



## **Vita et Pax Preparatory School Admissions Policy**

Policy Originator	Allana Gay
Governor Responsible	Anna Westcott
Status	Statutory
Last reviewed	18/10/2023
Review period	Annual

This policy is reviewed annually and ratified by the Governing Body.

Families are encouraged to be familiar with this policy via the school website. Copies of this policy and its associated documents are available from the school office.

## **School ethos**

Vita et Pax Preparatory School is a co-educational environment for children from the age of three to the end of their primary education. Our school delivers a child centred and coordinated approach to nurturing character for the future. We aim for our children to be creative and caring learners who are happy to be in our dedicated learning environment. Our school works in strong partnership with our parents to ensure students are demonstrably safe, academically confident and well cared for physically, socially and emotionally. The school will always take actions that are in the best interest of the child and will provide positive outcomes for their development.

Vita et Pax Preparatory School is committed to creating and sustaining a learning environment that maintains respect and dignity for all. We value the diversity of our staff and students and work to provide a supportive environment in which the unique character of every individual is valued and celebrated.

## **School Roll**

Vita et Pax Preparatory School has a maximum capacity of 190 students. Places are allocated across each form class with an optimum size of 20 pupils from Nursery to Class 6.

Deciding on the right school for your child is very important, and we believe that a personal visit during the school's working day is invaluable. We very much hope that you and your child will visit Vita et Pax Preparatory School.

## **Admission Criteria**

1. Vita et Pax Preparatory School is academically non-selective on entry. The school has a rich diversity of children of various faiths, cultural backgrounds and academic starting points. We are committed to equity and inclusion for all regardless of race, ethnicity, religion, disability or social background. Our admission process is designed to identify pupils who are able to benefit from our balanced and well-rounded education and to make a positive contribution towards the life of the School
2. Parents must be aware that all school activity including the curriculum remain true to the ecumenical spirit of the Vita et Pax Foundation. Our longstanding school seeks to nurture character for the future via its ecumenical ethos, family partnerships, strong academic focus and opportunities for personal development.
3. Parents must be committed to the ethos of the school and accepting of the Terms and Conditions.
4. Vita et Pax Preparatory School believes strongly in the equality of students and as such will treat each application fairly on the basis of the provision available at the school.
5. Where there are limits to the education provision that can be made by Vita et Pax Preparatory, parents will be informed of the options for provision available to them within the school.
6. **Nursery** - pupils are expected to be toilet trained.

## **Special Education Needs**

The School welcomes pupils with disabilities and/or special educational needs, provided we can offer them any support that they require and cater for any additional needs and that our site can accommodate them. We aim to ensure that all our pupils, including those with disabilities and/or special educational needs, are provided with a safe and inclusive environment in which to learn.

Our policy is to apply our admission criteria to all potential pupils. We require parents of children with special educational needs, disabilities or allergies to discuss their child's needs with the School before they sit the entrance exam so that we can make adequate provision for them. Parents should provide with the Registration Form full details of all relevant information, including a copy of an educational psychologist's report or a medical report if they have one. This is so that the School can assess their child's needs and consult with parents about the adjustments which can reasonably be made and so that the School can ensure, for example, that their child will be able to access the education offered and that we are able to ensure their health and safety, and the health and safety of others.

Where a prospective pupil is disabled, the School will discuss with parents (and their child's medical advisers, if appropriate) the adjustments that can reasonably be made for the child if they become a pupil at the School, to ensure that the prospective pupil is not put at a substantial disadvantage compared to a pupil who is not disadvantaged because of a disability.

There may be exceptional circumstances in which we are not able to offer a place for reasons relating to a child's disability. For example, if, despite reasonable adjustments, we feel that a prospective pupil is not going to be able to access the education offered, or that their health and safety or those of other pupils or staff may be put at risk, we may not be able to offer a place at the School.

Sometimes, the situation of pupils with disabilities and/or special educational needs changes between an offer of a place being made and the pupil starting at the School. The School requires parents to be pro-active in updating the School as to any significant changes which mean that the information provided during the application process is out of date or incomplete. In the vast majority of cases, this will not affect a pupil's place at the School. However, the School may, in exceptional circumstances, need to reconsider the offer of a place if a pupil's circumstances change materially. It is in the pupil's interests that any such decision is made as early as possible to avoid any disruption to their education, so parents are urged to be forthcoming in their communications with the School about any material change to their child's circumstances.

## Admissions Stages

### School information

All Parents can request our prospectus and policies from the school office and/or read through information on our website in order to be well informed regarding the school. Parents are strongly advised to book a tour of the school to observe the working school day.

### Application form

Applications must be made on the school application form which can be sourced from the school Office. A **non-refundable registration fee of £75** must be paid via bank transfer or cheque.

The Admissions team will contact the parent within 48hrs of receiving the application to confirm completion.

### Taster session

Each child is invited to attend a taster session at the school. This allows the child to experience the school environment while staff make basic observations of the emerging character of the child. Staff will assess the child's social and communication skills throughout the class activities.

### Interview with Headteacher and/or Governing Body representative

Parents are invited to an interview with the Headteacher and a representative of the Governing Body. The interview ensures that families are clear on the commitment to the ethos of the school. Any relevant education focused reports should be shared with the school so it can be ascertained whether the child would benefit from the education offered at Vita et Pax Preparatory School. The interview process is not just a formality but an important opportunity for us to get to know the families who wish to become a part of our school community. It allows us to understand the unique needs, aspirations, and values of each family. We also want to ensure that our school's educational approach aligns with the expectations and goals of our prospective students and their families.

### Confirmation of school place – **Nursery**

An offer of a school place will be mailed to parents alongside a copy of the School's Terms and Conditions. In order to confirm acceptance of the school place, parents must return a completed acceptance agreement with a deposit payment of **£1000**. Deposit payments are returned at the end of the Nursery Year in line with the Terms and Conditions of the School. Confirmation for **Nursery entry** must be made before **30<sup>th</sup> May** preceding the academic year of entry.

*\*Vita et Pax Preparatory School accepts childcare vouchers and Government funded vouchers. Parents must be aware that these vouchers may not fully cover the cost of provision and they may be required to top up the funding allocated.*

### Confirmation of school place – **Reception and upwards**

Acceptance to the Nursery of Vita et Pax Preparatory Schools is not a guarantee of an offer of a place in Reception Class. Current parents must notify the school by March, whether they wish to their child to join in the main school.

For parents new to school entry, an offer of a school place will be emailed. In order to confirm acceptance of the school place, parents must return a completed acceptance agreement with a deposit payment of **£1000**. Deposit payments are returned at the end of Year 6 in line with the Terms and Conditions of the School.

Confirmation for **Reception entry** must be made before **30<sup>th</sup> April** preceding the academic year of entry.

## **Entry information**

To confirm student entry to school, parents are informed in writing of the

- confirmation of receipt of deposit and signed acceptance agreement
- School Rules
- School Terms and Conditions
- Term dates including their child's joining date
- Uniform requirements
- information regarding Parents and Friends Association

Offer of a start date is subject to parents having discharged any obligations to their existing school.

## **Cancellation of acceptance**

Where a confirmation of school place requirements have been fulfilled, parents who subsequently wish to cancel their acceptance of a place less than a term prior to the stated joining date, will be liable for the payment of a term's fees (less the deposit held) to the school.

## **Induction**

Pupils new to the school are invited to attend school for half day in July in order to meet their new Form teacher, subject teachers and classmates.

Parents are provided with an Induction pack which provides general guidance on preparation for their class of entry, information regarding the curriculum and a parental guide to reading and mathematical skills.

## **Sibling Policy**

Most siblings join us at Vita et Pax Preparatory School. However, admission is not automatic and there may be occasions where the School and parents judge that a sibling is likely to thrive better in a different academic environment.

## **Bursaries**

Vita et Pax Preparatory School's bursary programme is designed to make it possible for as many as possible of those who are currently at the school to remain for the duration of their education. Bursaries are means-tested awards annually allocated, where the parents have evidenced that they have fallen into financial hardship and require financial support. Both parents are required to provide proof of their income and assets. The level of support varies according to parental need; but can extend to 30% remission in cases of proven need.

Bursaries are always 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 or wealth.

Bursaries are not awarded to families prior to Y2.

## **School's Terms & Conditions**

The terms upon which the School educates each child are set out in the School's Terms and Conditions which will be made available to parents as part of the admissions process, and are available from the School Office upon request.

## **Appeals Procedure**

Where an offer of a school place has not been made parents will be provided with a reason for the decision. Parents may wish to appeal the decision and should write to the Chair of Governors **within 14 days** of their notification to outline the basis for their appeal.

The Chair will consider the parental submission and that of the Headteacher. The Chair will respond to the appeal in writing.

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 6 months, but can be retained for longer if parents express an interest in re-applying for any reason at a later date.

## **Waiting Lists**

Sometimes the school may be oversubscribed in this instance after taking account of appropriate allowances and special consideration, places will be offered to pupils on the waiting list based on the holistic judgment of the Head, comprising:

- Existing relationship to the School (sibling who is already a pupil, parent who is an employee, parent who themselves attended the School)
- References from current school

## **Overseas Applicants**

We welcome overseas pupils to join the School, provided that they have the correct permission to be in the UK.

The School asks for a copy of the prospective pupil's birth certificate as part of the admissions process. Where a pupil is not British, we will then need to see and take a copy of the pupil's passport together with a parent's passport/or residence card and/or Visa to ascertain that they have the correct permission to be in the UK.

## **Pupils for whom English is an Additional Language**

Pupils for whom English is an Additional Language (EAL) are assessed for their standard of English on application to the School where appropriate, to assess the level of EAL support they need and to determine whether this can be reasonably provided.

Their curriculum may then be adapted to suit their needs and abilities.

Lessons in EAL are provided for those pupils who need it, either in small groups or individually, as appropriate.