

Admissions Policy

2021-2022



Lancing Prep Worthing

A Lancing College Preparatory School

GENERAL

Lancing Prep at Worthing is a co-educational day school for pupils aged 2 to 13 years. The school currently has approximately 200 pupils and is experiencing a period of growth.

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. The following policies are also available on the school website for your information:

Anti-bullying, Health and Safety, First Aid, Curriculum (see the Curriculum Directory), Complaints Procedure. A copy of our most recent inspection report can also be found on the website.

In the past academic year, all pupils gained places at their first-choice senior school. In addition, Lancing Prep at Worthing pupils won the top five academic scholarships to Lancing College and an academic scholarship to Brighton College. A number of pupils won scholarships in extra-curricular subjects too (Art, drama, sport and all-rounder).

Our standard entry points are into Reception (4+), Year 3 (7+) and Year 7 (11+) in September of the year of entry, although children may join any year group during any term provided there is space available. Nursery children may join at any point after their second birthday and Pre-School children from age 3+. It is hoped that the children who join us in Pre-School will continue into our Reception class.

The optimum class size in the Pre-Prep (Reception and Years 1 and 2) is 20. Our Pre-Prep classes all have a full-time teacher and teaching assistant. In the Prep School (Years 3 – 8) we are working towards Year groups of 32 with two classes of up to 16 children in each.

Our aims 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 through the development of powerful learning characteristics which enable them to reach their full potential. Our broad and balanced curriculum is enriched with high quality academic, creative and physical activities to provide a vibrant learning environment. In working and playing together, within the framework of a Christian community, the children are actively encouraged to be kind and to go develop a sense of service to each other, and the world beyond the school gates, which will characterise their future lives.

VISITING LANCING PREP AT WORTHING

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

We hold Open Mornings and Evenings three times a year in October, March, 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 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 01903 201123 to contact the Registrar, Mrs Catherine Fauvel, (email LPWAdmissions@lancing.org.uk) to make arrangements. You will also be sent an admissions pack which will contain our Parents' Handbook, a Curriculum Overview, information about school fees and a registration form.

LANCING PREP AT WORTHING ADMISSIONS

Admissions to Lancing Prep Worthing are under the personal control of the Head, Mrs Beeby. The role of the Registrar, Mrs Fauvel, is to recruit new pupils and to ensure a smooth transition for all parents and pupils entering the school. Mrs Fauvel deals with all initial enquiries, makes

arrangements for Open Morning, personal visits and taster experiences. She administers assessments and oversees the admissions process throughout.

ENTRY TO LANCING PREP AT WORTHING

Lancing Prep at Worthing 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 but in order for each child to thrive it is important for them to be able to access the demands of the curriculum. We therefore assess all children prior to entry into Year 7 so we are well placed to offer supportive advice to parents as to whether Lancing Prep Worthing is the best choice of school for their child. From September 2021, all Year 7 and 8 children follow a two-year programme of study devised in conjunction with Lancing College. There is a general entry class that will follow the CE core subjects of English, Mathematics and Science with a programme of Humanities and creative subjects. Those seeking 13+ scholarships are taught a more challenging level of all academic subjects. 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 offer a 10 per cent per term discount for second and successive siblings.

RELIGIOUS BELIEFS

Although Lancing Prep at Worthing, 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 at Worthing 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

All children seeking entry into Year 7 are automatically considered for scholarships. All scholarships awarded are honorary (which means they do not confer a financial benefit) and the school offers a limited number of means-tested bursaries annually to those children who gain scholarships. The level of support varies according to parental need. Both parents are required to provide proof of their income and assets. Parents of children requiring a means-tested bursary should complete a

Statement of Financial Circumstances Form which is available from the Bursar's PA, Sharon Miles, at Lancing College via email smiles@lancing.org.uk. This should be returned in an envelope marked *Confidential - for the attention of the Bursar* when the Year 7 Entry Application Form is submitted.

Criteria for Scholarships

1. Candidates must be under 12 years of age on 1 September on the year of entry.
2. Applications must be received by the beginning of the Spring term of the year of entry. Late applications may be considered on request. The assessments usually take place in late January of the year of entry. Assessments consist of cognitive analytical tests in Verbal Reasoning, Quantitative Reasoning, Non-Verbal Reasoning and Spatial Reasoning. Children are also asked to complete a short piece of independent writing and attend an informal interview.
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.
4. Award holders whose performance no longer matches the standards expected of them may have their awards removed.

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 Lancing College entry assessments/examinations. Some children are offered a guaranteed place at Lancing College at the age of 11 following the Lancing College Advance Programme (see below). Entry to Lancing Prep Worthing 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 the Lancing College entry assessments/examinations and therefore gaining a place at Lancing College.

LANCING COLLEGE ADVANCE PROGRAMME

The Lancing Advance Programme is recommended for those joining Lancing Prep at Worthing at 11+ who wish to ensure at the same time that they have a place at Lancing College at 13+. It is possible to sit both the Advance Programme and our 11+ scholarship assessments in Year 6 to guarantee a place at Lancing from 11+ to 16. Progression to the Sixth Form at Lancing College is dependent on GCSE results. Please see the Lancing College website for more details about the Advance Programme.

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 Worthing. Parents must complete a registration form and return this to the Registrar, Mrs Fauvel, along with payment of the registration fee of £75 (non-refundable).

Parents are required to inform the school 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.

Offer of a Place

Conditional places are offered only upon receipt of a completed Registration Form and registration fee from the parents.

There is no formal entry test. Although not academically selective, Lancing Prep Worthing has the highest behavioural expectations of its pupils and a firm offer of a place would normally 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.

During the COVID-19 pandemic we may need to pause new children visiting from other schools for a taster day as a sensible step to protect our children, parents, and employees from avoidable risk.

Therefore, to support potential joiners and their families in making informed decisions, and to ease the transition, if this is the case then we will arrange a variety of taster experiences where and when is possible.

These could include some or all the following:

- An invitation to have a meeting and a tour of the school by the Head, Mrs Heather Beeby
- To attend a Microsoft Teams meeting with the Deputy Head, Mrs Francesca Milling, to discuss any academic matters
- To attend a Microsoft Teams meeting with the Assistant Head, Mrs Helen Pelling, to discuss any Pastoral, Wellbeing or SEN matters.
- For a child potentially joining in the Pre-Prep, a Microsoft Teams Meeting with the Head of Pre-Prep and Early Years, Mrs Emma Stephens
- To attend a Microsoft Teams meeting with the appropriate Form Tutor
- To attend a pre-arranged play time (outside and with a small group of children from the appropriate year group. Permission to be gained from the LPW children participating)
- To watch a recorded 'Learn to Learn' experience

The objective of these sessions is not only to support the child to find out about the school, but to support us in finding out about the child and their family.

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.

Confirmation of a Place

A place is confirmed once parents have completed and returned an Acceptance Form and paid the entry deposit, currently £250, and upon receipt of a satisfactory reference from the previous school's Head, where applicable.

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 at Worthing 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 ('wraparound'). There is no charge for Prep school children attending wraparound.

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

The Lancing Prep at Worthing Nursery and Preschool 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. Termly invoices will also show the charges for the additional time and resources provided by the school beyond the provisions of the EYFS. This is based on the number of sessions requested at the beginning of the term and how many eligible weeks there are in the term. Funded sessions are only available in the afternoon.

Lancing Prep at Worthing does not provide places under the Extended Free Entitlement Early Years funding arrangements and does not offer 2+ Early Years Funding.

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 at Worthing 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 WORTHING

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.

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

WITHDRAWAL

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.

PERMANENT EXCLUSION

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.

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 Worthing is able to support their child.

DATA PROTECTION IN THE ADMISSIONS OFFICE

As part of the admissions process it is necessary for Lancing Prep Worthing 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 Worthing 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 at Worthing 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.

Authors:	H Beeby & C Fauvel
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