



ADMISSIONS POLICY

1. Aims

- a. To ensure compliance with the School's charitable purposes. Prior's Field is a selective school for girls aged 11-18.
- b. To identify and admit children who will benefit from a Prior's Field education and who will contribute to and benefit from the ethos and activities of our school community. We will only admit a pupil to the School who has met our selection criteria.

2. Equal Treatment

We welcome children from many different ethnic groups, backgrounds and creeds. 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. All candidates for admission will be treated equally, irrespective of their or their parents' race, colour, language, religion, political or other opinion, national or social origin, association with a national minority, sexual orientation, property, birth or other status.

3. Disability and Special Educational Needs

The School has limited facilities for disabled pupils but will do all that is reasonable to comply with its legal and moral responsibilities under the Code of Practice for Special Needs [which we have adapted to meet our individual circumstances] and current SEN legislation. In line with the implementation of provisions from the Children and Families Act 2014 and the Equality Act, 2010, we also recognise that accommodation must be made to meet the needs of applicants who have disabilities (including those with Education, Health and Care plans [EHC plans]) which, with reasonable adjustments, can be catered for by the School. These adjustments will be made both in the admissions arrangements and in the education provided. Access will also be given to appropriate benefits, facilities and services.

Prospective pupils with disabilities will not therefore, be put at any disadvantage, compared to their non-disabled peers.

The School needs to be aware of any known disability or special educational need which may affect a child's ability to take full advantage of the education provided at the School. Parents of a child who has any disability or special educational needs should provide the School with full written details at registration, or subsequently before accepting the offer of a place.

The School needs this information so that, in the case of any child with particular needs, we can assess those needs and consult with parents about the adjustments which can reasonably be made to cater adequately for the child's needs both during the admission process and if an offer of a place is made.

Similarly, if special educational needs or a disability become apparent after admission, the School will consult with parents about reasonable adjustments that may allow the child to continue at the School.

4. Procedures

Our admissions procedure has the following:

- a. Competitive entry tests;
- b. Written confidential reference and recent report from applicants' current school;
- c. Disability assessments (if applicable);
- d. The Head is also entitled to take into account any particular attribute of the applicant which suggests she may benefit from the general ethos of the school.

5. Entry points

These procedures apply at the main points of entry: 11+, 13+ and 16+ and also to candidates for occasional vacancies in any other year group. It is possible for a pupil to apply for a place at 13 in Year 6.

6. Entry tests

These are as follows:

- a. At 11+ candidates take papers in Mathematics, English and Non-Verbal Reasoning set by the School. Candidates have a 1:1 interview with a senior member of staff at Preview Day in the Autumn Term prior to entry.
- b. For admission to other year groups, the School sets its own tests in Mathematics, English and Science and English as an Additional Language, if appropriate. Candidates will also have a 1:1 interview with a senior member of staff.
- c. Girls offered a place for Year 7 may defer this place to 13 at the Head's discretion and on receipt of a deposit.

7. Character recommendation

The Head of the candidate's current school will be asked to provide a written reference as to the candidate's academic ability, attitude and behaviour, involvement in the school community, talents and interest, and any other special circumstances such as special education needs, or a disability. The reference may also include the results of tests taken at the school (such as NFER or SATs) and predicted grades at GCSE (if appropriate).

8. Candidate's age

Very occasionally, we may offer places to pupils one year ahead or behind their standard year group, if we consider, as a matter of professional judgement, which this would be in the best interests of the pupils and the School.

9. Special circumstances

We recognise that a candidate's performance may be affected by particular circumstances, for example –

- a. If she is unwell when taking tests or has had a lengthy absence from her current school;
- b. If there are particular family circumstances such as a recent bereavement;
- c. If there is a relevant educational history, for example education outside the British system;
- d. If the candidate has a disability or specific learning difficulties;
- e. If English is not the candidate's first language.

In any of these cases, we may request further information such as a medical certificate or educational psychologist's report and any associated correspondence or details from the pupil's current school (including samples of work) or any family history of dyslexia, as we consider necessary to make a fair assessment.

10. Disclosures

Parents must as soon as possible disclose any particular known or suspected circumstances relating to their child's health, allergies, disabilities, learning difficulties, and any changes to parental responsibility status. The parent contract sets out the full terms and conditions of parent responsibilities.

11. Boarding

There are separate lists for day and boarding places and offers are made according to the type of place requested on the registration form.

12. Bursaries and Scholarships

The School has a commitment to widening access to ensure that the opportunity for a Prior's Field education is provided to children from a broad spectrum of society. The School has a separate policy for Bursaries. Those available on entry, are means tested. Scholarships are offered at 11+, 13+ and 16+. These are for academic excellence and excellence in Art, Music, Sport and Drama. The school has a separate booklet which details the procedure involved in each type of scholarship. At 16+ separate 100% bursaries may be available as Foundation Awards.

13. Other discounts

- a. Armed Forces/FCO Discount

Pupils who have a parent serving in the UK armed forces are eligible for a 20% discount on the fees. Serving personnel should be aware that they can apply for MOD and Foreign & Commonwealth Office continuity of education allowance under certain criteria.

b. Siblings

For the third sibling, a 10% reduction in fees is offered to the elder daughter(s), while at least two other siblings are at the school. Girls who have sisters at the school are given priority on entry, if all the admissions criteria are successfully met.

c. Old Girls

A 10% reduction in fees is offered to the daughter of an old girl. A daughter of an old girl is given priority on entry, if all the admissions criteria are successfully met.

14. Overview of Application Process

a. Enquiries

The process normally begins at least a year prior to entry, with enquiries being received by telephone, email, fax or post. All enquiries are added to the admissions database and placed in the relevant enquiry file. The Admissions Department sends the relevant prospectus (main school or sixth form) to the enquirer.

Initially, prospective parents and students are invited to attend an Open Morning which are held three times a year. An individual tour of the school and a meeting with the Head can also be arranged and parents are asked to contact the Admissions Department to make an appointment. If the parents are considering a boarding place, the Head of Boarding or her staff conduct the tour of the junior or sixth form boarding house.

b. Registrations

Parents who would like their daughter to be considered for a place complete a registration form and are asked to pay a non refundable registration fee. The Admissions Department acknowledges receipt of these documents and either changes the girl's entry in the admissions database to "registered" or adds her to the database as a new entry.

c. Preliminary Interview and Activity Day (11+ only) and Confidential Reports

Parents will be contacted in October prior to entry the following September and are given a timetable of the admissions procedure. At 11+ entry, this will include a Saturday visit to the school during the autumn term (known as Preview Day) which will include some activities and an informal individual interview. A request for a written confidential report from the applicant's present school is made after this. The report should be received in time for the entrance examinations, which take place in early January.

d. Admissions Criteria

Applicants are offered a place following the satisfactory completion of the entrance examination papers set by the school and receipt of a written confidential reference and recent report from the applicant's current school. The Head is also entitled to take into account any particular attribute of the girl that suggests she may benefit from the general ethos of the school.

e. Sixth Form

Sixth Form applications may be made at any stage in the academic year.

After the parents have registered their daughter(s) for a place, a request for a written confidential reference and report (including predicted GCSE and IGCSE grades, if appropriate) is sent to the applicant's present school. Applicants may be offered a conditional place following receipt of the written confidential reference and report and based on her predicted GCSE grades (if appropriate). Entry requirements for the sixth form are 6 GCSE's at grade C or above, including Maths and English. However, for most subjects, A or B grades at GCSE will be required in the subjects chosen. All girls study three or more subjects through to A level. Conditional offers will be made throughout the year and will be followed with a confirmation of an unconditional offer following GCSE results. Choice of A level subjects will only be provisional at offer stage and subject to change following GCSE results and timetable completion. Parents will be asked to complete a contract and pay a deposit to secure the place. Acceptances must be received by the deadline stated in the formal offer letter or the offer of a place will be withdrawn. In the unlikely event that the applicant's GCSE results are lower than the expected, the applicant will be invited into the school to have a discussion as to the most suitable course of study.

Scholarship examinations for sixth form take place in the November prior to entry the following September and offers are made to applicants in December.

f. International Applicants to Sixth Form

International applicants who are registered for a place are required to sit the school's entrance examinations in English as a Foreign Language and Mathematics. A request for a written confidential reference and report is sent to the applicant's present school at the same time. These applicants may be offered an unconditional place following receipt of the written confidential reference and report and based on the applicant's entrance examination results. In some circumstances, a skype interview may be required with a member of staff.

The Head is also entitled to take into account any particular attribute of the girl that suggests she may benefit from the general ethos of the school.

As with non-Sixth Form applicants, there are separate lists for day places and boarding places and offers are made according to the type of place requested on the registration form. Conditional offers will be made throughout the year and will be followed with a confirmation of an unconditional offer and final choices. Parents will be asked to complete a contract and pay a deposit to secure the place. Acceptances must be received by the deadline stated in the formal offer letter or the offer of a place will be withdrawn. If parents reside abroad permanently, the deposit will be the equivalent of one term's fees. All deposits are refundable when the girl leaves the school. In the unlikely event that the applicant's GCSE results are lower than the expected, the applicant will be invited into the school to have a discussion as to the most suitable course of study.

Reviewed by:	Head
Date of next review:	1st September 2019
Governors review:	E&W September 2018
Location:	Isi/website/portal