



Admissions Policy

Reviewed by CJF in May 19 | Next Review Date by CJF in May 20

This is a whole School Policy including Prep, Pre-Prep, EYFS, After School Care and Holiday Club

Abberley Hall is a co-educational boarding and day school for pupils aged 2-13 years (this includes EYFS pupils). Abberley Hall has around 250 pupils in total.

Pupils may join Abberley Hall Pre-Prep & Early Years Foundation Stage at any age from two to seven years of age and the Prep School from seven to thirteen years. We do not have an entrance examination, so children of all abilities are offered places. We offer places to both sexes and all ethnic and religious groups provided parents/guardians are happy with the present ethos. We can provide dietary requirements in line with the religious or medical needs of the individual.

The School is promoted through advertising in local newspapers and magazines, and using editorials of events within the school. The most effective form of advertising is through word of mouth by satisfied families.

Prospective parents are invited to make an appointment to see the school in action and are shown round by the Headmaster, Registrar or Headmistress. Parents/guardians may bring their children along to the appointment if they wish. The School holds three Open Mornings per year (one per term) which are advertised in all local newspapers and with signage in the local area and banners on the school gates and information on our website.

On admission, parents complete a Registration Form, which secures a place for their child/children, and pay a non-refundable Registration Fee of £100. This is an expression of interest and does not commit to accepting a place or the school to offer one.

In the term prior to starting school, the parents receive a starting package consisting of:

- Conditions of Admission
- Acceptance Form
- Medical Information & In Loco Parentis Forms
- Information Sheet
- Communication with Parents Form
- Photographic/Image/Film Consent Form
- Session List (Early Years)
- Uniform List
- Music Request Form (Prep)
- Riding Request Form (Prep)
- Notes to Parents
- All About Me Booklet (Nursery)
- EAL/AEN Request Form (as required)
- Guardian Form (as required)

A deposit of **£600** is a requisite on joining the Prep School and a deposit of **£300** on joining the Pre-Prep. Once the registration paperwork is completed, the Registrar will send out a confirmation letter. By signing the above listed paperwork, prospective parents consent to the school holding and processing the information provided.

Children are placed in their conventional academic year group (with the year running from September 1st to August 31st) Sometimes children born in July, August or September may join a year group “below” or “above” if parents and staff consider that this would be beneficial to a child. Our policy is to be flexible concerning children who are particularly advanced academically taking into consideration their social needs.

We aim to keep class sizes to no more than 16 in the Pre-Prep and less in the Prep School. If, in the Pre-Prep, we have an especially large year group we may run two parallel classes. If classes are full at the time of an enquiry, parents can ask for their child to be put on a waiting list.

The School has limited facilities for children with disabilities but will do all that is reasonable to comply with its legal and moral responsibilities under the Special Educational Needs and Disability Act 2001 in order to accommodate the needs of children with disabilities for which, with reasonable adjustments, the School can cater adequately.

It is a legal requirement that all pupils living overseas should have a UK guardian to act *in loco parentis* for them. A *Guardian Form* must be completed and signed by the parent before the pupil starts at the School.

Pupils living outside the EU require a Tier 4 student Visa. The School will provide the parent with a CAS number and formal offer letter and it is the responsibility of the parent to progress the application directly.

Abberley Hall will educate and develop pupils to their potential, in line with the standards achieved by those pupils’ contemporaries, so that each pupil may have a complete and full school career and feel part of the well-rounded education to which the School aspires.

Abberley Hall wishes all its pupils to participate in every aspect of school life throughout their time at school.

The Board of Governors will be monitoring compliance with this policy.

Signed: **Date: 8 May 2019**
Governor
Andrew Manning-Cox

Signed: **Date: 8 May 2019**
Headmaster
Mr Will Lockett

This is an all School Policy including Prep, Pre-Prep, EYFS, After School Care and Holiday Club

