

Pre-prep and Prep School Admissions Policy



BirchfieldSchool

The policy should be read in conjunction with policies regarding Equal Opportunities, Special Educational Need and Disability, Admissions Appeals and Pupil Withdrawal.

The Policy explains the process by which decisions are made. The final decision as to whom to offer places is at the sole discretion of the Headmistress.

Birchfield School provides education for children aged 4-13 years old. From September 2023 pupils will continue beyond age 13 as the school is extended to provide education to age 16. **This policy only applies to those seeking a place in the Pre-prep and Prep sections of the school up to age 11.** Those seeking a place for children after the age of 11 (to Year 7 and above) should consult the separate Senior School Admissions Policy.

As an extension to its Learning Enhancement provision, the school operates an additional facility – The Star Programme - to support youngsters from Year 2 to Year 6 inclusive who need more personalised teaching and learning and a modified curriculum. For more details, please contact the school. An **additional** Application Form and Terms and Conditions agreement is required for those seeking a place on The Star Programme.

Pupils come to Birchfield School from a wide area courtesy of excellent transport links and a fleet of our own minibuses. Further information about the school can be accessed via the school website: www.birchfieldschool.co.uk.

Admission to the Pre-prep and Prep School

Admission to Birchfield School is non-selective for children in Reception to Year 6.

A place will be offered on receipt of a completed Application Form (see Appendix A) provided:

1. a place is available;
2. the prospective pupil will benefit from and take advantage of the style of education on offer at the school;
3. the parents support the ethos to which the school aspires;
4. the parents – following notification of an offer of a place, complete and sign the Registration Form and Terms and Conditions document by the date specified on the letter offering a place.

In order to determine if these criteria are met we will arrange for:

- a visit to the school by parents and prospective pupil
- a taster day for the pupil at the school
- assessment of the pupil's reading and spelling age
- feedback from the taster day to the parents usually at the end of the day regarding the assessment and any other general observations as to the pupil's

strengths, personality and areas for development.

If there are more applications than there are places available, places may be allocated in the order of the school's receipt of the completed Registration requirements. Priority may be given to those with siblings at the school.

It is important that we are confident that we can educate and develop the prospective pupil to their potential and that the pupil will have a happy and successful time at the school and be well-prepared to enter the next stage of their education.

No child will be denied access to the school on the grounds of sex, race, religion, ethnicity or social background. The criteria are applied regardless of any disability, subject to our obligation to make reasonable adjustments such that any disabled pupil is not at a substantial disadvantage to their peers. Pupils may be asked to undergo a structured assessment and interview with the Headmistress and other staff.

Children who satisfactorily complete their time in the Prep School will be entitled to a place in the Senior School but will be required to complete the appropriate application procedure, including payment of the registration fee, in order that we know how many places will be available for pupils joining at Year 7 from other schools. For further detail, please see the Senior School Admissions Policy.

If, in the opinion of the Headmistress, a child is unlikely to benefit from the type of education we can provide in the Senior School, parents will be notified early in Year 6 and invited to discuss possible options.