



St Swithun's
WINCHESTER

St Swithun's Prep School including EYFS ADMISSIONS POLICY

Policy History	
Reviewed	September 2023
Date of next Review	September 2026

This policy can be accessed on the school's website at www.stswithuns.com

The Admissions Policy should be read in conjunction with the following policies:

- [Safeguarding policy](#)
- [Behaviour policy](#)
- [Equal opportunities policy](#)
- [Special educational needs -Learning support policy](#)
- [English as an additional language \(EAL\) policy](#)

Overview

St Swithun's Prep School is a day school for girls aged 3-11 and boys aged 3-4.

We are committed to ensuring that the application of the Admissions Policy is non-discriminatory, in line with the [UK Equality Act \(2010\)](#). Full details are available in the school's Equal Opportunities Policy document. We offer support for pupils for whom English is an additional language and for those with specific learning difficulties and/or disabilities. Additional costs incurred by the school for this support may be charged as a supplement to the fees. Further details are available in our Special Educational Needs and Disability policy.

St Swithun's Prep School has a reputation for academic and extra-curricular excellence, and is gently selective. Our guiding principle is that all pupils, allowing for reasonable adjustments as necessary, should be able to access the curriculum at the academic level of their proposed cohort.

The usual points of entry to the prep school are Preschool, Reception and Year 3; however children may be admitted to the school at other times, subject to the availability of places and meeting the pre-conditions.

Preconditions for admissions are:

- That children are of appropriate age and sufficient maturity for their proposed cohort (particularly for the EYFS)
- The School is able to provide adequately, given any reasonable adjustments, for any learning difficulties or disabilities the child may have
- That children are able to access the curriculum, allowing for reasonable adjustments, at the academic level of their chronological age group
- The child's current School (where applicable) is able to provide satisfactory reports regarding the child's attainment and behaviour, and verbal references of satisfactory attitudes and conduct on the part of the parents
- Fees (if applicable, and including fees in lieu of notice) at the child's current school have been paid in full

Entry into Preschool and Reception

The majority of children join the school in Preschool and Reception. Children can join our Preschool once they have turned three years old. Those joining Reception do so in the September following their fourth birthday. Places are offered in date order of registration, but priority is given to siblings. Prior to being offered a place, children and parents are invited to visit the Early Years setting and meet the Head of the Prep School and Early Years staff. Whilst there is no formal assessment at this stage we are looking to ensure children are at an appropriate '*age and stage*' to begin their journey at St Swithun's. Prior to starting at St Swithun's children are invited to familiarisation and pre-start visits to ensure their transition into school is as smooth as possible.

Entry into Years 1 to 3

When occasional places come up in other year groups they are offered in date order of registration, subject to the pre-conditions of admission; particularly a satisfactory report from the child's current school. Prior to being offered a place, those children joining in Year 1 or above are expected to spend a day with their current year group in the Prep School so that staff can assess their academic level, personal development and behaviour. In addition to spending time in class, if children are already in Year 3, a series of computer tests will be taken to establish their cognitive ability. We would also expect to see any recent assessment data and educational psychologists' reports where appropriate. Where possible, priority is given to siblings.

Entry into Years 4 to 6

It is less usual for places to come up in Years 4 to 6 at the Prep School, however when they do they are offered in date order of registration, with priority given to families with younger siblings also applying to the Prep School. A good academic report from the child's current school is essential and prior to being offered a place, those children joining in Year 4 or above are expected to spend a day with their current year group in the Prep School so that staff can further assess their academic level, personal development and behaviour. In addition to spending time in class, pupils will take a series of computer tests to establish their cognitive ability and potential to gain a place at the Senior School. We would also expect to see any recent assessment data and educational psychologists' reports where appropriate.

Transferring from another independent school

Parents whose children are transferring from another school are asked to inform their current Headteacher of their intention to join St Swithun's Prep School, prior to accepting a place, and ensure any outstanding fees are paid in full. (N.B. Many independent schools require a full term's notice prior to leaving school, and without this parents will be charged fees for that term in lieu of notice.)

Special Educational Needs and Disability Act 2001

The School will do all that is reasonable to comply with its legal and moral obligations under the Special Educational Needs and Disability Act 2001 in order to accommodate the needs of children who have learning difficulties or disabilities for which, with reasonable adjustments, the School can cater. When formally registering their interest in St Swithun's Prep School, parents are asked to disclose whether their child has a disability, special educational need, medical condition as well as any behavioural or emotional difficulty their child may have for which reasonable adjustment would be required. Copies of reports from specialists such as educational psychologists and specialist teachers must be provided to the school by the parents.

If special educational needs or a disability become apparent after admission, the school will consult with the child's parents and other outside agencies as appropriate. There is an expectation that if the school considers it necessary to involve outside specialists, parents will be cooperative and supportive of this approach.

The School will consult with parents and their medical advisers about the adjustments which can reasonably be made for the child, subject to the School's Accessibility Plan and usual routines and budget constraints, both during the admission process and later as a pupil. Where the School agrees to support the provision of additional services for children with disability or learning difficulties, such as the use of extra staff or auxiliary aids, parents or guardians will be charged for these at a level that reasonably reflects the cost to the School of providing the service or facility.

Additional time in exams and other special arrangements as are deemed reasonable and necessary will be made available for pupils with learning difficulties and disabilities where:

- notice of such learning difficulties or disabilities has been given to the School; and
- the School has been provided with a copy of a specialist assessor report e.g. Educational Psychologist's report or medical report (prepared within the last two years), which must include a recommendation for such special arrangements.

Reviewed and updated September 2023	Liz Norris	Head
	Sara Mathieson	Registrar
Ratified by Education Committee on behalf of council, October 2023	Julia Eager	Chair of Education Committee