

Admissions Policy

2019 - 2020



Lancing Prep Hove

A Lancing College Preparatory School

GENERAL

Lancing Prep Hove is a day school for girls and boys aged 3 to 13 years. The Pre-Prep comprises the EYFS (our Little Lancing Pre-School and Reception classes), Years 1 and 2 and the Prep School comprises Years 3 to 8. Our standard entry points are into Reception, Year 3 and Year 7 in September of the year of entry, although children may join any year group during any term where there is space available. Pre-School children may join at any point after their third birthday prior to Reception.

This document 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 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 educate girls and boys to develop a love of learning and to reach their full potential, enriched by the arts and physical activities.
- To find the way in which each child can be successful and celebrated, and look to develop their creativity and their independence of thought.
- For the children to have confidence and self-belief, along with a strong set of values to see them far beyond their days at LPH. Their preparation for senior school education goes beyond the academic.
- For the children to feel supported and nurtured in a school where everyone genuinely cares for the whole community.

VISITING LANCING PREP HOVE

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.

We hold two Open Mornings a year in October and May. These 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. We also hold Open House mornings in the autumn and spring terms where visitors can see the school on a regular school day. Details of these events published on our website.

We are also very happy to welcome prospective parents and their children at other times during the school year for a personal visit and tour. Please call 01273 503452 to contact the Head's PA & Registrar, Mrs Sarah Olsen (solsen@lancing.org.uk), to make arrangements.

LANCING PREP HOVE ADMISSIONS

Admissions to Lancing Prep Hove are under the personal control of the Head Mistress, Mrs Keep. The role of the Registrar, Mrs Olsen, is to recruit new pupils and to ensure a smooth transition for all parents and pupils entering the school. Mrs Olsen deals with all initial enquiries, makes arrangements for Open Morning, Open House events, personal visits and taster days. She administers assessments and oversees the admissions process throughout.

ENTRY TO LANCING PREP HOVE

Lancing Prep Hove operates a clear equal opportunities policy in accordance with the Equality Act of 2010. We are committed to equal treatment for all, regardless of a candidate's sex, race, ethnicity, religion, disability, sexual orientation or social background.

We are academically non-selective; 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 work. In addition, all children are assessed prior to entry into Year 7 so we are well placed to offer supportive advice to parents as to whether Lancing Prep Hove is the best choice of school for their child. We offer only a limited number of places in Year 7 for new entrants and the admissions process for Year 7 entry is necessarily competitive.

SIBLINGS

The school welcomes siblings and many families choose one of the Lancing College schools for all their children. We seek actively to engage with parents as part of the entry process and a discount is usually offered to siblings.

RELIGIOUS BELIEFS

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.

SPECIAL EDUCATION NEEDS

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 access 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. The school is not able to provide support for children with significant emotional and behavioural difficulties. If a mild 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.

INTERNATIONAL PUPILS

Some international pupils will require student visas in order to attend school in England. It is a parent's responsibility to ensure that the necessary requirements are submitted correctly and on time to enable a timely start at school. We recommend all parents check the latest visa requirements to study. The College has appointed a specialist provider in this area to manage the visa/Tier 4 process on our behalf, for entry and ongoing compliance requirements. There is a small termly charge for this service which is added to pupils' bills.

As Lancing Prep Hove is a day school, all international pupils whose parents are not resident in the UK must have an appointed guardian who will provide accommodation. Guardians are adults who the pupils can turn to for assistance or advice; they are invited to attend parents' meetings and other key school events on behalf of overseas parents.

SCHOLARSHIPS AND BURSARIES

We offer a limited number of non means-tested scholarships into Year 7 each year. These are dependent on places being available. If awarded a scholarship, families that require additional means-tested bursarial support may apply to the Bursar at Lancing College. Further information about scholarships and bursaries is available from Mrs Olsen, our Registrar.

PROGRESSION TO LANCING COLLEGE

It is to be noted that entry to the Lancing College Senior School is conditional on an offer of a place at the age of 13 following the successful completion of Common Entrance or Common Academic Scholarship examination, or at the age of 11 following acceptance of a place offered via the Lancing College Advance Programme. Entry to Lancing Prep Hove does not confer or imply any offer of a place beyond the age of 13. Children who enter the school at Year 7 are assessed in advance of entry using standardised tests so that constructive advice can be provided about the likelihood of the child succeeding at Common Entrance or Common Academic Scholarship and therefore gaining a place at Lancing College.

THE ENTRY PROCESS

We are always happy to guide parents through the different steps of the admissions process and to answer questions. We recognise that this is an important decision and commitment for parents and there are likely to be many and varied questions. In general the key steps in the process are:

Registration

Registration is the first formal part of application to join Lancing Prep Hove. Parents should complete a registration form and return this to the Registrar, Mrs Olsen, along with payment of the registration fee of £95 (non-refundable for Reception to Year 8).

Offer of a Place

Conditional places are offered only upon receipt of a completed Registration Form and registration fee from the parents, and a satisfactory reference from the previous school's Head, where applicable.

Although not academically selective, Lancing Prep Hove has the highest behavioural expectations of its pupils and a firm offer of a place will only be made once the child has attended a taster day. The aim of such visits is also 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 establish whether the school is a good 'fit' for the child.

Confirmation of a Place

The place is confirmed once parents have completed and returned an Acceptance Form and paid the entry deposit, currently £600. There is a requirement on parents to inform us at this stage about a number of things influencing the child's ability to participate in school life and also relevant family circumstances.

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 non-refundable registration fee.

Withdrawal from the Admissions Process

Parents may withdraw their child from entry but it should be noted that once a place has been confirmed and the deposit has been paid, parents who wish to withdraw their child or children from entry must give notice of their intention to do by the end of the first day of the term proceeding the term of entry. Failure to do so will result in parents being liable for a full term's fees in lieu of notice.

FEES

Lancing Prep Hove fees are designed to be as inclusive as possible of all usual charges to enable parents to budget with a degree of certainty. Fees include academic books, lunches and snacks. Most after school clubs are included in the fees. There is a charge for Pre-Prep after school care ('play club') which runs alongside the full club programme.

Termly fees are charged in advance and are due before the first day of term. Any extras are usually charged in arrears.

EARLY YEARS FUNDING

Lancing Prep Hove is registered with Brighton City Council for the Universal Free Entitlement Early Years funding which provides up to 15 hours per week for children aged 3 to 4. The termly fee is automatically adjusted to reflect this, where taken up. It should be noted that the Early Years funding only covers hours a child attends where the Early Years Foundation Stage is delivered. It does not cover the cost of consumable items or additional services such as music, drama, physical education, access to facilities and there is therefore an additional amount charged, based upon the number of sessions requested at the beginning of term and upon how many eligible weeks there are in the term. Please contact the school for more information about the availability and timing of Early Years funded sessions. Lancing Prep Hove does not provide places under the Extended Free Entitlement Early Years funding arrangements.

CONTRACTUAL TERMS AND CONDITIONS

No pupil can be admitted to the school unless we have received an Acceptance Form signed by both parents and we are in receipt of the relevant deposit, which will either be refunded when the child leaves Lancing Prep Hove or, for those continuing on to Lancing College, set against the deposit required by the College. The Acceptance Form is a legal document and at this stage parents are agreeing to the Lancing College Terms and Conditions which are available on the website.

JOINING LANCING PREP HOVE

As soon as the deposit has been paid, parents will start to become more involved in the school and be invited to events. We will provide detailed joining information prior to the child starting in the school. This will include some forms to complete and return disclosing, for example, detailed information concerning the child's medical history and any learning support needs. There is a welcome event for pupils towards the end of the Summer Term with an opportunity to meet other new pupils.

All staff are fully informed about new children and are encouraged to review transfer information which is retained in the Head's office.

SAFEGUARDING IN THE ADMISSIONS PROCESS

The Admissions process is an integral part of the College-wide commitment to promoting the safety and welfare of every child in the school, in line with the school's Safeguarding (Child Protection) Policy. Staff receive regular training and are aware of the importance of this for every child. As part of the Admissions process the previous Head is required to provide a reference for the prospective pupil including any information relevant to the education and wellbeing.

After admission to the school our Designated Safeguarding Lead will contact the previous school to request any specific information concerning previous safeguarding issues. We collect, record and share this information as appropriate and in the interests of the child.

It is important that parents also share any information that they are aware of with the Registrar to ensure that our expert pastoral team at Lancing Prep Hove is able to support their child.

DATA PROTECTION IN THE ADMISSIONS OFFICE

As part of the Admissions process it is necessary for Lancing Prep Hove to process relevant personal data regarding potential pupils. We will process data in accordance with our Data Protection policy and in line with the GDPR (Guide to the General Data Protection Regulation). Only data that is necessary for the Admissions process will be collected. Following an enquiry for a place at Lancing Prep Hove it is assumed that a legitimate interest exists for both parties to be in contact, that parents have a genuine interest in the school and are therefore pleased to receive relevant information and news. Once a child is withdrawn from the Admissions process, parents will not receive further information from the school. We will respond to any requirements of the legislation originally passed in 2018, as they become clearer. Parents can ask at any time not to receive further contact. Please contact the Registrar if you would like to be removed from our database.

COMPLAINTS

We hope that the process of joining Lancing Prep Hove is straightforward and supportive. If however parents feel that we have fallen short of what you would have expected, we would appreciate the opportunity to address this informally or via the College's complaints procedure, which is available on the website.

Author:	K Keep
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