

# ADMISSIONS POLICY

<p><b>Policy Owner</b></p> <p>Director of Operations and Finance</p>	<p><b>Applies to</b></p> <p>Prior Park Schools (Trust Wide)</p>	<p><b>Superseded documents</b></p> <p>Admissions Policy v3</p>
<p><b>Associated documents</b></p> <p>Complaints Policy Means Tested Bursary Policy SEND Policy (School specific) Accessibility Policy and Access Plan (School specific) Equity, Diversity and Inclusivity Policy</p>	<p><b>Review frequency</b></p> <p>Every three year (unless the legislation/regulations update before this time)</p> <p><b>Implementation date</b></p> <p>31 March 2025</p>	<p><b>Legal Framework</b></p> <p>The Education Act 1996 Equalities Act 2010 KCSIE Working Together to Safeguard Children SEND Code of Practice Children Missing Education</p>

## 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 Additional Needs
9. Health and Medical Conditions
10. Equity, Diversity and Inclusivity
11. Scholarships and Bursaries
12. Overseas applicants
13. Fluency in English
14. Religious beliefs
15. Contractual terms and conditions
16. Complaints and appeals procedure
17. Sharing admissions data

This policy is reviewed triennially, or more regularly as required, prior to approval by Trustees, where applicable.

<b>Last reviewed by:</b>	PPC Registrar (Mrs V Quinn), TP Admissions Manager (Mrs E Hughes), PPSG Head of Support Services (Mrs M Mor) and Head of Compliance (Miss E Wickham)
<b>Date last reviewed:</b>	February 2025
<b>Approved by Trustees:</b>	Approved by PEB and FAIR Committee
<b>Date last approved:</b>	26 March 2025
<b>Date for next approval:</b>	March 2028

## 1. Introduction

Prior Park Schools (PPS) is a family of Christian schools based in Bath and Gibraltar. Prior Park College (PPC) and The Paragon School (TP) are incorporated in England as Prior Park Educational Trust Ltd. Prior Park School Gibraltar (PPSG), is incorporated in Gibraltar as Prior Park School Ltd. Both are companies limited by guarantee and registered charities.

The Prior Park Schools mission, underpinned by shared values, is to steward a thriving family of communities with love for the young people they serve at their heart. These vibrant communities cultivate creativity, foster integrity, and transform lives.

Prior Park Schools Values:

Curiosity - Generosity - Courage

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 happy to welcome prospective parents and their children at other times.

Please contact Admissions for more details:

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

A co-educational independent school for both boarding and day pupils in Bath, for students aged 11-18.

Tel: 01225 831000; email: [admissions.ppc@priorparkschools.com](mailto:admissions.ppc@priorparkschools.com)

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

A forward-thinking co-educational independent school for pupils aged 3-11 year olds, based in Bath.

Tel: 01225 310837; email: [admissions.tps@priorparkschools.com](mailto:admissions.tps@priorparkschools.com)

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

An independent co-educational Catholic Senior School in Gibraltar for students aged 11-18.

Tel: 0035020062006; email: [admissions.ppsg@priorparkschools.com](mailto:admissions.ppsg@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 (listed alphabetically);

- academic ability and reference/report from current/previous school
- an informal teaching assessment if applicable
- adherence to the mission and values of Prior Park Schools
- attitudinal interviews
- cognitive abilities assessment
- class size and size of the school roll
- extra-curricular interests and other talents
- other factors - including whether the child has a parent who teaches in one of our schools
- previous attendance at The Paragon (for entry to Prior Park College)
- siblings\* at another Prior Park School

*\* 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.*

Parents **must disclose** any particular known or suspected circumstances relating to their child's health, allergies, learning difficulties or disabilities during the admissions process. Failure to do so may mean the school will withdraw an offer of a place.

## 3. Religious Beliefs

Prior Park Schools are a family of Christian schools, even so, we welcome applications from families of all faiths and indeed of none. However, it is expected that students and their families agree to conform to the mission, ethos and values of Prior Park Schools

## 4. Student numbers

The Head of each school, in consultation with the Director of Operations and Finance, determines the number of students that can be admitted at each year group of entry.

## 5. Offers of a place

The Head at each School within Prior Park Schools is responsible for decisions relating to the admission of students into the school.

- a. The final decisions regarding entry are made at the discretion of the Head.
- b. The School is not obliged to state its reasons for rejection of an applicant and does not give out specific marks or grades.

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 department on their behalf.

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

## 6. Application deadlines:

### **Prior Park College:**

- Applications for a place in Year 7 should 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 January 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 respond to enquiries of available places in a specific year group.

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

- Prior Park School has a deadline for applications in the Lent Term each year. The deadline will be published on the school's website.
- There are three potential points of entry throughout the school year, if the school has a place, at the beginning of each full term.
- This only applies to year groups 7-9 and the school does not routinely admit students' mid-course for either GCSE or A level.

### **All Schools:**

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

It is naturally hoped that students at TP will progress to PPC. 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 TP.

## 7. Waiting lists

A waiting list of unsuccessful applicants to PPC will be held until the closing date for receipt of acceptances and places will be offered, subject to appropriate assessment, 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 TP and applicants will be notified when a place becomes available, subject to appropriate assessment.

Once places for entry to Y7 are made and accepted and the acceptance deposit paid, PPSG will inform those parents who have not received an offer of a place and ask if they wish to have their contact details retained on file should a space become available at a later date. This will not constitute a ranked place on a wait list. If a space does become available, usual assessment processes will apply before an offer is made.

## 8. The Assessment Process

For entry to PPC the relevant academic standards must be met, determined by the appropriate entrance exam (according to age group) or Common Entrance, or Scholarship papers. Additionally, PPC will conduct an interview and request a current school report, or GCSE results.

No preparation is needed, and all candidates start on an equal footing. The primary aim of the process is to identify potential.

For entry to PPSG in Year 7 students must perform sufficiently well in the entry assessment and interview 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) grade 7 or above at GCSE. relevant pre-requisite subjects. The school also offers iBTECs in the Sixth Form and students can apply for entry onto these courses, or a hybrid programme of study. A reference from the student's current/previous school will also be requested for all applicants.

Prospective students at TP attend an assessment day to ensure they can engage with and make the most of the education offered, a current or former school report is also requested.

As part of the admission process for all Prior Park Schools, we are required to complete an identity check for every student on rolls, preferably a physical copy of the child's passport (or birth certificate or adoption certificate where the child does not have a passport) will need to be provided by the parents, this is in line with the statutory guidance provided by the DfE. A copy will be taken and stored securely on our internal system.

## **9. Children with Additional 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.

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 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 SENDCo will make a decision based on a report from an Educational Psychologist, school report and assessment by the SENDCo. The Head's decision as to school's ability to support the SEND student is final.

More information can be found in the schools' SEND Policy and Accessibility and Access Policy, found on our website.

## **10. Health and Medical Conditions**

Parents are required to inform the school of any physical or mental health conditions their child has at the application stage. At which point the Lead Nurse/ Health and Wellbeing Coordinator will review these and assess the school's capacity to support their needs.

Once offered a place, parents must complete the Health form and return it to the school as soon as possible but no later than **two weeks prior** to the proposed start date. The team will review the additional details and if required gather any more information in preparation for the student's commencement at the school.

The purpose of this is to ensure the school can meet the needs of all students and when required the school has enough time to make reasonable adjustments to adequately support them and their peers.

## **11. Equity, Diversity and Inclusivity**

Prior Park Schools are committed to equal treatment for all and are opposed to any form or discrimination, harassment or bullying on the grounds of any protected characteristic and aims to create an environment where all current and prospective students are treated with dignity and respect and fairly with regard to their 'protected characteristics'.

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.

## **12. Scholarships & Bursaries**

PPC 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 parental 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 at PPC 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.

Bursaries for new entrants to TP and PPSG are not generally considered.

Further information can be found in our Means Tested Bursary Policy, available upon request.

### **13. 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 PPC, 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.

PPC 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.

All students must have the right to be resident and study in the United Kingdom. Parents must supply evidence (a copy of the student's passport, together with a visa or supporting documentation as required).

PPC is able to sponsor a Child Student Visa application by a candidate (or current student) to the UKVI. When registering their child for the School, it is the responsibility of parents to advise if their child requires the school sponsorship to obtain this visa. If the candidate is offered a place and accepts it, a Confirmation of Acceptance for Studies (CAS) will be assigned so that they may apply for a visa. The charge associated with the assignment of a CAS will be passed on to parents. There are strict government conditions for students studying in the UK on a VISA, which parents must agree to before the child can begin at the school.

All enquiries about visa applications should be made to the Admissions Team.

### **14. Fluency in English**

In order to cope with the high academic and social demands of schools, international students seeking admission to the College will be required to 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.

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

A copy of the Parental Contract (Terms and Conditions) will be issued to parents as part of the admission process, and these must be signed by those with parental responsibility.

### **16. Complaints and Appeals**

PPS hopes that parents and students do not have any complaints about our admissions process. However, any prospective parent who wishes to complain about any aspect of the admission process should in the first instance raise the matter with the Registrar. Matters unresolved by the Registrar may subsequently be raised with the Head whose decision in relation to a complaint about admissions will be final.

### **17. Sharing Admissions Data**

PPC and TP are legally required to share information from the admissions registers with their local authority. As a minimum this includes:

- New Student and Deletion returns: notifying the local authority when a student's name is added to or deleted from the school admission register outside of standard transition times.
- Attendance returns: providing the local authority with the names and addresses of all students of compulsory school age who fail to attend school regularly or have been absent for a continuous period of ten school days where their absence has been recorded with one or more of the codes statistically classified as unauthorised (G, N, O, and/or U). Local authorities must agree the frequency that attendance returns are to be provided with all schools in their area. This should be no less frequently than once per calendar month.
- Sickness returns: providing the local authority with the full name and address of all students of compulsory school age who have been recorded with code I (illness) and who the school has reasonable grounds to believe will miss 15 days consecutively or cumulatively because of sickness. Only one sickness return is required for a continuous period of sickness in a school year.

The law allows local authority officers access to the attendance and admission registers of all types of schools to carry out their functions under the Education Acts to support joint working between schools and local authorities. These officers are also permitted to take digital or physical extracts of the school's registers.

PPC and TP will provide specific student information on request to the Secretary of State.

Where applicable, the school will be expected to inform a student's social worker and/or youth offending team worker if there are unexplained absences.

PPC and TP recognises that it must inform the local authority if any student is deleted from the attendance registers where they are said to be being educated at home, have been certified as medically unfit to attend school, have been permanently excluded, or other circumstance giving concern. We have a duty to ensure that children of compulsory school age and who are missing education are followed up to avoid risk of abuse.

In the UK, where a parent notifies the school that they are removing the child so they can be educated at home, the following notifications should be made:

- The CMEO must be notified of all decisions.
- If the child is already known to B&NES Children's Services, their allocated social worker should be notified immediately
- If the child is not known to B&NES Children's Services, but the school has concerns about their welfare, the designated safeguarding lead should make a referral to B&NES Children's Services.
- If the child has an EHCP, the local authority will need to be informed so they can review the plan, working closely with parents and carers.

There may be occasions when PPSG is required to share student data with the Government of Gibraltar for example, when students are applying to the government for the Student Leaver Award. If applicable, the school will inform the parents and student when data is being shared, and the school will confirm what data being sent to the government.