# ADMISSIONS POLICY

Sunninghill Prep School applies the regulations on admissions fairly and equally to all those who wish to attend this school.

**Aims and objectives**
We are an inclusive school that welcomes children from all backgrounds and abilities, as long as the school is able to meet their needs within the existing resources and facilities.

## Applications

All applications will be treated on merit, in a sensitive manner and according to our admissions criteria for entry.

The main restrictions we place on entry are that of capacity and ability of the school to meet the child's needs. If the number of children applying for entry exceeds the places available, we enforce the procedure set out below in order to determine whether a child is accepted or not. It is our wish to allow parents the right to have a place at the school of their choice. However, this is not always possible, due to the excess demand on the school places.

Numbers of vacancies are determined by the available accommodation and the ability of the school to meet the needs of any particular child.

The level of ability of a child or any special needs that s/he may have, play some part in the admissions policy of this school. We want children to be happy and motivated in our school. We have the facilities and staffing to cater for pupils with Special Needs from our whole school population. Children need to be able to cope within the mainstream environment of the school. Children with learning difficulties and children with English as an Additional Language are warmly welcomed, but the school may require parents to pay for any extra support time or to recruit extra staff to give additional support necessary to meet that individual child's needs, beyond any reasonable adjustments being made, as defined in the School's Disability Policy.

Parents who fail to advise the School of any medical, special educational or physical needs as required on the School's Registration Form and Confidential Information Form may put their child's place in school at risk.

## How parents can apply for their child to be admitted to our school

As our school is an Independent Prep school, the school determines its own admission arrangements. The conditions for entry to the school are detailed in the Terms and Conditions attached to the Acceptance Form. When the school accepts the child, this Acceptance Form is the basis of our contract. Parents can receive a copy of these conditions if they would like to do so without having to apply for a place.

Children can enter Fledglings from the age of 9 months and the Nursery in the academic term that they become 3, or the school at any time up to the age of thirteen. There is no fixed admissions date per year.

## Admission appeals

If we do not offer a child a place at this school, it is because to do so would prejudice the education of other children by allowing the numbers of children in the school to increase too much or we felt that the school could not meet the child's needs.

If parents wish to appeal against a decision to refuse entry, they can do so by following the school Complaints Procedure (available on request or on the school's website). The first appeal is to the Head in writing. If the prospective parent is still unhappy the appeal is made in writing to the Chairman of Governors who will convene a Complaints Panel to consider the matter. An appeals panel's decision is binding for all parties concerned.

**School population**
The ideal population for our school community is 192 pupils. This equates to 8 babies in Fledglings, 32 children in the EYFS (2x16), 72 children in Junior Prep (4x18) and 80 children in Senior Prep (4x20).

This population size is kept under close review to reflect a whole range of forces both within and outside of our control.

**Class sizes**

**Fledglings (9 months – 2 years 9 months)**
We can accommodate up to a maximum of 9 babies at any one time.

**Nursery (aged 2 years 9 months - 4 years)**
We can accommodate up to a maximum of 16 children per session depending upon their ages.

**Reception (4 – 5 years)**
We can accommodate up to a maximum of 16 children.

**Junior Prep children (aged four to seven):** our classes have a maximum number of 18 children per class. We reserve the right to go up to 20 children in exceptional circumstances such as a large family joining the school.

**Prep School children (aged eight to thirteen):** our classes have a maximum number of 20 children. We reserve the right to go up to 22 children in exceptional circumstances such as a large family joining the school.

**Transferring from another school**

If a pupil is transferring from an IAPS or DASP school, the Headmaster will ask parents to speak to their current school as soon as possible to alert them to a possible move of school. The Headmaster will then discuss the transfer with the existing school to ensure continuity of education and provision. This will happen before an offer of a place is made.

Please note that all outstanding fees with the existing school need to be cleared before they will be accepted for a place at Sunninghill.

**Fee remissions**

The school does not offer scholarships to prospective pupils. However, if parents are considering a move of school and, having visited, decide that they would like to send their children to Sunninghill but find that their financial circumstances would prevent this, a limited number of bursaries are available each year. These bursaries are Means Tested and are under a scheme in line with the Charity Commission's policy of equity and fairness, as well as the school's requirement to offer Public Benefit. The Governors' Finance & Business Committee meets each year in the Spring Term to approve the recommended bursaries.

These Bursaries are reviewed for all families each year to reflect any change in financial circumstances.

## Early Education Funding

### 2 year olds

The award of a place is at the School's discretion and may be withdrawn at any time. The school may offer **one** free place at any one time to a child entitled to the 2 year old funding. The application must be accompanied by a letter from Dorset County Council confirming eligibility.

### 3 & 4 year olds

The school will apply for the funding each term from Dorset County Council on receipt of a completed parental agreement form. The amount which is received from the Council will be utilised against the school fees bill and will be notified to parents in advance each term by the Bursar. Parents will be liable for the balance of school fees.

## Review

This policy will be reviewed annually by the Bursar and the Headmaster in the light of any changes in circumstance in our school. Recommendations from this review may be made to the Board of Governors.