



# PRESTFELDE

## Admissions Policy – September, 2019

Note: Based on ISBA Model Admissions Policy Version: 1.0 (Issued August 2017)

### 1. GENERAL

Prestfelde School is a co-educational independent school for pupils aged 3 to 13. The School has 300 pupils as at September 2019 and a number of flexible boarders weekly. 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 Prestfelde. 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, Miss Pamela Roberts or Miss Charlotte Edwards, Marketing & Admissions Assistant, on 01743 245400 or email on [admissions@prestfelde.co.uk](mailto:admissions@prestfelde.co.uk) to arrange a visit.

### 2. THE ENTRY PROCEDURE

2(a) **Registration:** Pupils will be considered as candidates for admission and entry to the School when the Registration Form has been completed and returned to us and the non-returnable registration fee paid. Applicants for admission should ideally register by the September of the year preceding the desired year of admission. Admission and entry will be subject to the availability of a place and the pupil satisfying the admission requirements at the time. 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](http://www.prestfelde.co.uk)

2(b) **Selection:** Prestfelde School is an academically non-selective school. Our entry process is designed to identify pupils who are able to benefit from our balanced and well-rounded education and to make a positive contribution towards the life of the School.

Children are welcome to enter the School, subject to available spaces, at any stage in their schooling from age three to 13. There are also scholarship entry points at 7+ (Year 3), 9+ (Year 5) and 11+ (Year 7). Please contact the Registrar for details.

2(c) **Offer of a Place and Deposits:** If, in due course, a place is offered, the deposit will be payable when parents accept the offer. 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. 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. Generous 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.

### **4. SPECIAL 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. 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.

### **5. THE ASSESSMENT PROCESS**

As an academically non-selective school, we do not formally test potential pupils prior to acceptance for entry. However, as part of their taster day children will complete a screening assessment to ensure that the School is able to personalise, as appropriate, the educational provision to the child. Children applying to join Nursery and Reception are assessed by in class observation only.

### **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.

### **7. SCHOLARSHIPS**

Prestfelde School offers a number of scholarships each year 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**

Prestfelde School's bursary fund is limited but 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 Head who will, if appropriate, ask the Bursar to forward a Bursary Application Form.

Bursaries are means-tested. Both parents are required to provide proof of their income and assets. 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 are always offered for 12 months at a time. The family is required to provide fresh 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**

In order 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.

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APPROVED DATE	September, 2019		
REVIEW DATE	September, 2020		
SIGNED HEAD		PRINT NAME	Fiona Orchard
SIGNED CHAIR OF GOVERNORS		PRINT NAME	Stuart Hay