Admissions Policy

2026 - 2027

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 (Pre-School and Reception classes) and Years 1 and 2, and the Prep School comprises Years 3 to 8. Our standard entry points are into Pre-School and Reception, although children may join any year group during any term where there is space available, including at 11+ (Year 7). 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.

Our aims:

- LPH educates girls and boys to develop a love of learning and to reach their full potential, enriched by the arts and physical activities.

- We aim to find the way in which each child can be successful and celebrated and look to develop their creativity and their independence of thought.

- We aim 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.

- We aim 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.

Ordinarily, we hold Open Mornings 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. Details of these events are published on our website. We also have various school-readiness events to enable prospective EYFS families to spend time in the school before joining.

For any admissions enquiries, please call 01273 503452 to contact the Head's PA & Registrar, Mrs Sarah Olsen (solsen@lancing.org.uk).

LANCING PREP HOVE ADMISSIONS

Admissions to Lancing Prep Hove are overseen by 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 and makes arrangements for 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. The School welcomes

applications from pupils with SEND where it can reasonably provide for their educational and welfare needs.

We are academically non-selective; however, as the children reach Years 7 and 8 they follow robust syllabi in the core subjects and complete the 'LPH Passport'; for each child to thrive, it is important that they can access the demands of the curriculum.

We ask that our youngest children are dry before starting school. We can offer support with intimate care needs if they are unwell or have an occasional toileting accident at school, but children should not require nappies or pull-ups and should be confident in using the toilet. Where a child has a disability, medical condition or identified additional need, applications will be considered individually and reasonable adjustments considered

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. This ensures 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.

For entry into all year groups, a visit day is essential to establish that prospective children have the necessary self-motivation to thrive at Lancing Prep Hove. References from the child's previous school will also be sought to confirm this.

SIBLINGS

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

RELIGIOUS BELIEFS

Although Lancing Prep Hove, a Woodard school, has Christian roots, we do not select for entry based on religious belief, and we welcome those of other faiths and none.

SPECIAL EDUCATION NEEDS

The school welcomes pupils with mild special educational needs and disabilities (SEND) providing our learning enhancement 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 a known special educational need must provide the school with full written details at registration or during the admissions process. The School will consider each application individually. Where a child has behavioural, emotional, social or mental health needs, the School will assess whether it can reasonably meet those needs whilst maintaining the welfare, safety and education of all pupils. Decisions will be made on a case-by-case basis.

Where an applicant has an Education, Health and Care Plan (EHCP), the School will consider the contents of the Plan and any professional reports when determining whether it can meet the child's needs.

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 to allow the child to thrive within the school.

Applications from looked-after and previously looked-after children will be considered sympathetically and on an individual basis.

EUROPEAN AND INTERNATIONAL PUPILS

Some international pupils will require student visas 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 school has appointed a specialist provider in this area to manage the Student Visa 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.

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 £114 (non-refundable for Reception to Year 8) and a copy of the child's birth certificate or passport.

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 or Nursery Manager, 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 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. Where there

are more applicants than places available, the School reserves the right to prioritise applicants according to:

- availability of places in the year group;
- siblings attending the School;
- the date of registration;
- the outcome of assessment and taster activities where applicable.

The School reserves the right to review and reorder waiting lists periodically

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 & Hove 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 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.

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 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. The School reserves the right to seek and share safeguarding information with previous schools and relevant agencies where necessary to safeguard and promote the welfare of children.

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 can support their child.

The School reserves the right to refuse admission where information available indicates that admission would present an unacceptable safeguarding risk to the applicant or to other members of the school community.

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. 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.

PROGRESSION TO LANCING COLLEGE

It is to be noted that entry to Lancing College is conditional on an offer of a place 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 gaining a place at Lancing College. Children at Lancing Prep Hove leave at the end of Year 8 to attend a variety of local schools and parents will be advised regarding the process when their children are in Year 5 upward.

The School reserves the right to withdraw an offer of a place where material information has been withheld or where false or misleading information has been provided during the admissions process.

Author:	K Keep
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