

Lancing College Prep at Worthing

Admissions Policy

Introduction

This policy applies to the whole school, including the EYFS.

Reviewed in September 2018 by Heather Beeby and Kay Piper

Next review due: September 2019

This document is available on the school website and on request from the school office. It should be read in conjunction with the following school policies: Positive Behaviour including rewards and sanctions, SEND and EAL provision.

Lancing College Prep in Worthing is a co-educational independent day school for pupils from aged 2 to 13 years. The school currently has approximately 170 pupils and we are experiencing a period of growth.

Our aspirations for the pupils are that they:

Love Learning, Be Kind and Go Out into the World and Do Good

We nurture in all our pupils a love of learning to enable them to reach their full potential. Our broad and balanced curriculum is enriched with high quality creative and physical activities to provide a vibrant learning environment. In working and playing together, within the framework of a Christian community, the children develop a sense of service to each other, and the world beyond the school gates, which will characterise their future lives.

Our aims are:

To provide an education for children from 2 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 College Preparatory School at Worthing 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 at Worthing. Each term we hold an open morning, which gives a general introduction to the school and provides 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. Please call 01903 201123 to contact either the Registrar, Mrs Kay Piper kpiper@lancing.org.uk or the Head's Secretary, Mrs Jane O'Neil joneil@lancing.org.uk to arrange a visit. You will also be sent an admissions pack which will contain our Parents' Handbook, a Curriculum Directory relating to your son or daughter's year group, information about school fees and an application form.

Entry to Lancing College Prep at Worthing

Lancing Prep at Worthing is non-selective and operates an equal opportunities policy in accordance with the Equality Act of 2010.

However in Year 7 and 8 the children follow the Common Entrance and Common Academic Syllabi and in order for a child to thrive in this senior part of the school it is important for him/her to be able to access the demands of this curriculum. We therefore assess all children prior to entry into Year 7 and 8 so we are well placed to offer supportive advice to parents as to whether Lancing Prep at Worthing is the best choice of school for their child.

Our guiding principles:

1. Children are accepted at any time during any term on the condition that a place is available.
2. Conditional places only are offered upon receipt of a completed registration form and registration fee. Places are confirmed after the child has attended a taster day and upon receipt of a deposit and completed Form of Acceptance.
3. Where there are no places available, a child's name may be placed on the waiting list upon payment of the registration fee. In the event that the school is unable to offer the child a place three months prior to the start of any given term, the parent may request that the registration fee is returned.
4. There is no entry test. However, parents are required to inform the school, on the registration form, of any circumstances concerning health, educational or family background, or learning difficulties/disabilities. Where such information gives cause for concern, the school will discuss with the parent the extent to which it is able to meet the child's needs.
5. Whenever possible, prospective children are given a tour and are invited to spend a taster 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 girls or boys
7. Although Lancing Prep at Worthing as 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. As a family school we welcome siblings and provide a sibling discount to the value of 10% per term for second and successive siblings thereafter.
9. The school welcomes pupils with special educational needs providing that its learning support department can offer them the support that they require. We welcome pupils with disabilities provided that our site can accommodate them. Please inform the School of any disability or special educational needs, including behavioural or psychological matters and medical issues concerning the pupil, in writing at the time of registration. Failure to inform the School may jeopardise the pupil's admission. Parents should always provide a copy of an educational psychologist's report or a medical report if they have one.
10. It is to be noted that, whilst Lancing College is a 2 to 18 school, entry to the senior school is conditional on the offer of a place at the age of 13 following the satisfactory completion of the Common Entrance or Common Academic Scholarship examination. Entry to the Prep School 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 cognitive analytical tests in verbal reasoning, quantitative reasoning and non-verbal reasoning 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.
11. A satisfactory reference from the previous school's Head Teacher is required before a place is offered at Lancing Prep at Worthing. This is not a requirement in Nursery and Reception.
12. All staff are fully informed about new children and are encouraged to review transfer information which is retained in the Head's Office.
13. Notice to leave Lancing Prep at Worthing at the end of a term (other than the Summer Term of Year 8) should be served in writing to the Head 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.

Admission Procedures

The usual points of entry are:

The Nursery at 2 years, or at any point thereafter prior to Reception.

The Nursery is registered with West Sussex County Council for the 'Free Entitlement (Early Years Provision) funding which provides up to 15 hours per week. The termly fee is automatically adjusted for the funding entitlement the term after a child has turned 3 years of age. Any residual balance to pay covers the additional time and resources provided by the school which is based on the amount of sessions requested at the beginning of the term and how many eligible weeks in the term. Funded sessions are only available in the afternoon.

Reception (4 years +)

Year 3 (7 years +), and

Year 7 (11 years +).

At present, the school has places available in some other year groups.

Scholarships and Bursaries at 11+

The School offers a number of means-tested bursaries annually to children who gain scholarships entering into Year 7. Bursaries are means-tested and 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 full fee remission in cases of proven need.

Criteria

1. Candidates must be under 12 years of age on 1st September on the year of entry.
2. The assessments usually take place in late January of the year of entry. Assessments consist of cognitive analytical tests in Verbal Reasoning, Quantitative Reasoning and Non-Verbal Reasoning.
3. A report from the pupil's current school will be requested and taken carefully into account. A taster day may also be set up to enable the pupil to attend Lancing College Preparatory School at Worthing for the day. There will be an informal interview during the taster or assessment day.
4. All scholarships will be means-tested and successful candidates will be supplied with the appropriate form (A Statement of Financial Circumstances) for completion.
6. Award holders whose performance no longer matches the standards expected of them may have their awards removed.

Permanent Exclusions

Permanent exclusion is a very rare sanction, reserved for the most serious breaches of behaviour. It is the Head, in consultation with the Headmaster of the College, who makes the decision to permanently exclude a pupil.

In other circumstances parents may be required to remove a pupil if the Head is of the opinion that by reason of the pupil's conduct or progress, the pupil is unwilling or unable to benefit sufficiently from the educational opportunities offered by the School, or if a parent

has treated the School or members of its staff unreasonably. In these circumstances parents may be permitted to withdraw the pupil as an alternative to removal being required. No child has been permanently excluded from Lancing Prep at Worthing since the school became a member of the Lancing College family.

Complaints.

We hope that parents and pupils do not have any complaints about the admissions process; but a copy of the School's Complaints Procedure is available on the website.

Heather Beeby