EDGEBOROUGH SCHOOL

Admissions Policy

(including EYFS and Boarding)

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Policy Context

Deciding on the right school for your child is a hugely important decision. We strongly believe, that a personal visit to Edgeborough is invaluable in helping parents with this decision. We are always delighted to welcome prospective parents and their children to look around the school.

This Admissions Policy covers admissions to all parts of the school from EYFS to Year 8. No child will be prevented from attending the school on the grounds of sex, race, ethnicity, religion, sexual orientation or social background.

Entrance to the school is broadly non-selective, insofar as we do not have a competitive entry test. However, we do offer places taking into consideration the broad range of entrance demands of the senior schools for which we prepare pupils. We need to be confident that Edgeborough can meet the needs of each applicant and that they, in turn, will be able to make the most of the education provided here.

If at any stage in a child's time at Edgeborough it becomes apparent that they are unable to access the academic curriculum in spite of appropriate additional support being in place, the Head will advise parents on the best way forward. The primary focus will, at all times, be to work in the best interests of the child.

Registrations and Admissions

In the first instance parents are encouraged to contact the Head of Admissions on 01252 959400 or email admissions@edgeborough.co.uk. The Head of Admissions will then arrange a meeting with the Head and a tour of the school.

The Entry Procedure

The usual points of entry are Nursery/Pre-School, Reception, Year 3 and Year 7. The School may also have places in other year groups. Please contact the Head of Admissions for details.

Nursery and Pre-School – the start of the Edgeborough Journey

The Edgeborough Nursery and Pre-School exists to provide an excellent nursery education to pupils who will likely be joining the Edgeborough Reception Classes.

We ask that pupils in Nursery attend a minimum of two sessions per week and pupils in Pre-School attend a minimum of four morning sessions per week. In the event of a Nursery waiting list, preference will be given to pupils who will be taking a full day place and siblings of current Prep School pupils.

A Registration Form must be completed and returned to us with a non-refundable Registration Fee of £120 (inc. VAT) before the entry process can begin

1. Your child will be invited to a short familiarisation visit (parents to stay if child is not yet two years of age)

2. If a child is offered a place, parents are asked to respond within three weeks. An acceptance deposit of £1,000 is payable on acceptance of a place

3. Acknowledgement of deposit and confirmation of place.

Pre-Prep and Prep

A Registration Form must be completed and returned to us with a non-refundable Registration Fee of£120 (inc. VAT) before the entry process can begin

1. Your child will be invited to spend some time with us for a familiarisation visit. This familiarisation period or Assessment Day, involves spending time with future class members and taking part in the timetabled class work and activities

2. If a child is offered a place, parents are asked to accept within three weeks. An acceptance deposit of £1,000 is payable on acceptance of a place

3. Acknowledgement of deposit and confirmation of place.

General

1. Pupils must register for entry into the School. There is an administrative fee of £120 (inc. VAT) for registration. **Registration does not guarantee a place.**

2. The School admits children to the Nursery after the child's second birthday or to Pre-School in the September following their third birthday. Entry to the Reception Year comes in the September after their fourth birthday and to higher year groups in the September after their appropriate birthday. Pupils may, in some circumstances, enter a year group higher or lower than usual at the discretion of the School.

3. Entry before the age of 7 holds the general aim to offer places to pupils who will use the opportunities, breadth and rigour of the education provided at Edgeborough with enthusiasm. We give priority (in terms of places and sessions) to parents who have made a firm commitment to their children continuing their long-term full-time education at Edgeborough.

4. Children are encouraged to progress through the school to the best of their ability and progress into the year group above can never be assumed. Significant reviews will be held at the end of Pre-School when pupils move into Reception and at the end of Year 2 when pupils move from Pre-Prep into the Prep School.

5. Entry into Year 3 and above maintains the criterion stated above and adds an academic element in as much as all pupils who enter Year 3 or above must be able to demonstrate, as far as is possible, suitable evidence that they will be able to maintain the academic pace of learning that they will encounter. This may be determined by a mixture of some or all of the following:

• Work produced on an Assessment Day at Edgeborough

• Tests/formal examinations taken at Edgeborough

• Interview(s) with members of staff at Edgeborough

• Reports and evidence from the prospective pupil's former or current school

• Information provided by parents

6. Any prospective pupil may be asked to undertake an interview or a specific academic assessment or examination if, in the School's opinion, it will assist the decision-making

procedure for entry, but not all candidates may necessarily have to undertake all of these procedures.

7. Where there may be a waiting list, prospective pupils may be asked to do an additional academic assessment, the taking of which would not guarantee a place. Following a successful assessment day an offer of a place may, at the discretion of the Head, also be determined by criterion which may include any or all of the following:

• Sibling of a pupil at Edgeborough

• Intended start date of the pupil

• Other connections to Edgeborough

• Reference request from the prospective pupil's current school

8. Pupil numbers in the EYFS must conform to the staff : pupil ratio as determined by law. Normally, there are up to two forms in each of the Pre-Prep years and there are usually up to three forms per year group in Years 3 – 8. Numbers per class from Years R – 8 may be varied at the discretion of the Head. Numbers in academically adjusted sets may also differ from year to year and from group to group.

9. Within the scope of our general aim, the School will try to provide the educational support to those pupils who may require it. This additional support may incur additional fees. There may be specialist educational support that some pupils will require that the School is unable to give.

10. All admissions are determined by the Head who administers this policy. Admission appeals should be made to the Head.

Special Educational Needs

We do not unlawfully discriminate in any way regarding entry. We welcome pupils with disabilities and/or special educational needs (SEN), provided we can offer them any support that they require and can cater for any additional needs and that our site can accommodate them. We aim to ensure that all our pupils, including those with disabilities and/or special educational needs, are provided with a safe and inclusive environment in which to learn.

Parents are required to inform the school of any known or suspected specific learning, behavioural or physical difficulties or differences that have been identified and discuss their child's needs with us during the Admissions process so that we can be confident that we can meet their needs and make adequate provision for them. Parents should provide a copy of an Educational Psychologist's report, a medical report or **an SEN Plan** with the Registration Form; this is so that the School can assess the child's needs and consult with parents about the adjustments which can reasonably be made and so that the School can ensure that the prospective pupil will be able to access the education offered and that we are able to ensure the prospective pupil's health and safety, and the health and safety of others.

There may be exceptional circumstances in which we are not able to offer a place. It is possible that a pupil may not be offered a place if, after due consideration:

• the School believes that it is unable to provide an appropriate educational environment for the child or if it believes that it is unable to provide for the educational and / or emotional requirements of the child

• the School believes that the pupil will not be able to follow instructions, to display a reasonable standard of behaviour or to demonstrate an awareness of others required by all its pupils to maintain the general standards in keeping with the School's ethos

• despite reasonable adjustments, the School feels that a prospective pupil is not going to be able to access the education offered or that his/her health and safety or those of other pupils or staff may be put at risk.

Any decision regarding the refusal of a place would be made in accordance with the school's obligation set out in the Equality Act 2010.

Bursaries

Parents of prospective pupils, as well as those of existing pupils, can apply for a bursary. Awards are made on a means tested basis and can cover up to 100% of fees, depending on need and available funds.

Please contact the School's Bursar (bursar@edgeborough.co.uk) for further information.

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 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 no more than 12 months following an unsuccessful application, but reasons to retain for longer might include if the parents express an interest in the candidate reapplying 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.