

# ADMISSIONS POLICY

<b>Policy Owner</b> Director of Operations and Finance	<b>Applies to</b> Prior Park Schools (Trust Wide)	<b>Superseded documents</b> Admissions Policy v1
<b>Associated documents</b> Complaints Policy Means Tested Bursary Policy SEND Policy (School specific) Accessibility Plan and Policy	<b>Review frequency</b> Every two years (unless the legislation/regulations update before this time) <b>Implementation date</b> 1 September 2021	<b>Legal Framework</b> Equalities Act 2010 KCSIE Working Together to Safeguard Children SEND Code of Practice Children Missing Education

## CONTENTS

1. Introduction
  2. Admission criteria
  3. Student numbers
  4. Offers of a place
  5. Application deadlines
  6. Waiting lists
  7. The assessment process
  8. Children with Special Educational Needs
  9. Accessibility for the Disabled
  10. Equality and Diversity
  11. Scholarships and Bursaries
  12. Overseas applicants
  13. Fluency in English
  14. Religious beliefs
  15. PPS contractual terms and conditions
  16. Complaints and appeals procedure
  17. Admissions register
- Appendix A: Withdrawal of a child from PPS

## 1. Introduction

Prior Park Schools (PPS) comprises three schools. Two of those schools, Prior Park College (PPC) and The Paragon School (TP) are incorporated in England as Prior Park Educational Trust Ltd. The third school, Prior Park School Gibraltar (PPSG), is incorporated in Gibraltar as Prior Park School Ltd. Both are companies limited by guarantee and registered charities.

The policy applies to all three schools and includes the Early Years Foundation Stage.

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 a school within the Trust in order to make an informed decision. We hold a number of Open Events throughout the year which give a general introduction to the school. We are also very happy to welcome prospective parents and their children at other times.

Please contact Admissions for more details:

### **Prior Park College, Bath**

A Catholic Senior School, boarding and day school for students aged 11-18.  
Tel: 01225 831000; email: [admissions@priorparkschools.com](mailto:admissions@priorparkschools.com)

### **The Paragon, Junior School of Prior Park College, Bath**

A Christian school for day students aged 3-11.  
Tel: 01225 310837; email: [admissions.paragon@priorparkschools.com](mailto:admissions.paragon@priorparkschools.com)

### **Prior Park School, Gibraltar**

A Catholic Senior School for day students aged 12-18.  
Tel: 0035020062006; email: [ppgadmissions@priorparkschools.com](mailto:ppgadmissions@priorparkschools.com)

More information is available on each of the Prior Park Schools website:  
[www.priorparkschools.com](http://www.priorparkschools.com)

## 2. Admission criteria

Our aim is to admit students with academic and other qualities such that the child would gain the maximum benefit from the opportunities available at the Prior Park Schools, whilst maintaining a balance between day and boarding students, boys and girls. In the event of there being more applications than places available, places will be offered in accordance with the following criteria; the weighting of these criteria may vary:

- whether the family are Roman Catholics or other Christians
- academic ability & school report or an informal teaching assessment
- extra-curricular interests & other talents
- siblings\* at Prior Park College or other schools within Prior Park Schools
- previous attendance at The Paragon (for College entry)
- class size & size of the school roll
- other factors

*\* A child is a sibling if they are a full or half-brother or sister, an adoptive brother or sister or if they are children of the same household - although this does not guarantee entrance.*

### **3. Student numbers**

The Head of each school determines the number of students that can be admitted at each level of entry.

### **4. Offers of a place**

Each School may accept a few students into other years if places are available. The Head at each School within Prior Park Schools is responsible for decisions relating to the admission of students into the school. Whether or not a place is offered rests with the Head and their decision is final. When applicants exceed the available number of places it is inevitable that some will be disappointed. All offers of places are made in writing, either by the Head or by colleagues in the Admissions & Registrars department on their behalf.

On completion of an application form and payment of a registration fee, students will be registered for entry.

### **5. Application deadlines:**

#### **Prior Park College:**

Applications for a place in Year 7 must be received before the published deadline in November/ December of the year preceding entry;

Applications for Year 9 entry must be received by the published deadline in December of the year prior to entry;

Applications for Year 12 must be received by the published deadline in November of the year preceding entry. Exact dates are published on the College website.

#### **The Paragon School:**

The Paragon School does not have an application deadline. The Registrar will be able to inform you of available places in a specific year group as requested.

#### **Prior Park School, Gibraltar:**

Prior Park School has a deadline for applications in December each year. The deadline will be published on the school's website.

#### **All Schools:**

In the event of oversubscription, the Head will apply the stated entrance criteria to the applicants, rank them in order and offer places accordingly.

It is naturally hoped that students at The Paragon School will progress to Prior Park College. However, in some instances, the College may not be the most suitable senior school for every student. In such circumstances, advice should be taken from the Head of The Paragon School.

### **6. Waiting lists**

A waiting list of unsuccessful applicants to the College will be held until the closing date for receipt of acceptances and places will be offered as places become available. The closing date for 11+ acceptances is a date agreed by all the Bath schools and is published in our literature. Waiting lists may be held for places at The Paragon or Prior Park School Gibraltar and applicants will be notified when a place becomes available.

## **7. The Assessment Process**

For entry to the College the relevant academic standards must be met, determined by the appropriate entrance exam (according to age group) or Common Entrance, or Scholarship papers, or interview and current school report, or GCSE results. No preparation is needed, and all candidates start on an equal footing. The aim of the process is to identify potential.

For entry to Prior Park School Gibraltar in Year 7 students must perform sufficiently well in the entry assessment to demonstrate that they can follow the published curriculum and achieve good GCSE grades across the whole range of subjects offered. For entry in Year 12 students must be able to access three A levels. This would require them to have achieved (or be predicted) B grades at GCSE (or 7s from August 2018) in relevant pre-requisite subjects.

Prospective students at The Paragon School attend an assessment day to ensure they can engage with and make the most of the education offered.

## **8. Children with Special Educational Needs**

We welcome applications from all children. Providing that our Learning Support Departments can offer students the support that they require, we will do what we can to accommodate them. We welcome students with physical disabilities provided that the site is suitable. However, we advise parents of children with special educational needs or physical disabilities to discuss their child's requirements with the person responsible for admissions at the individual School before he or she sits the entrance exam (if applicable) so that we can make adequate provision for him/her. For further information, please refer to the School Offer. Parents should provide a copy of any reports from specialists involved in their child's care (e.g. Educational Psychologist, Occupational Therapist, Speech and Language Therapist, etc.) and also disclose any additional support that their child has received in any previous school or setting.

All Prior Park Schools are proud of the help they are able to give to students with additional needs and disabilities/specific learning difficulties, but the number of children who can be given such assistance is necessarily limited.

All of the Prior Park Schools conform to SEND regulations, therefore full disclosure of needs that are already known (or are under investigation), are required from parents during the admissions process, so that the school can ensure that we can cater for the children that we admit.

We work to ensure that there is a joined-up approach between students, parents, schools and specialists. As each of our schools has limited resources, we are only able to offer a certain number of places for children requiring additional support. This number will be dependent upon the needs of the child and the year group into which the application is being made.

Children will be admitted who are able to meet the demands of the curriculum with the level of support agreed upon admission.

Children who are in receipt of a Statutory Assessment (EHC plan, or Statement) will be assessed on a case-by-case basis.

A level of mild/moderate dyslexia can usually be supported by the school resources. The Head and SENCo will make a decision based on a report from an Educational Psychologist, school report and assessment by the Learning Support Co-ordinator.

## **9. Accessibility for the disabled**

PPS Accessibility Plan and Policy is available on request.

## **10. Equality and Diversity**

Prior Park Schools are committed to equal treatment for all, regardless of a candidate's race, ethnicity, religion, sexual orientation or social background.

Prior Park Schools pay due regard to the Equality Act 2010 and reasonable adjustments are made for students with special educational needs and/or disabilities (SEND) in terms of admissions.

Our provision for bursaries is described below.

## **11. Scholarships & Bursaries**

Prior Park College scholarships are awarded on merit and are independent of parental financial circumstances. The criteria for scholarships are set out in the scholarship booklet and parents are advised to consult their child's school with regard to whether or not it is appropriate for him or her to apply for such an award. Scholarships are available and relate to both potential and attainment. Scholarships are reassessed over the course of a student's life at the school at F4 and then again at L6. This allows consideration of students who may develop into Scholars whilst at the school and to further acknowledge the realisation of potential previously identified.

Students who have difficulty in accessing the school for financial reasons may apply for a bursarial award. Priority for bursaries is given to our scholars who may not otherwise be able to take advantage of the scholarship.

The schools allocate funding from fee income to scholarships and bursaries on an annual basis, but such funding is limited and subject to availability and eligibility.

Applicants for practically assessed awards must meet the normal academic entry requirements. Should you feel able to decline the monetary reward associated with a scholarship, the money so released will be used to attract other talented students.

The Paragon School and Prior Park School Gibraltar do not award Scholarships.

Means tested bursaries across all schools may be awarded to students who would benefit from the opportunities afforded by a Prior Park education, but whose entry is potentially restricted by financial circumstances. Early contact with the Finance Department is advised.

Bursary Application Forms must be returned to the Prior Park Schools Finance Department by the closing date for registrations. A bursary can be added to a scholarship.

All bursaries and scholarships are kept under review throughout an award holder's time at Prior Park Schools. Whilst it is highly unusual for an award to be removed, a significant decline in commitment or performance would inevitably bring into question the continuation of the award.

Bursaries are offered for 12 months at a time. The family is required to provide updated information about its circumstances for every year that their child attends a Prior Park School. Levels of support may vary with fluctuations in income.

Further information can be found in our Means Tested Bursary Policy.

## **12. International applicants**

We welcome international students who can study at one of our schools. Our hope is that students will study with us for a number of years, completing their GCSEs and A-Levels.

At Prior Park College, we also offer a range of flexible boarding options, including one-term and one-year study packages. We ask that all international students have a relative or legal guardian living in the UK.

Prior Park College offers boarding from L3 - U6 and students can become flexi-boarders, weekly boarders or full boarders. We have a boys' boarding house (St. Paul's) and a girls' boarding house (St. Mary's) under the supervision of House Parents and resident tutors. Prior Park College welcomes boarders from the UK and overseas.

## **13. Fluency in English**

In order to cope with the high academic and social demands of schools, international students seeking admission to the College or Prior Park School Gibraltar must sit our English as an Additional Language entrance exam in order to gain an offer of a place at the College. Parents will be advised about how much EAL support we feel that a student will need. The charges for this help are listed in the general information booklet.

At The Paragon, international students will be assessed according to a school report. EAL is not offered.

## **14. Religious Beliefs**

Although Prior Park Schools are a Catholic/Christian group, we accept applications from people of all faiths and indeed of none. However, it is expected that students agree to conform to the ethos and values of the schools.

## **15. School's contractual Terms and Conditions**

A copy of the Parental Contract will be made available to parents as part of the admission process and is available on our website. (Appendix A covers withdrawal of a child from Prior Park Schools.)

## **16. Complaints and Appeals**

We hope that you and your child do not have any complaints about our admissions process; but a copy of the Prior Park Schools Complaints policy and procedure can be sent to you on request and is available on our website.

## **17. Admissions Register**

Prior Park Schools will inform their local authority when a student's name is deleted from the admissions register on certain grounds: when the child has been taken out of school to be home educated; when the family has apparently moved away; when the child has been certified as medically unfit to attend; when the child is in custody for more than four months; when the child has been permanently excluded.

In line with the statutory guidance, Children Missing Education (2016), the schools will inform their local authority when they remove or add a student's name to the admissions register at non-standard transitions; i.e. where a compulsory school-aged child leaves the school before

completing the school's final year or joins the school after the beginning of the school's first year. The schools are also under a duty to provide information to the local authority for standard transitions if requested.

Schools are obliged to notify the local authority when a student fails to attend school regularly or is absent without leave for more than 10 school days (continuous).

**Related documents:**

1. Prospectus (All schools)
2. General information booklet (College)
3. Scholarship booklet (College)
4. Entrance exam lists (College)
5. Accessibility Plan and Policy (All schools)
6. Application/registration form (All schools)
7. Dates of application deadlines (College)
8. Statement of School/Trust ethos and aims (All schools)

Appendix A- Withdrawal of a child from a Prior Park School.



## APPENDIX A

### WITHDRAWAL OF A CHILD FROM A PRIOR PARK SCHOOL

The cancellation of a place which has been accepted can cause losses to the School, especially if it occurs after other families have taken their decisions about schooling for their children as it means we are less likely to fill the place. Therefore, we require the period of notice referred to here for a withdrawal, and why different consequences follow, depending on whether we get that period of notice or not.

#### **Withdrawing your acceptance of a place before your child joins the school:**

If you wish to withdraw your acceptance of a place AFTER submitting the Acceptance Form and paying the deposit but BEFORE your child starts at the School you must give us written notice before the first day of the term immediately preceding the term in which your child was due to start. This means that if, for example, your child is due to start at the School in September at the start of an academic year then you would need to tell us in writing that you wish to withdraw your acceptance of a place on or before the first day of the preceding summer term (e.g. the final term of the previous academic year).

- If you provide that period of notice, you will lose the deposit, but no further fees will be payable. This means that the School will retain the deposit and not refund it to you unless and until the vacancy created by the withdrawal of your child has been filled (and, if it is to be refunded, then an amount will be deducted from the deposit to cover the School's costs in administering your dealings with the School or a reasonable estimate of those costs). In any event, in such circumstances you are not required to pay any further fees or other amounts to the School.
- If you do not provide us with notice before the first day of the term immediately preceding the term in which your child was due to start (or if no notice is provided at all) a term's fees shall be payable by you and shall become due and owing to the School as a debt. The term's fees shall be charged at the rate applicable for the term immediately preceding the term when your child was due to start. The School shall credit the deposit you have paid (without interest) to the payment of the term's fees you will owe us. Where applicable, such fees shall be reduced to take account of any scholarship or bursary awarded to you.

#### **Notice Requirements:**

If you wish to withdraw your child from the School (other than at the normal leaving date), you shall either give a term's notice to that effect or shall pay to the School a term's fees in lieu of notice (FILON), at such rate as would have been charged for the final term of provision if a term's notice had been given.

This means that if, for example, you wish to withdraw your child with effect from the start of the autumn term (e.g. at the start of an academic year) then you would need to tell us in writing that you wish to withdraw your child on or before the first day of the preceding summer term (e.g. the final term of the preceding academic year).

If you wish to change your child's place at the School from a boarding to a day place, or from a termly to a weekly boarding place, you shall either give a term's notice or shall pay to the School the difference between the boarding, or weekly boarding and the day fees in lieu of notice, at such rate as would have been charged for the final term of provision if a term's notice had been given.

**When the relevant amount in lieu of notice must be paid:**

The appropriate sum in lieu of notice will become payable by you to us as a debt on the first day of the term which would have been the final term of provision if a term's notice had been given.

**Notice to withdraw your child from participating in an activity covered by a supplemental charge:**

If you wish to withdraw your child from an activity charged for as supplemental, you shall either give a term's notice to that effect or shall pay to the School as a debt a term's charges for the activity in which your child has ceased to participate.

Withdrawal part-way through a term does not reduce the amount you owe to the School. The School's affairs are organised on a termly basis and it is not possible for you to reduce the amount of fees or supplemental charges due, or to obtain a refund of fees or supplemental charges, by withdrawing your child or by your child's ceasing to participate in an activity part-way through a term.

**Cancellation of a student contract:**

PPS Rights: The School may end the contract at any time by notice in writing to parents, without any obligation to return any deposit or fees paid;

- If you do not make a payment to us when it is due, and you still do not make payment within (fourteen (14)) days of us reminding you that such payment is due;
- If your child is expelled from the School;
- If you are required to remove your child from the School, including circumstances where you (as opposed to your child) act in such a way as to give the Head cause to require you to remove your child from the School;
- If you (or either of you) make a serious misrepresentation of facts or circumstances to us, or you (or either of you) withhold important information from us, about you and/or your child or that is relevant to the provision of education by the School to your child (such as misrepresenting at any point in time (and whether by act, omission or withholding of information on your part) that you and/or your child is legally entitled to enter, reside and/or study in the United Kingdom when in fact you/your child is not);
- If you fail or refuse to complete and submit to the School a medical questionnaire in respect of your child and/or you fail or refuse to complete and submit a parental absence form;
- If you (or either of you): (a) are unable, following our request, to demonstrate that you will be able to pay the fees and supplemental charges due under this contract; (b) are otherwise unable to pay your debts as they fall due; (c) are the subject of a bankruptcy petition or order; or (d) you enter into an individual voluntary arrangement;
- Or if you otherwise do not comply with (you breach) your obligations under this contract such that we have a legal right to end the contract because of something you have done wrong or, in the Head's reasonable discretion, the School is not able to provide, or is compromised in providing, the educational services it needs to in satisfaction of its obligations under this contract.

**Your rights to end the contract:**

You may end this contract at any time by notice in writing to the School if:

- you have a legal right to end the contract because of something we have done wrong;

- the School becomes insolvent or goes into liquidation or receivership or administrative receivership or is wound-up for any reason.

**When the contract will end if not terminated early:**

For the avoidance of doubt, this contract shall end at the end of your child's schooling, which may be at the end of the fifth form if your child does not meet any requirements imposed under for entry to the sixth form.

Ending the contract will not affect any accrued rights. Once this contract ends, it will not affect any legal rights or obligations that either you or we have that may already have arisen. After this contract ends, you and we will keep any rights we have under general law.