curriculum and other programmes of study to create a pathway of learning that is exciting, dynamic, and more effective in preparing pupils for the demands of GCSE and beyond. . All children are also expected to be able to follow instructions, to display a good standard of behaviour and demonstrate an awareness of the needs of others in the classroom situation.

Very occasionally the School may offer places to pupils one year ahead or behind their peer group if we consider that this would be in the best interests of the pupil and the School. The Headmaster will be happy to advise parents on this matter.

### **Scholarships and Awards – Academic, Art, Drama, Performing Arts, Music, Sport**

Scholarship assessments for children aged 6 to 11 (current Years 2 to 6) usually take place during the Spring Term of each year for entry the following September. Candidates who are successful in gaining a scholarship award automatically gain an offer of a place in the School.

All scholarship awards are subject to terms and conditions which the parents will be asked to agree to when accepting the award. The scholarship and awards are tenable throughout a child's time at St Andrew's, subject to satisfactory progress and behaviour which is reviewed termly.

### **Bursaries**

Financial support may be available to those families of pupils who would not otherwise be able to attend St Andrew's. The relevant fee remission varies in value depending on financial need, and all Bursaries are subject to means-testing as required by the Charities Commission. Parents should request and complete a Statement of Financial Circumstances form which will then be assessed by the Finance Bursar. The form is available from the Finance Bursary. For advice on financial assistance or bursaries, please contact the Finance Bursar at Eastbourne College.

### **Additional Information**

In the interest of your child, it is imperative that you inform us of any factors – social, medical emotional or academic (such as learning support) – that might affect your child's learning and other school activities. It is important that the School receives any information to enable us to establish if a child's needs can be met and to ensure that we are able to make the necessary reasonable adjustments as the School is obligated to do under the Special Educational Needs and Disabilities Act 2001.

### **Standard of English**

In order to cope with the academic and social demands of the school, pupils must have good command of the English language and we will request that a pupil undertake a Skype interview in advance of an offer being made. Depending on the year group of entry, a written assessment may also be required. Tuition of

English as an additional language (EAL) can be arranged at the parents' expense. (Please refer to the EAL Policy)

### **Learning Support**

St Andrew's Prep provides academic support for pupils on many different levels and analysis of our data tracking and monitoring will often determine what support, if any, is needed. In any case, the School will meet with the parents to decide what level of support may be necessary and where individual learning support lessons are necessary, the cost of these will be met by the parents.

A child with Learning Support requirements will only be offered a place if the School feels that the provision available within the Learning Support Department is sufficient to meet the individual needs of the child and can provide the recommended level of support required.

### **Policies and other relevant information**

Prospective parents should be aware that policies and information which relate to the following are available either on the School's website or on request from the School Office.

- School Aims
- Code of Conduct for Pupils
- Child Protection
- Anti-Bullying
- Serious Misconduct, Suspension and Exclusion of Pupils
- Supervision of Pupils
- Curriculum
- SENDA plan
- Special Educational Needs
- EAL
- Gifted and Talented
- Health and Safety on Educational Visits
- Rewards and Sanctions
- Complaints Procedure
- List of staff and their qualifications
- Equal Opportunities
- First Aid

*Please Note: A Parents' Handbook is sent to all parents of newly registered children before entry to the School.*

### **Contacting the School**

For further information or to arrange a visit, contact the Registrar by telephoning on 01323 733203 or via email: [admissions@standrewsprep.co.uk](mailto:admissions@standrewsprep.co.uk)

**Contacts:**

Head: Gareth Jones, MEd (Buckingham), BA Hons, PGCE

Head of Pre-Prep and Nursery: Armelle Wilkinson

COO – Eastbourne College Charity: Abbey Gough

Registrar: Catherina Ashford

Headmaster's PA: Annette Adams

Marketing and PR: Katie Gent and Chanda Newton

Administration Assistant: Louisa Snell, Katie McDonald