



**Sunninghill**  
PREP SCHOOL DORCHESTER

**Date of Review: Sept 2021**

**Review Due: Sept 2022**

**Approving Body:**

**Date of Approval:**

## Admissions Policy

**Owner:**

NSe, EA & MJ

- ✓ Policy required by ISI (inspection use)
- ✓ ISI requirement for publication on website
- ☐ Internal decision to publish on website
- ☐ Internal only
- ☐ Required reading for all staff

<b>Content</b>	<b>Page</b>
<b>General</b>	<b>3</b>
<b>Equal Treatment</b>	<b>3</b>
<b>Special Needs</b>	<b>3</b>
<b>Religious Beliefs</b>	<b>4</b>
<b>School Population</b>	<b>4</b>
<b>Entry into School</b>	<b>4</b>
<b>Criteria for Admissions</b>	<b>4</b>
<b>Class Sizes</b>	<b>5</b>
<b>Application Process</b>	<b>5</b>
<b>Admissions Appeals</b>	<b>8</b>
<b>Transferring from another school</b>	<b>8</b>
<b>Fee Retainer</b>	<b>9</b>
<b>Fee Remissions</b>	<b>9</b>
<b>Early Years Education Funding</b>	<b>9</b>
<b>Immunisations Policy</b>	<b>9</b>
<b>School's Terms and Conditions</b>	<b>9</b>
<b>Complaints</b>	<b>9</b>
<b>Review</b>	<b>10</b>

## **GENERAL**

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.

Sunninghill Prep School is a co-educational independent school for children from ages 2 years 9 months to 13 years. 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 Sunninghill Prep School. We hold one Open Morning in each term, which will give a general introduction to the School and you will find details of the dates on our website. We are also very happy to welcome prospective parents and their children at other times by appointment. Please contact the School's Registrar on 01305 755909 or email [registrar@sunninghill.dorset.sch.uk](mailto:registrar@sunninghill.dorset.sch.uk) to arrange a visit.

## **EQUAL TREATMENT**

Sunninghill Prep School's aim is to encourage applications from candidates with as diverse a range of backgrounds as possible. This enriches our community and is vital in preparing our children for today's world.

The School is committed to equal treatment for all, regardless of a candidate's sex, race, ethnicity, religion, disability, or social background.

## **SPECIAL NEEDS**

Sunninghill Prep School does not unlawfully discriminate in any way regarding entry. The School welcomes children with disabilities and/or special educational needs, providing we can offer them any support that they require and cater for any additional needs and that our site can accommodate them.

We strongly advise parents of children with any special educational or physical needs to discuss their child's requirements with the School, so that we can make adequate provision for him/her. Parents should provide a copy of an educational psychologist's report or a medical report if they have one.

We have the facilities and staffing to cater for children with Special Needs in 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 extra support time or to for the recruitment of extra staff to give the additional support necessary to meet that individual child's needs, beyond any reasonable adjustments being made, as defined in the School's SEN and Disability Policy.

## **RELIGIOUS BELIEFS**

At Sunninghill we welcome applications from prospective children of all faiths and of no faith.

## **SCHOOOL POPULATION**

The ideal population for our school community is 164 children. This equates to an optimum of 28 children in the EYFS , 64 children in Junior Prep (4 classes of 16) and 72 children in Senior Prep (4 classes of 18).

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

## **ENTRY INTO SCHOOL**

Children can enter Nursery once they reach the age of 2 years and 9 months and the Junior Prep or Prep School at any time up to the age of thirteen. There is no fixed admission date during the school year, although in Nursery entrance is usually restricted to the Autumn and Spring Terms (unless the child is part of a whole family entering the school or in other exceptional circumstances).

## **CRITERIA FOR ADMISSION**

- **Availability**

The main restrictions that we have in School are that of capacity within the classrooms and therefore we are restricted to an ideal population as stated above.

- **Sibling/family connections**

Preference will be given to children who already have siblings in School, provided we are able to meet their needs.

- **Number of children in the family**

Preference will be given to large families who wish for all children in the family, aged between 2 years and 9 months and 13 years of age, to attend Sunninghill Prep.

- **Existing ratio's in the classroom**

We aim to have a balanced gender mix within the classroom. If the male/female ratio in the classroom is substantially unequal this may affect the decision on new admissions.

- **Nursery sessions**

For children who join at Nursery age, attendance of a minimum of 3 sessions per week (either am or pm) is required.

## **CLASS SIZES**

- **Nursery (aged 2 years and 9 months - 4 years)**

We can accommodate up to a maximum of 12 children per session depending upon their ages.

- **Reception (4 – 5 years)**

We can accommodate up to a maximum of 16 children.

- **Junior Prep (aged four to seven)**

Our classes can accommodate up to a maximum of 18 children.

- **Prep School (aged eight to thirteen)**

Our classes have an optimum number of 18 children. We reserve the right to accept up to a maximum of 20 children in exceptional circumstances such as a large family joining the school.

## **APPLICATION PROCESS**

As our school is an Independent Prep School and the school determines its own admission arrangements. The Terms and Conditions for entry to the school are detailed in the Parent Contract.

Acceptance of a place in School is at the Head's discretion and is determined by the ability of the school to meet the needs of any particular child and the available accommodation. If the number of children applying for entry exceeds the places available, we enforce the criteria set out previously 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 demands on school places.

A condition of acceptance of a place is also subject to a satisfactory Taster Day, and the Head may need to contact the child/ren's current Head for information.

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

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

Sunninghill Prep School operates a highly efficient and well regarded Admissions system. All children/parent information is stored on our Management Information System (WCBS 3Sys/PASS). The database can only be accessed by the administrative staff, teachers, the Bursar and the Head.

The following lists, in sequence, the steps that are taken to ensure a smooth transition from initial phone call to a child's first day. This is ensured by working closely with parents and teaching staff.

Step	Sequence of Events	Action
1	Enquiry received	Registrar/ Administration Staff
2	Details are taken using our Enquiry Form and answers are given to any relevant questions asked at this stage.	Registrar/ Administration Staff
3	A check is made on availability of places in the relevant year group(s) and contact is made with the prospective parent/s to agree a date for a visit to the School.	Registrar
4	A confirmation telephone call or e-mail is made to the prospective parent/s confirming the date of visit, if appropriate. At this stage the visitor is advised that they will need to adhere to our COVID safety measures when on the premises.	Registrar
5	Details of the visit is entered into Head's diary, added to the weekly calendar to inform staff of the forthcoming visit, giving details of the child/ren and year group etc.	Registrar
6	The relevant Form tutor is advised of the forthcoming visit	Registrar
7	On the day, the visit will be hosted by the Head, or in event of the Head's absence, a member of the SLT. The visit will include a tour of school and grounds by the Head and a personal meeting with the Head or SLT member.	Registrar and Head or appropriate member of Senior Leadership Team.
8	The Registrar will either meet with the prospective parent/s at the end of their visit or will contact them via telephone or email for feedback and to answer any questions.	Registrar
9	At this stage there can be a number of different scenarios: (a) The prospective parent decides not to pursue.	No further action required.
	(b) If the parent/s wish to register their child/ren, they will be given a Registration form to complete and return, together with a £75 registration fee and a taster day in school will then be organised.	Registrar will organise registration of the child/ren onto the school's database.
10	The Registrar will arrange a Taster Day with the parent/s and will inform the relevant Form Teacher. Details will be given of any special requirements for the day including any kit required and also determine if there are any dietary requirements and/or any medical issues. The Registrar will obtain previous school reports for children entering Reception to Form 8.	Registrar/Form Teacher/ Catering Manager
Step	Sequence of Events	Action
11	<b><u>Taster Day(length of time varies by age of the child)</u></b>	Registrar

	<p>The Registrar will inform all staff of the Taster Day and details of child/children who will be attending.</p> <p>The Parent/s and child/children will be met on arrival in Main Reception (either by the Form Teacher or an appointed buddy, depending on age of child) and taken to the classroom for registration.</p> <p>Children tested with age appropriate literacy and numeracy tests during the day.</p> <p>At end of the day the Head and/or Form Teachers will meet with the parent/s to give feedback on how the day progressed.</p>	<p>Registrar/Form Teacher/Buddy</p> <p>Learning Support Co-ordinator</p> <p>Head/Form Teachers</p>
12	Occasionally a prospective parent or the Head will ask for a second taster session (or sessions) before making a decision.	Registrar will organise with the Form Teacher
13	At this point a decision will be made whether to offer the child a place in school. The Head will advise the parents accordingly.	Head
14	<p>If a place is offered, the Head will send an offer letter, together with the Parent Contract and the following forms for completion:</p> <ul style="list-style-type: none"> <li>• Emergency Contact Numbers &amp; pick up information (All)</li> <li>• Medical Questionnaire (All)</li> <li>• Nursery Information &amp; Sessions Sheet</li> <li>• Confidential Information Form (All)</li> <li>• Ethnic Monitoring Form (All)</li> <li>• Request for copy of passport or birth certificate (All)</li> <li>• New Child Consent Form (All)</li> <li>• Acceptable Use Policy (R-8)</li> <li>• Safeguarding Statement (All)</li> <li>• Tapestry Agreement (EYFS only)</li> </ul> <p><b>All forms must be completed and returned to the Registrar before the child/ren start in school.</b></p> <p>At this point a deposit of £500 is required per child to secure the child/ren's place.</p> <p>If extra tuition is necessary for children with special needs, then a fee will be agreed and charged accordingly.</p>	<p>Head/ Registrar</p> <p>Registrar</p> <p>Learning Support Co-ordinator</p>
<b>Step</b>	<b>Sequence of Events</b>	<b>Action</b>

15	For new starters in Nursery/Reception the Nursery Leader / Reception teacher will organise with the parent/s a settling session/a getting to know you session, as soon as possible.	Manager of Nursery Leader/ Reception teacher
16	A personal file is set up for the child which is kept securely in the Bursar's office in a locked filing cabinet	Registrar
17	The Catering Manager is informed of any special dietary requirements or food allergies. The appointed person for First Aid will be advised of any medical requirements	Registrar
18	The child/ren are allocated to a School House	Co-Curricular co-ordinator
19	Child/ren's First Day in school: <ul style="list-style-type: none"> <li>The Registrar will welcome the child and parent/s on their first day.</li> <li>The child/ren will be collected by their Form Teacher or buddy</li> </ul>	Registrar
20	New Child's Check Sheet completed by pupil and Form Tutor and given to Registrar.	Form Tutor/Registrar
21	Parents will be given authorised access to the Parental Portal.	Registrar/ IT Manager

### **ADMISSION APPEALS**

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

If parents wish to appeal against a decision to refuse a place, they can do so by following the School's 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 by the Head's response, the appeal must be made in writing to the Chairman of Governors who will convene an Appeals Panel to consider the matter. The Appeals Panel's decision is binding for all parties concerned.

### **TRANSFERRING FROM ANOTHER SCHOOL**

If a child is transferring from another school, the Head may ask parents to speak to their current school as soon as possible to alert them to a possible move of school. The Head 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, if appropriate, all outstanding fees with the child's existing school need to be cleared before a child will be accepted for a place at Sunninghill Prep School.



## **FEE RETAINER**

If your child has been granted authorised absence for a specific period of time (eg a term studying abroad) a retainer of £1,000 per term is required to hold their place in School.

## **FEE REMISSIONS**

The school does not offer scholarships to prospective children. However, if parents are considering a move of school and, having visited, decide that they would like to send their children to Sunninghill Prep School but find that their financial circumstances would prevent this, a limited number of small 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 for the following Autumn Term.

Bursaries are normally offered for 12 months at a time. The family is required to provide fresh information about its circumstances for every year that their child attends the School. Levels of support may vary with fluctuations in income.

A bursary may be withdrawn in accordance with the terms upon which such award is made or otherwise in accordance with the School's Terms and Conditions.

## **EARLY YEARS EDUCATION FUNDING**

### **3 & 4 year olds - 15 hours per week**

**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.**

## **IMMUNISATION POLICY**

**The school strongly advises that all children have the recommended vaccinations, both to protect the child and also the other children in the class.**

## **SCHOOL'S TERMS & CONDITIONS**

Copies of the School's Terms and Conditions are made available to parents as part of the admissions process.

## **COMPLAINTS**

The School hopes that parents and children do not have any complaints about the School's admissions process; but the School's Complaints Procedure is available on our website.

## **RECORDS**

Applicants' details will be held on file with due regard to data protection legislation and the School's Privacy Notice and Retention of Records / Records Management 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 6 months following an unsuccessful application, but reasons to retain for longer might include: e.g. if the parents express an interest in the candidate re-applying 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.

## **REVIEW**

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