

## Admissions Policy

**This is a whole School policy and applies to all pupils in Mayfield Preparatory School including pupils in the Early Years Foundation Stage.**

Mayfield Preparatory School is a co-educational independent school for pupils from ages 2 to 11. 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 the school. We usually hold an annual Open Day. We are also very happy to welcome prospective parents and their children at other times by prior arrangement. Please contact the School Office on 01922 624107 or e-mail [info@mayfieldprep.co.uk](mailto:info@mayfieldprep.co.uk).

### Admission in Pre-Nursery

Pre-Nursery is where your child will normally begin their Mayfield journey. Children enter Pre-Nursery in the academic year in which they become 3 years old. On admission into Pre-Nursery, children are expected to attend full-time, 5 days a week. To assist children in settling into Pre-Nursery, it may be agreed with the school to start on 3 or 4 days a week with the expectation to build up to 5 days a week by the end of the Summer Term and on transition into Nursery.

Following an initial enquiry, parents complete the Enquiry Form, the child's name is entered on the enquiry register and a letter of confirmation is sent to parents. In the academic year prior to Pre-Nursery, the children and their parents are invited to visit the School. The purpose of the visit is to meet the Head Teacher, senior members of staff and the Pre-Nursery staff, for the school staff to assess the child academically and socially, and for the child and parents to assess the School and Pre-Nursery.

A place at the School may then be offered at the absolute discretion of the Head Teacher subject to:

- the availability of a place;
- a consideration of whether the care and education provided by the School is in the best interests of the prospective pupil;
- a consideration of which pupils applying for a place will most benefit from the education that the school provides;
- a preference being given to siblings of existing pupils;
- the School being satisfied that the offer would not have an adverse effect on the care and education of other pupils at the school;
- a satisfactory social and academic assessment of the child; and



- a satisfactory discussion and report from the child's current school/nursery (if applicable).

Children who are unsuccessful in obtaining a place can be placed onto a waiting list should parents so wish.

### Admission at all other ages

Following an initial enquiry, parents complete the Enquiry Form, the child's name is entered on the enquiry register and a letter of confirmation is sent to parents. If a place is not available, then the child's name is added to the waiting list.

When a place becomes available in the Early Years Foundation Stage (Pre-Nursery, Nursery and Reception) the child and parents will be invited to visit the School. The child will be observed interacting with children of the appropriate academic year and the parents of the child will be invited to an appointment with the Head Teacher.

When a place becomes available in Key Stage 1 (Year 1 and Year 2) and Key Stage 2 (Year 3 to Year 6) the child will be invited to attend for a trial day during which English and Mathematics assessments will be made. The day will be spent with children of the appropriate academic year and the parents of the child will be invited to an appointment with the Head Teacher.

A place at the School may then be offered at the absolute discretion of the Head Teacher subject to:

- the availability of a place;
- a consideration of whether the care and education provided by the School is in the best interests of the prospective pupil;
- a consideration of which pupils applying for a place will most benefit from the education that the school provides;
- a preference being given to siblings of existing pupils;
- the School being satisfied that the offer would not have an adverse effect on the care and education of other pupils at the school;
- a satisfactory social and academic assessment of the child; and
- a satisfactory discussion and report from the child's current school/nursery (if applicable).

Children who are unsuccessful in obtaining a place can be placed onto a waiting list should parents so wish.



## Offer of a place and deposit

When an offer of a place is made, parents are requested to complete an Acceptance Form. The arrangements for a deposit will be as follows:

1. A total of £250 deposit will be due to the School, payable at the time the offer of a place is accepted;
2. The £250 deposit will be credited in the child's final term's fees invoice;
3. On the child's first day at School, their name will be entered into the School's Admissions Register;
4. Subject to 5. below, and in the event of the child not attending the School, the deposit is non-refundable and compensates the School for administrative costs so incurred;
5. Withdrawals upon notice or for exceptional reasons will be considered by the governors, who shall have the right to refund some or all of the deposit as they feel is appropriate.

Please note that the offer of a place at the School will be subject to any financial obligations being met by parents at any other fee-paying school previously attended. Written confirmation of this may be required from the school before an offer is made.

## Proficiency in English

In order to cope with the high academic and social demands of the School, pupils must normally be proficient in English appropriate to their age. Normally, it would be expected that pupils have been brought up and educated in the English medium before coming to the School. Extra support for children with English as an Additional Language (EAL) can be arranged through discussion between parents and teaching staff (see the School's EAL Policy for further details).

## Progression in School

Children will normally progress automatically from the Early Years Foundation Stage to Key Stage One and from Key Stage One to Key Stage Two. An assessment takes place in Kindergarten at the end of the Early Years Foundation Stage, and in Form I at the end of Key Stage One. If the child's behaviour, development or progress causes any reason for concern, the Headmaster will discuss with parents the ability of the child to cope with the rigour and expectations of the next stage at Mayfield Preparatory School. The final decision rests with the Headmaster as to whether the child progresses to the next stage at Mayfield Preparatory School.



## Fees and withdrawal

Details of how the fees are to be paid and the consequences of giving notice to remove a child from the School are contained within the Terms and Conditions which are given to all prospective parents at the time their child is offered a place at Mayfield.

Briefly, fees are due in advance, and one term's notice is required to remove a child from the school, so as to allow the school to plan ahead. Failure to give such notice will result in a term's fees being paid in lieu.

In exceptional circumstances, a child may be excluded from the School if fees remain outstanding.

## Equal Opportunities

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 pupils for today's world. The school provides equal opportunity for all children and adults, giving due regard to groups with 'protected characteristics', in terms of age, disability, gender reassignment, marriage and civil partnerships, pregnancy and maternity, race, religion or belief, sex, sexual orientation, in accordance with the Equality Act 2010. We do not discriminate in any way regarding entry. The School welcomes pupils with special education needs, provided always that we can offer them the support that the pupil requires. At present our physical facilities for the disabled are limited but the School will do all that is reasonable to ensure that the school's culture, policies and procedures are made available to children who have disabilities to comply with our legal and moral responsibilities under the Equality Act 2010. We will discuss thoroughly with parents and their medical advisers the adjustments that can reasonably be made for the child if he/she becomes a pupil at the School.

Reviewed on: December 2023

Review Date: December 2026

Head Teacher : Matthew Draper

Chair of Governors : Ed Ng

