

Policy Name:	Admissions Policy
Policy Number:	G2

Staff member responsible	Revision Date	Approved By	Approval Date	Reason
Jonathan Slot (Head)	September 2022	Board of Governors	September 2022	Annual update
Jonathan Slot (Head)	October 2023	Approval by Marketing Committee	October 2023	Annual Review
Jonathan Slot (Head)	August 2024	Approval by Full Board	Dec 2024	Annual Review
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This policy is applicable to the whole school including Early Years

Shaping Brighter Futures

We provide an inspiring and joyful education that will be remembered for a lifetime and which empowers our children with the confidence, knowledge, skills and character to thrive. We are shaping brighter futures.

School Aims:

At St Neot's education is full of fun and good humour. We want every child to enjoy their time at school, to feel part of a community that holds family values at the core. We are determined that our children not only learn outdoors but learn about the outdoors. We want to create well-rounded, independent thinkers that are not only confident in their academic ability but hold the soft skills necessary for Senior School and the world ahead.

The St Neot's Way is:

- *Where we promote a true sense of community, family values, a love of the outdoors and a commitment to having fun.*
- *Where every child comes into school feeling safe, valued and with a broad smile on their face; and who returns home with uplifting stories to tell.*
- *Where a first class, personalised, rigorous academic journey is matched by an enriching, broad and challenging co-curricular programme.*
- *Where the children's character, contribution and service is as valued as their academic success.*
- *Where the children's physical wellbeing is surpassed by their mental wellbeing.*
- *Where highly skilled, passionate and dedicated teachers, working in first class facilities, are full of ambition for themselves and the children in their care.*

St Neot's Values

Happiness Kindness Self-Belief Honesty Respect

The Admissions Policy ensures all students can access the academic journey and that the school can meet their physical and mental wellbeing needs.

INTRODUCTION

St Neot's School is a co-educational independent school for pupils from age 2 to 13 years. St Neot's pupils are well-rounded, with a genuine interest in education in the broadest sense of the word, with interests that stretch beyond the confines of the academic curriculum. The school has strong traditions in music, drama, art and sport. There are many extra-curricular activities, all of which are important in developing a well-balanced, confident individual. Pupils are expected to behave in a manner consistent with the school's behaviour policy.

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 St Neot's school. We hold a number of Open Events, which give a general introduction to the school. Details are published on our website. We are also very happy to welcome prospective parents and their children at other times for a meeting and tour with the Headmaster. Please contact Priya Patel in Admissions, on 0118 9732118 or email admissions@stneotsprep.co.uk to arrange a visit.

St Neot's is highly successful in placing pupils at senior schools, at 13+, with a number of Scholarships and Exhibitions awarded each year.

St Neot's School is committed to ensuring the Admissions Register is maintained in accordance with Education (Pupil Registration) (England) Regulations 2006. From the beginning of the first day on which the school has agreed or been informed that the pupil will attend the school, an entry will be made in the school's Admissions Register. St Neot's is also committed to ensuring that details required by the County Council (Hampshire) regarding inclusion and deletion are submitted on a termly basis or within 5 days of a child joining the school.

St Neot's is a non selective school and there are no formal academic requirements.

INFORMATION SHARING

We require parents to inform the admissions department at the outset of the application process about any needs which their child may have or any other significant matters which the School should reasonably be aware of because, for example, it would necessitate tailored provision and/or would materially impact on their child's wellbeing or attendance at St Neot's and/or ability to engage in day-to-day school life. The School may wish to discuss these matters with the parents and/or require some further information. Parents must ensure that information provided is accurate, complete and not misleading and relevant details and information (or changes to them) are shared in a timely and transparent manner. A failure to disclose relevant information and/or the provision of inaccurate, incomplete or misleading information may - in some cases - lead to the withdrawal of an offer.

EQUAL TREATMENT

Our aim is to encourage applications from pupils with as diverse a range of backgrounds as possible. This enriches our community and is vital in preparing our pupils for today's world. Human rights and freedoms are respected but must be balanced with the lawful needs and rules of our school community and the rights and freedoms of others.

The school pays due regard to the Equality Act (2010). Our aim is to encourage applications from children with as diverse a range of backgrounds as possible. This enriches our community and is vital in preparing our pupils for today's world.

St Neot's School is committed to equal treatment for all, regardless of a child's race, ethnicity, religion, sexual orientation or social background. Our provision for bursaries is described below. Although St Neot's has Christian roots, we do not select for entry on the basis of religious belief and we allow the pupils to opt out of services, by request.

THE ENTRY PROCEDURE

The 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 our school.

The usual points of entry are into the Nursery (2-4 years), from 4 years in Reception, at 7 years in Year 3 and at 11 years in Year 7. We may also have occasional places at other ages. Please contact Admissions for details.

Parents applying for a place for a child will be asked, during their initial contact with the school, for details of any learning difficulty, disability or special educational need, including behavioural, emotional and/or social difficulties their child may experience.

When an additional need is highlighted, the admissions department will request reports and supporting documentation which will be referred to the Learning Support Department where a review will be conducted by the school's SENDCo. This review will take into account the school's ability to provide for the needs of the child. If the SENDCo believes the pupil would thrive at St Neot's the pupil will be invited for a Taster Day as detailed below.

If there are no additional needs for entry to Nursery and Reception classes, a decision will be made based upon an informal discussion between the Headteacher/Admissions Department and the child's parents.

Nursery (Caterpillars/Butterflies)

Parents are invited to meet with the Head of Nursery and/or the Head

Offers for Nursery are made based on availability of sessions. In the instance that we are oversubscribed and we have to decide between 2 or more pupils that have similar session requirements preference may be given to

- a sibling of a pupil in the school
- a child who is intending to continue through into Reception
- a child of St Neot's Alumni
- date of registration

Pre Prep (Reception - Year 2) and Prep (Years 3-8)

All prospective parents are invited to the school to meet the Headmaster (or member of SLT) and are offered a tour of the school. Prospective parents are invited to attend Open Mornings which are held on a regular basis or attend bespoke tours (tours can also be offered virtually). *If the initial visit takes place during the school holidays, reports should be provided from the previous school and relevant external agencies will still be contacted for references.*

St Neot's School is a mainstream, non-selective school. There are no formal entry requirements for children transferring from external Nurseries/Schools into Pre Prep & Prep. Prospective pupils are invited to spend the day at St Neot's working alongside their peer group in the form of a Taster Day.

If a pupil has significant needs that require further investigation, then additional taster days may be required.

The offer of a place will be made subject to a successful taster day (where possible), and satisfactory references and reports from the previous school, as well as reports from any relevant external agencies, for example from an appropriate practitioner for a child with a medical condition or Special Educational Needs.

We reserve the right to not offer a place or withdraw the offer of a place if one of the prerequisites outlined above demonstrates that St Neot's would not be able to meet the requirements of your child.

SPECIAL EDUCATIONAL NEEDS/PHYSICAL DISABILITIES

St Neot's School does not unlawfully discriminate in any way regarding entry. The School welcomes pupils with disabilities and/or special educational needs, provided our Learning Support Department can offer them any support that they require and 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.

Our policy is to apply our admission criteria to all potential pupils. We require parents of children with special educational needs, disabilities or allergies (suspected and diagnosed) to discuss their child's needs with the School at the outset of the admissions process so that we can consider and make – to the extent reasonable – appropriate provision for them.

Parents are required to provide full details of all relevant information, including any reports (including any educational psychologist reports, medical reports or other relevant expert third-party reports), materials or information about their child's needs, and this may include any final or draft EHC Plans. This is so that the School can assess their child's needs and consult with parents about any adjustments which can reasonably be made and so that the School can ensure, for example, that their child will be able to meaningfully access the education offered and that we are able to ensure their health and safety, and the health and safety of others. This information should be provided prior to the Taster Day.

There may be exceptional circumstances in which we are not able to offer a place for reasons relating to a child's special educational needs and/or disability. For example, if, despite reasonable adjustments (in the case of disability), we feel that a prospective pupil is not going to be able to meaningfully access the education offered, or that their health and safety or those of other pupils or staff may be put at risk, or where the School cannot reasonably accommodate the adjustments required or reasonably provide the nature or level of the support required.

Sometimes, the situation of pupils with disabilities and/or special educational needs changes between an offer of a place being made and the pupil starting at the School. St Neot's requires parents to be proactive in updating the school as to any significant changes which means that the information provided during the application process is out of date or incomplete. In the vast majority of cases, this will not affect a pupil's place at the school. However, the School may, in exceptional circumstances, need to reconsider the offer of a place if a pupil's circumstances change materially. It is in the pupil's interests that any such decision is made as early as possible to avoid any disruption to

their education, so parents are urged to be forthcoming in their communications with the School about any material change to their child's circumstances.

In the event your child has an EHC needs assessment or EHCP (whether at the application stage, draft or final form) it is important that these (and the applicable supporting documentation, e.g. educational psychologist reports or other expert assessments) are shared promptly with the School and that the School is kept up to date with respect to any relevant decisions of the Local Authority or changes in provision.

Further details may be found in the school's Equal Opportunities, Inclusion and Cultural Diversity Policy and the school's Special Educational Needs and Disability Policy.

We will discuss thoroughly with parents and their medical advisers the adjustments that can reasonably be made for a child if he/she becomes a pupil at the school.

FORM PLACEMENT AND SETTING

We accommodate pupils according to the school's assessment of the pupil and vacancies within sets. Throughout the pupil's career in school, all setting and class arrangements are the decision of the school and would remain within the school's normal parameters. All pupils are required to sit examinations and check up tests as set by the school.

SIBLING POLICY

The vast majority of siblings join us at St Neot's School. However, admission is not automatic and the procedures outlined above will still be followed. There may be occasions where we judge that a sibling is likely to thrive better in a different academic environment.

BURSARIES

The School offers a reduction in fees where there are 3 or more siblings attending the school. St Neot's school aims to offer as much support as we can but this is done on an individual basis, taking into account financial circumstances. Priority is given to children in their final years at the school. Such bursaries are subject to review by the Board and the conditions of our Charitable status.

Our Bursary Policy can be viewed on our website, or can be obtained from the Finance Office.

OVERSEAS APPLICANTS

We welcome overseas pupils, who can study at St Neot's school provided that he/she has a relative or legal guardian living in the UK with whom he/she can stay.

SCHOOL'S CONTRACTUAL TERMS & CONDITIONS

Copies will be made available to parents as part of the admissions process.

COMPLAINTS

We hope that you and your child do not have any complaints about our admissions process; but copies of the School's complaints procedure are available from our website or can be sent to you on request.

CHILDREN MISSING EDUCATION

St Neot's School adheres to the revised guidance '*Children missing education: statutory guidance for local authorities*'. This guidance reflects the changes brought about by the *Education (Pupil Registration) (Amendment) (England) regulations 2016** which have amended the *Education (pupil Registration) (England) Regulations 2006*. The changes were effective from 1st September 2016.

Since September 2016, St Neot's School has been required to notify the Local Authority when a pupil's name is about to be removed from the school admission register under any of the grounds listed in Children Missing in Education 2016. This duty does not apply when a pupil's name is removed from the admission register at standard transition points - when the pupil has completed the final year of education normally provided by the school - unless the local authority requests that such returns are made.

The school will also make reasonable enquiries to establish the whereabouts of a child jointly with the local authority, before deleting the pupil's name from the register. (Regulation 8 (1) of the Education, Pupil Registration, England. Regulation 2006). From September 2016 schools must also notify the local authority within five days of adding or deleting a pupil's name on the admission register at non-standard transition points. The notification will include all the details contained in the admission register for the new pupil.

St Neot's is fully aware that there is an overlap also with *KCSIE 2024* which recognises children missing education as a safeguarding issue particularly when a child leaves with no known destination. Furthermore, the school acknowledges its right under the regulations to delete a pupil for non-return within 10 school days after authorised leave or after 20 school days unauthorised absence (in both cases, in the absence of illness or other unavoidable cause), does not arise until the School and LA have jointly made reasonable enquiries (described in the guidance) as to the pupil's whereabouts, and failed.

The school also undertakes to amend the admissions register where a parent notifies the school that a pupil will live at another address. The admissions register must record details of the pupil's new residence, the full name of the person with whom they will reside and the date from when it is expected the pupil will reside there.

The School also undertakes to amend the admissions register where a parent notifies the school that the pupil is registered at another school or will attend another school in the future. The admissions register must record the pupil's destination school and the date from when it is expected the pupil will attend or first attended the new school (where this information can reasonably be obtained).

The school will request sight of either the birth certificate or passport as part of the registration process. If a child is coming from outside of the UK, further checks may be required.

PRACTICAL APPLICATION OF THE POLICY

In relation to deletions from the register, the duty arises as soon as the grounds for deletion are met and in any event before deleting the child's name.

Data will be sent to the local authority via a secure system for transferring pupil data.

ADMISSIONS PROCESS

Once you have received your prospectus and/or visited the school the next stage in the admission process is:

1. **Registration** – Please complete the Registration Form and return it with the non-refundable fee of £180 (inc VAT) to the Admissions Department. This will ensure that your child is included on our waiting list for their year group.
2. **Assessment/Taster Day** – A copy of the pupil's latest school report if requested. With the prior permission of the prospective pupil's parents, we will also request a confidential pupil report from the current school, including a full SEN report (where appropriate) and a history of the support that has been required in the previous setting. This is to ensure that all is in order and for the School to get a clear picture of a child's contribution and strengths. We will also request from you, copies of recent reports to assist with placing a new pupil in the correct groups for his or her lessons. Parents who knowingly hide significant information regarding the specific learning difficulties of a child may forfeit the place that has been offered. For example, once these needs are highlighted shortly after joining St Neot's, and where the needs have a direct and unmanageable impact upon the learning of current pupils, the Head may advise the parents to seek a more appropriate educational environment for their child.
3. **Offer of Place** – Once we are in a position to offer your child a place we will contact you and we will request confirmation from you that you definitely wish to take up the place.
4. **Confirmation** – This is an agreement to the School's Terms and Conditions and involves the payment of the confirmation deposit (£600 for entry into Nursery and £300 for entry into Reception and above). This is returned at the end of the pupil's final term, subject to the terms and conditions. £300 will be retained as a charge for Nursery pupils not continuing through Pre-Prep.
5. **Induction/New pupil day** – Once a child's place is confirmed we will invite them into the school for an induction day/new pupil's day the term before they are due to start; they will spend either the whole day or a morning with the class they are likely to join when they come to St Neot's. Pupils joining Reception and Nursery will also be invited to attend a series of familiarisation sessions, commencing in the Spring Term.