

Admissions Policy

Sch 03

Reviewed by VH Feb 2020 | Next Review Date by VH Feb 2021

This is a whole School Policy including Prep, Pre-Prep and EYFS

Abberley Hall is a co-educational boarding and day school for pupils aged 2-13 years (this includes EYFS pupils).

Pupils may join Abberley Hall Pre-Prep & Early Years Foundation Stage at any age from two to seven years of age and the Prep School from seven to thirteen years. We do not currently have a written entrance examination, however we invite pupils in for an informal assessment in the classroom. Pupils joining in Year 6, 7 and 8 may be asked to sit an English and Maths paper so that they can be placed in sets.

All enquiries are dealt with fairly and equally, irrespective of nationality, race, religion or personal circumstances. Disability is not a bar to application. Parents of a child who has any disability or special educational needs, must provide the Registrar with full written details when registering for admission, which will be handled confidentially and sympathetically. The policy is therefore inclusive and non-discriminatory.

Where disability exists, the school will make every effort to admit a child providing that the child's needs can be adequately met by the skills of the staff. That the building, with any practical adaptations, would be a safe environment and that the education of other children at the school would not be compromised.

Prospective parents are invited to make an appointment to see the school in action and are shown round by the Headmaster, Registrar or Head of Pre-prep and Nursery. Parents/guardians may bring their children along to the appointment if they wish. The School holds three Open Mornings per year (one per term).

If a space is available in the appropriate class then children from the age of two will be invited to attend one or more taster sessions at the school in order for the parents and staff to assess whether the school is suitable for the child. If there is doubt from staff about the suitability of the school for the individual, the parents will be informed at the end of the taster period. In these circumstances a place may be offered after a longer trial period.

An enquiry about the School will lead to the school holding basic information about the family, in accordance with GDPR May 2018, in order to make contact and invite them to visit.

Parents are invited to complete a Registration Form, which secures a place for their child/children, and pay a non-refundable Registration Fee of £100. This is an expression of interest and does not commit to accepting a place or the school to offer one.

Once the registration paperwork is received, the prospective pupil will be invited to meet the Headmaster either in person or via skype (or in his absence a senior member of staff), or, where appropriate, the Head of Pre-prep or attend a taster session. Once this has been completed, the Registrar will send out a confirmation letter formally offering a place at the school. This will be accompanied by an Acceptance form as well as our 'Conditions of Admission' and parents will be asked to pay a refundable deposit of **£600** as a prerequisite to joining the Prep School and a refundable deposit of **£300** on joining the Nursery and Pre-Prep.

You will be issued with the first term's fees which will need to be paid in advance of the child joining the school.

In the term prior to starting school, the parents receive a starting package consisting of:

- Medical Information & In Loco Parentis Forms
- Information Sheet
- Photographic/Image/Film Consent Form
- Session List (Nursery)
- Uniform List
- Music Request Form (Prep)
- Riding Request Form (Prep)
- Notes to Parents
- All About Me Booklet (Nursery)
- EAL/AEN Request Form (as required)
- Guardian Form (as required)

By signing the above listed paperwork, prospective parents consent to the school holding and processing the information provided in accordance with GDPR May 2018.

Overseas applicants

Pupils coming to Abberley Prep from Overseas may be asked to complete an English and Maths paper so that we are able to place them in sets when they arrive. Pupils will need to arrange a skype or visit to meet the Headmaster before an offer of a place can be made.

Pupils living outside the EU may require a Tier 4 student Visa. The School will provide the parent with a CAS number once a full year's fees have been paid (for boarders) and proof of accommodation payments have been shown (for day pupils). This will be accompanied by a formal letter supporting their visa application. It is the responsibility of the parent to obtain a Tier 4 visa prior to starting.

It is a legal requirement that all pupils living overseas should have a UK guardian to act *in loco parentis* for them. A *Guardian Form* must be completed and signed by the parent before the pupil starts at the School.

Means tested bursaries can be applied for and forms should be requested through the registrar. Armed Forces discounts are also available.

The Board of Governors will be monitoring compliance with this policy.

Signed:

Date:

Mr James Tanner
Chairman of Governors

Signed:

Date:

Mr Will Lockett
Headmaster

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