



PRESTFELDE

Admissions Policy

Author(s)	Bursar, Head and Registrar
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Inspection folder requirement	Yes

Date	Amendment	Initials
August 2024	Addition of Right to Study in UK requirements	NR

1. GENERAL

Prestfelde School is a co-educational independent school for pupils aged 3 to 13. Deciding on the right school for your child is very important, and we believe that a personal visit is invaluable.

Personal tours run each weekday by appointment and provide an excellent opportunity to see the school during a working day. You will see the children in lessons and activities and meet the Head and other staff. Where a tour is not possible, we can arrange aspects of this virtually including meeting staff. We hold a number of open events throughout the year which give a general introduction to the school. Details are published on our website. We are also happy to welcome prospective parents and their children at other times. Please contact the Registrar or Marketing & Admissions Assistant, on 01743 245400 or email on admissions@prestfelde.co.uk to arrange a visit.

2. THE ENTRY PROCEDURE

2(a) Registration of Interest:

Pupils will be considered as candidates for admission and entry to the School when the Registration of Interest Form has been completed and returned to us and the non-returnable registration fee paid. Admission and entry will be subject to the availability of a place and the pupil satisfying the admission requirements at the time and therefore early registration is encouraged. The School operates an equal opportunities policy. If the year group is full, the candidate will be added to a waiting list and the parents informed as soon as a place becomes available. Registration forms may be obtained from the Registrar or downloaded from the Admissions section of the school website: www.prestfelde.co.uk.

Registering a child does not guarantee admission or constitute an offer of a place at the school and neither does it in anyway bind parents. It is important at this stage that prospective parents identify any SEND, medical, pastoral, behaviour or other factors on the admissions form.

Right to Study - Irrespective of your child's Nationality or place of residence, we require a copy of any prospective student's passport and visa (if applicable) to confirm their right to study in the UK. (If they do not have a passport we will require a copy of their Birth Certificate.) We will hold the copy (and any renewals you send us from time to time) for the duration of the child's time at Prestfelde. Please check the following link to see whether a visa to study in the UK is required: <https://www.gov.uk/check-uk-visa>

2(b) Entry Process:

Whilst the school is proud to operate a broad and inclusive entry policy, it is nevertheless selective. Our entry process is designed to identify pupils who can benefit from our balanced and well-rounded education and to make a positive contribution towards the life of the School. The entry criteria is fair, applies to all external applicants and is set to ensure that all pupils joining us are able to access and thrive whilst studying the curriculum offered here.

Children are welcome to enter the School, subject to available spaces, at any stage in their schooling from age three to 13.

The process includes a taster day. During the day the child will take part in normal timetabled lessons and teachers will observe and informally assess their attitudes to learning, potential to cope with the academic pace at Prestfelde, behaviour and social skills. The child will also

spend some time with the SENDCo for a short series of academic assessments. No specific preparation is needed.

In the event of a taster day not being possible, a standardised assessment will be delivered by Teams and any subsequent offer of a place is conditional on a successful taster day at a later date where possible.

Entry Stage	Criteria	Process
Little Prestfelde	<p>Ability to access the EYFS, Key Stage 1 curriculum at Prestfelde</p> <p>Potential to cope with levels of independence required at the relevant year group</p> <p>Age-appropriate behaviour and social skills</p>	<p>Visit</p> <p>Taster day</p> <p>School reports (where applicable)</p>
Years 3 - 8	<p>Positive attitudes to learning</p> <p>Potential to cope with the academic pace and levels of independence required at the relevant year group at Prestfelde</p> <p>Good behaviour and social skills</p>	<p>Visit</p> <p>Taster day</p> <p>School reports</p> <p>Standardised assessment (where applicable)</p>

2(c) Offer of a Place and Deposits:

Following the entry procedure, in most cases a formal offer for a place will be made after this stage. Where the School has concerns on any of the above, the child may be invited back for a further taster day(s) for further observation, or more formalised assessments. Following this a formal offer will be made; an offer with conditions (such as SEN support) made or no offer of a place. Where no offer is made the school will provide feedback as to the reasons. On receiving an offer, parents are required to complete an acceptance form and to make payment of the deposit. Details of deposits are set out in the Fees List as varied from time to time and are subject to the schools Standard Terms & Conditions. The deposit will be repaid by means of a credit without interest to the final payment of fees or other sums due to the School on leaving. Until credited, it will form part of the general funds of the School.

3. PROGRESSION THROUGH THE SCHOOL

On the whole, once a child joins Prestfelde, they are expected to progress through the year groups automatically. The criteria in the Summary of Entry Criteria table above applies equally to current and prospective pupils. In addition, transition between educational key stages provides further opportunities to assess progress. Where the School has concerns about the suitability of a pupil transitioning, the matter will be discussed with the parents in advance.

4. EQUAL TREATMENT

Prestfelde School's aim is to encourage applications from candidates with as diverse a range of backgrounds as possible. This enriches our community and is vital in preparing our pupils for today's world. Bursaries are offered, where affordable, in order to make it possible for as many as possible who meet the School's admission criteria to attend the School.

Prestfelde School is committed to equal treatment for all, regardless of a candidate's sex, race, ethnicity, religion, disability, sexual orientation or social background. The School's provision for bursaries is described below.

5. SPECIAL EDUCATIONAL NEEDS

Prestfelde School does not unlawfully discriminate in any way regarding entry. The School welcomes pupils with disabilities and special educational needs providing that we can reasonably offer the support the child requires, cater for any additional needs and that our site can accommodate them.

We require parents of children with special educational needs or physical or mental disabilities to discuss their child's needs with the School at the point of Registration of Interest, along with providing all relevant reports and assessments. This is so that the School can assess their child's needs and consult with parents about the adjustments which can reasonably be made and so that the School can ensure, for example, that their child will be able to access the education offered and that we are able to ensure their health and safety, and the health and safety of others.

Where a prospective pupil is disabled, the School will discuss with parents (and their child's medical advisers, if appropriate) the adjustments that can reasonably be made for the child if they become a pupil at the School, to ensure that the prospective pupil is not put at a substantial disadvantage compared to a pupil who is not disadvantaged because of a disability. There may be exceptional circumstances in which we are not able to offer a place for reasons relating to a child's disability. For example, if, despite reasonable adjustments, we feel that a prospective pupil is not going to be able to access the education offered, or that their health and safety or those of other pupils or staff may be put at risk, we may not be able to offer a place at the School.

Parents should provide a copy of an educational psychologist's report or a medical report if they have one and it is appropriate to do so.

The School will discuss thoroughly with parents (and their child's medical advisers, if appropriate) the adjustments that can reasonably be made for the child if he/she becomes a pupil at the School.

6. SIBLING POLICY

Most siblings join Prestfelde School and are encouraged to do so. However, admission is not automatic and there may be occasions where the School judges that a sibling is likely to thrive better in a different academic environment. We advise registering siblings early in order to secure a school place.

7. SCHOLARSHIPS

Prestfelde School offers a few scholarships each year prospective Year 7 pupils for excellence in:

- Academic subjects
- Music
- Sport
- Art
- Drama

8. PURPOSE OF SCHOLARSHIPS

Scholarships are designed to reward excellence and to celebrate exceptional talent. In recognition of this achievement, the scholar is offered a scholarship which usually includes a reduction in the fees throughout his/her time at Prestfelde. Further details on scholarships can be obtained from the Registrar.

We encourage parents of potential scholars who anticipate that they will experience difficulty in meeting the balance of the tuition fees, to apply for one of the school's means-tested bursaries described below, when they register their child.

9. BURSARIES

Whilst Prestfelde School does not have a ringfenced budget for bursaries, it is designed to make it possible for as many as possible of those who would gain from the education offered at the School to take up a place here.

The School offers means-tested awards. Enquiries about the possibility of a Bursary should be discussed initially with the Bursar who will advise on the School's Bursary Policy. Both parents are required to provide proof of their income and assets even if they are not living with the family. The level of support varies according to parental need and affordability for the School. It would be usual for Bursary Administration Limited to review the application and this may include a visit to the family at their home.

Bursaries can be offered for a term or 12 months depending on family circumstances and availability of resources. The family is required to provide updated information about its circumstances for every year that their child attends the School. Levels of support may vary with fluctuations in income.

Bursaries are only offered to families who are resident in the UK.

10. OVERSEAS APPLICANTS

Prestfelde School welcomes overseas pupils who can attend as a day pupil or as a flexible boarder provided that he/she has a relative or responsible adult/ legal guardian living in the UK with whom he/she can stay with at all other times.

11. FLUENCY IN ENGLISH

To cope with the academic and social demands of Prestfelde School pupils must generally be good English speakers. Tuition in English as an Additional Language (EAL) can be arranged and will be charged as an additional cost to parents.

12. RELIGIOUS BELIEFS

Although Prestfelde School has Christian roots, the School does not select for entry on the basis of religious belief. However, parents should be aware that there are daily assemblies and weekly Chapel services (and other events including Harvest Festival occasionally in St Giles' Church and the carol service in the Abbey or other CoE location) which will include an element of Christian worship.

13. SCHOOL'S CONTRACTUAL TERMS & CONDITIONS

Copies are available on the School's website, parents should be aware that a term's notice must be given before a pupil is withdrawn from the School or a term's fees in lieu will be immediately due and payable as a debt at the rate applicable on the date of invoice whether or not the place can be filled. The pupil's decision to withdraw from the School shall, for these purposes, be treated as withdrawal from the school by the parents. The main reason for these rules is to ensure that the school has sufficient notice with which to plan fee levels, other resources and the curriculum.

14. COMPLAINTS

The School hopes that parents and pupils do not have any complaints about the School's admissions process; but copies of the School's complaints procedure can be found on the website or sent to parents on request.

15. RECORDS AND REVIEW

Applicants' details will be held on file with due regard to data protection legislation and the School's Privacy Notice and Retention of Records / Records Management Policy.

The School will not hold the personal data of you or your child for longer than is necessary for a lawful purpose. This will generally be for no more than 6 months following an unsuccessful application, but reasons to retain for longer might include for example, if the parents express an interest in the candidate re-applying for any reason at a later date, or in the potential candidacy of another sibling; or to deal with any ongoing matters or queries arising from the application.

Prestfelde School
London Road
SHREWSBURY
Shropshire
SY2 6NZ