



## Admissions Policy

*This policy is inclusive of all pupils in the school including those in the Early Years Foundation Stage*

**Reviewed: January 2025**

**Reviewed by: B Beardmore-Gray and J Morrin**

### INTRODUCTION

1. Moulsford Preparatory School (“the School”) is an independent day school in Oxfordshire for pupils aged between 3 and 13.
2. The Headteacher is responsible for admissions and the operation of this policy.
3. The aims of this policy are:
  - To ensure compliance with the School’s charitable purposes.
  - To set selection criteria and procedures that are consistent with this charitable purpose and fair to applicants.
  - To identify applicants whose academic and other abilities appear to match the ethos and standards of the School and whose personal qualities suggest they have the potential to contribute sufficiently to the school community and benefit from the many opportunities that are offered here.
4. The selection criteria is determined and reviewed from time to time by the Governors of the School. Those involved have received appropriate training.
5. This policy should be read in conjunction with the Equal Opportunities policy and the Accessibility Plan.

### SPECIAL EDUCATION NEEDS AND DISABILITY

6. The School does not unlawfully discriminate in any way regarding entry.
7. The School has limited facilities for the disabled but will do all that is reasonable to comply with its legal and moral responsibilities under the Special Educational Needs and Disability Act 2001 and 2014 in order to accommodate the needs of applicants who have disabilities (including EAL – please refer to the EAL Policy) for which, with reasonable adjustments, the School can cater adequately.
8. Parents or guardians of an applicant who has any disability or special educational needs should provide the Headteacher with full written details when applying for admission and any additional information at least one week before visiting the school, open morning or assessment day at the School.
9. The School needs this information so that, in the case of any applicant with particular needs, we can assess those needs and make sure the School can provide adequately for them throughout the admission process, including but not limited to, enabling the School to make reasonable adjustments to any process.
10. The School will consult with parents or guardians about the adjustments, which can reasonably be made for the applicant both during the admission process and later as a pupil to ensure that the prospective pupil is not put at a substantial disadvantage compared to a pupil who is not disadvantaged because of disability.

11. There may be exceptional circumstances in which we are not able to offer a place for reasons relating to a child's disability. For example, if, despite reasonable adjustments, we feel that a prospective pupil is not going to be able to access the education offered, or that their health and safety or those of other pupils and staff may be put at risk, we reserve the right to decline a place at the school.

## **BURSARIES**

12. New parents should apply for a Bursary before signing their contract. Current parents or guardians who are experiencing genuine financial difficulties may apply to the Governors for a Means Tested Bursary at any point, by completing a Bursary Form. Please contact the Bursar for further details.
13. Bursaries are means tested and the process is carried out by an external body. Parents will be required to provide detailed financial information and will be visited in their home. The body then sets the level of the bursary, communicates the financial information and its recommendation to the school's Bursary Committee, which then decides the level of the Bursary to be offered.
14. The award of a bursary is tenable for 12 months or at the end of the academic year (whichever is the sooner), but may be renewed thereafter. The level of bursary and parents or guardian's current financial circumstances are reviewed annually. The award of a bursary is entirely at the discretion of the Bursary Committee.
15. The maximum value of the bursary is 100% of the Day Pupil fees.

## **ENTRY POINTS**

16. The usual entry points are at Pre-school, Reception, Year 1 & Year 3 although pupils may be accepted at other points if places are available.
17. For the purposes of entry applicants' ages are calculated from 1<sup>st</sup> September according to UK custom.
18. Occasionally, an applicant may have fallen behind in his/her education due to illness, time spent abroad, etc. In such a case, the School may offer a place in a year lower than the applicant's age would normally imply. Occasionally, the School may also offer an outstanding applicant a place in a year ahead of his/her chronological age group. Parents or guardians will be consulted before such an offer is made, but the decision as to the appropriate year for the applicant, taking into account all the relevant circumstances, is a matter for the Headteacher, whose decision is final.

## **ADMISSIONS TIMETABLE**

19. Parents or guardians of prospective pupils are encouraged to visit the School, including a tour and meeting with a senior member of staff. Prospective pupils are also encouraged to visit the School with their parents.
20. Parents or guardians of applicants must complete a Registration Form (see 'Prospectus and Information for Parents' and on request) and pay the appropriate Registration Fee.
21. Pupils entering the school in Year 3 or above normally attend an assessment morning in late October or November prior to the year of admission. Parents or guardians who have completed a Registration Form will be sent details of the date and times of the Assessment

morning, together with any relevant additional information relating to the day. Parents or guardians who have not heard from the School by four School days before the published date of the Assessment Morning are requested to contact the School. The School cannot accept responsibility for administrative errors or post going astray. If pupils are unable to attend the assessment morning, they will be invited in to visit prior to admission in order to assess the suitability of the School for them.

22. Pupils entering Year 2 or below will be invited in to visit prior to admission in order to assess the suitability of the School for them
23. If the applicant has any special educational needs or disability parents or guardians must notify the School on the Registration Form and provide full written details, including a copy of all reports prepared by an Educational Psychologist where available. From the information provided by the parents or guardians on the Registration Form and associated documentation, the School shall determine whether special conditions will apply to the applicant at the Assessment Morning.
24. Detailed results of the Assessment Morning are confidential to the School and are not normally released.
25. The School will seek a written reference from the applicant's current school.
26. Letters offering places will normally be sent out within one week of the Assessment Morning. Parents or guardians will be asked to accept the offer, complete and return the Acceptance Form and pay the securing fee within about two weeks. If no response to an offer has been received within the time specified in the offer, the School will assume that the offer has been declined and the place may be offered to another applicant.
27. Letters will also be sent out to those parents or guardians whose applicant has not gained a place and to those whose name has been placed on the waiting list within one week of the Assessment Morning.

## **SELECTION**

28. The preconditions for admission are that:
  - The applicant is of the appropriate age and sufficient maturity.
  - The School is able to provide adequately for any special educational needs (if any) the applicant may have.
  - The School, having made reasonable adjustments, has the capacity to cope with any disability the applicant may have.
  - The present school reports satisfactory attitudes and conduct on the part of parents or guardians and the applicant (if applicable).
  - Fees (if applicable) at the present school have been paid.
29. The academic criteria for selection at Moulsoford Preparatory School are:
  - Satisfactory performance at the school's Assessment Morning.
  - A positive recommendation from the Head of the applicant's present school.
  - A satisfactory interview at the School.
30. The preference factors subject to paragraphs 25 and 26 above are that:
  - (i) the applicant is a sibling of a pupil already at the School, or has a sibling who is also seeking admission, although being a sibling does not give automatic admission to the School;

- (ii) the applicant has special aptitudes or gifts. The School is looking for well-rounded and balanced pupils and those with exceptional abilities in sports, music and the arts, and for pupils who will benefit from the educational provision the School offers and contribute to school life.

31. Factors which will not be taken into account in the assessment of a pupil for admission are: the applicant's skin colour, race, nationality or ethnic or national origin, religious faith, socio-economic group, sexual orientation or those who have undergone gender reassignment.

### **Sanctions, misbehaviour and exclusion**

32. See: 'The Behaviour Policy' available on the School Website.

### **COMPLAINTS**

33. 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 on the website and can be sent to you on request.