



ADMISSIONS POLICY

Reviewed:	September 2025
Next Review:	September 2026
Policy Owner:	Deputy Head (Pastoral)
Approved by:	Mike Verdin, Governor

1. Introduction

Moor Park is an independent day and boarding preparatory school for boys and girls aged 3 to 13 years. The school also operates a nursery, Tick Tock, which accepts children from 3 months of age. Tick Tock operates under a separate Admissions Policy, available upon request.

Boarding provision is available from Year 3 (age 7).

The school aims to admit pupils who will benefit from the breadth of education and opportunities offered and who will contribute positively to the school community. The admissions process may begin at any time after a child's birth by contacting the Admissions Office at registrar@moorpark.org.uk.

2. Visiting the School

Choosing the right school is an important decision. While comprehensive information is available on the School's website, prospective families are strongly encouraged to visit in person.

The school hosts one Open Day per term, with dates published online. In addition, individual visits can be arranged by appointment through the Registrar. These visits typically include:

- A tour of the school during a normal working day
- An opportunity to meet the Head, staff, and pupils
- A discussion with the Admissions team

To arrange a visit, please contact the Registrar at registrar@moorpark.org.uk.

3. Points of Entry and Availability

Moor Park welcomes applications from children of all abilities and backgrounds. Children may be admitted at any time of the year, from age 3 to 13 subject to available spaces.

Admissions may occur at any stage from age 3 to 13, subject to available spaces.



Admission is dependent on the availability of places and the school's ability to meet the needs of the child.

4. Registration Process

Following an enquiry, parents will be invited to complete a Registration Form. This form is also available via the school's website.

Parents are required to disclose fully and accurately any information relating to:

- Special Educational Needs and/or Disabilities (SEND)
- Medical conditions
- Behavioural or pastoral needs
- Any other relevant circumstances

A non-refundable registration fee of £120 is payable.

Registration:

- Does not guarantee the offer of a place
- Does not constitute a binding agreement between the school and parents

Upon registration, the school will normally request a reference and/or report from the child's current or previous school.

The school also requires:

- A copy of the child's passport (or birth certificate if unavailable)
- Visa documentation where applicable

This documentation is required to confirm the child's identity and right to study in the UK and will be retained in accordance with data protection regulations.

5. Assessment and Offer of a Place

All applicants are considered individually. The admissions process typically includes:

- Review of the Registration Form and supporting documentation
- An experience day at the school
- Consideration of references or reports from previous schools



Offers of places are made at the discretion of the Head and are subject to availability. A place will normally be offered where the school is satisfied that:

- The child is likely to benefit from the education provided
- The school can meet the child's needs through reasonable adjustments and available resources
- The child can participate safely and fully in School life
- The admission will not adversely affect the education, welfare, or safety of other pupils

To accept an offer, parents must:

- Return a completed Acceptance Form and pay the required deposit within two weeks
- Ensure all individuals with parental responsibility sign the Acceptance Form

Acceptance constitutes agreement to the School's Terms and Conditions. The school reserves the right to withdraw an offer if:

- Material information has been withheld or is inaccurate
- Required documentation is not provided
- Acceptance deadlines are not met

6. Induction and Transition

New pupils are invited to attend an Experience Day during the term prior to entry. This provides an opportunity to experience a typical school day, meet new classmates and staff and facilitate a smooth transition into School life.

During this visit, informal assessments may be undertaken to support appropriate class placement and learning support provision.

Families will receive the *Guide to Moor Park* prior to joining. This includes key information on all areas of school life, including but not limited to uniform, school routines, pastoral care, communication and reporting.

7. Early Years and Pre-Prep Admissions

Children are admitted to Kindergarten in the term following their third birthday.

Children are normally expected to be toilet trained before entry. However, this requirement will be waived or adjusted where it relates to a disability or developmental need, in accordance with the school's legal obligations.

Class sizes comply with statutory requirements and are determined by staffing levels and regulatory guidance.



8. Equality, Diversity and Inclusion

Moor Park's aim is to encourage applications from candidates with as diverse a range of backgrounds as possible and is committed to promoting equality, diversity and inclusion. Applications are welcomed regardless of:

- Race, ethnicity, or nationality
- Religion or belief
- Disability
- Gender, gender reassignment, sexual orientation
- Pregnancy or maternity
- Social or economic background

Although Moor Park has a Catholic foundation, admission is not based on religious belief. Pupils of all faiths and none are welcomed. However, parents should be aware that regular services are held in our on-site Chapel which include an element of Catholic worship.

The school does not select pupils on academic ability. However, admission is conditional upon the school being able to meet the child's needs and maintain the welfare and efficient education of all pupils.

9. International Applicants

The school welcomes applications from overseas families. Moor Park holds a Student Sponsor Licence and may sponsor pupils under the relevant visa categories where appropriate.

International applicants must:

- Complete the standard admissions process
- Hold a valid visa prior to entry to the UK
- Have appropriate UK-based guardianship arrangements

All pupils must have the legal right to live and study in the UK. Further details are available in the School's International Admissions Policy.

10. Bursaries



The school offers means-tested bursaries to eligible families for pupils in Year 4 and above, subject to available funding. To apply for financial support, both parents must provide full financial disclosure. Any award made will be reviewed annually and bursaries may be varied or withdrawn in accordance with their terms

Further details are available in the School's Bursary Policy or from the Registrar.

11. Special Educational Needs and Disabilities (SEND)

Moor Park School is committed to providing an inclusive, nurturing and ambitious learning environment in which every pupil is known, valued and supported to flourish.

We recognise that some pupils may require additional or different provision to access learning, participate fully in school life and achieve their potential. We are committed to identifying needs at the earliest opportunity and providing appropriate, proportionate and effective support. Further information is available in the School's SEND Policy.

12. Short-Term Admissions

To ensure continuity and stability within the school community, short-term admissions (defined as one year or less) are normally limited to approximately 10% of the total pupil roll. Exceptions may be made at the discretion of the Head.

13. Complaints

The School's Complaints Policy applies to all aspects of the admissions process. This policy is available on the school's website or upon request. Where appropriate, parents may refer matters to external regulatory bodies, including Ofsted.

14. Information for Parents

The school provides prospective and current parents with access to all required information, including:

- Policies and procedures
- Inspection reports
- Key school information

These are available via the school website or from the School office upon request.

15. Data Protection



The school processes personal data in accordance with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018.

Information provided during admissions will be used only for legitimate purposes related to the application and the provision of education.

Further details are set out in the School's Privacy Notice.

16. Review of Policy

This policy is reviewed annually by the school to ensure compliance with regulatory requirements and best practice.