



Lancing College

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Preparatory School at Hove

# Admissions Policy

2017-2018

**This document is available to all interested parties on request from the school office and should be read in conjunction with the following school policies: behaviour, rewards and sanctions, SEND and EAL provision.**

**We aim to apply the following principles throughout the school including in the EYFS:**

- **The optimum class size is 16, although certain subject groups (such as PE) may be greater**
- **The proportion of children in any class requiring specialist support should not exceed one third.**

**Our aims are:**

- to provide an education for children from 3 to 13 years which inspires a desire for excellence and which enables them to develop independent, searching minds and to realise their full academic potential
- to provide each child with the opportunity to experience a wide range of activities and to encourage an interest in these activities through the provision of excellent facilities and teaching
- to ensure that the years children spend at Lancing Prep Hove are happy and fulfilling
- to forge a close and supportive relationship with parents throughout their children's lives at the school
- to promote the Christian values which lie at the heart of the foundation of Lancing College
- to provide a safe, welcoming, supportive and tolerant environment in which each pupil feels valued as an individual and, in turn, learns the importance of tolerance and consideration towards others
- to help each child realise the importance of contributing to the community, both inside and outside the school, and to ensure that the wider community benefits from the existence of the school
- to prepare children thoroughly for their senior school education

When deciding upon the right school for your son or daughter we believe that a personal visit is invaluable and we very much hope that you and your child will visit Lancing Prep Hove. Our open mornings give a general introduction to the school and provide prospective parents with the opportunity to tour the site, to meet the teachers and some of the children. Details of our open mornings are published on our website. We are also very happy to welcome prospective parents and their children at other times during the school year. Please call 01273 503452 to contact the Head's PA & Admissions Secretary, Mrs Sarah Olsen (solsen@lancing.org.uk), to arrange a visit.

## **Entry to Lancing College Prep at Hove:**

Lancing Prep Hove is non-selective and operates a clear equal opportunities policy in accordance with the Equality Act of 2010.

However, as the children reach Years 7 and 8 they follow either the Common Entrance or Common Academic Scholarship syllabi, and in order for each child to thrive it is important for them to be able to access the demands of the curriculum. From entry into Year 3 (7+), all children will be asked to complete a piece of independent English and Mathematics to ensure they will be able to access the curriculum.

## **Other guiding principles include:**

1. Children are accepted at any time during any term on the condition that space is available.
2. Conditional places are offered only upon receipt of a completed Application form and registration fee (non-refundable for Reception to Year 8) from the parents, and a satisfactory reference from the previous school's Head. Places are confirmed after the child has attended a taster day and upon receipt of the deposit and a completed Acceptance form.
3. Where there are no places available, a child's name may be placed on the waiting list upon receipt of the registration form and payment of the registration fee (non-refundable for Reception to Year 8).
4. Parents are required to inform the school, at application, of any circumstances concerning health, educational or family background, or difficulties with learning. Where such information gives cause for concern, the school will discuss with the parent the extent to which it hopes to meet the child's needs.
5. Prospective children are invited to spend a day at the school. The aim of such visits is to ensure that the child has an enjoyable time whilst becoming familiar with some of the faces and places he/she will meet when joining the school and to ensure that the school is a good 'fit' for the child.
6. We are committed to equal treatment for all, regardless of a candidate's sex, race, ethnicity, religion, disability, sexual orientation or social background, and there are no specific quotas allocated to boys or girls.
7. Although Lancing Prep Hove, a Woodard school, has strong Christian roots, we do not select for entry on the basis of religious belief, and we welcome those of other faiths and none.

8. The school welcomes pupils with special educational needs and disabilities (SEND) providing our learning support department can offer the support they require and that the support we provide will allow them to cope with the school's curriculum. Parents of a child who has known special educational need must provide the school with full written details at registration or during the admissions process. If a learning difficulty becomes apparent at any time after admission, the school will consult with the parents about reasonable adjustments that can be made in order to allow the child to thrive within the school.
9. It is to be noted that, while Lancing College is a 3-18 school, entry to the Senior School is conditional on an offer of a place at the age of 13 following the satisfactory completion of the Common Entrance or Common Academic Scholarship examination, or at the age of 11 following successful application through the Lancing College Advance Programme. Entry to the Prep School does not confer or imply any offer of a place beyond the age of 13.
10. All staff are informed about new children and are encouraged to review transfer information which is retained in the School Office.
11. Notice to leave the Prep School at the end of a term (other than the Summer Term of Year 8) should be served in writing to the Head Mistress before the end of the first day of the relevant term. Failure to do so will result in a term's fees being required in lieu of notice.

### **Safeguarding in Admissions:**

At Lancing College Preparatory School at Hove, we are committed to safeguarding and promoting the safety and welfare of every child at the school. All staff who work with Admissions receive regular INSET on Safeguarding. We aim to be aware of the child's learning and pastoral needs at each stage of the admissions process. In order to achieve this, we gather, record and share appropriately information about a child who may join us as a pupil. In the event of a Safeguarding concern, the Designated Safeguarding Lead will be notified.

**Reviewed by Kirsty Keep: September 2017**  
**Next review: September 2018**