Lancing Prep Worthing

A Lancing College Preparatory School

Admissions Policy

2026 - 2027

GENERAL

Lancing Prep Worthing is a co-educational independent day school for pupils aged 2 to 13 years. The school currently has around 250 pupils.
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, Complaints Procedure. A copy of our most recent inspection report can also be found on the website.

Lancing Prep Worthing has a strong record of supporting pupils in securing places at their chosen senior schools. Pupils regularly receive awards and scholarships in academic, creative, sporting and all-round disciplines.

Our standard entry points are into Nursery (2+), Reception (4+) 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+. Children attending our Pre-School will normally progress to Reception, provided that the school remains able to meet their needs and that parents continue to comply with the school's Terms and Conditions.

Our Pre-Prep classes all have a full-time teacher and teaching assistant.

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 and develop a sense of service to each other, and the world beyond the school gates, which will characterise their future lives.

VISITING LANCING PREP WORTHING

When deciding upon the right school for your child we believe that a personal visit is invaluable and we very much hope that you and your child will visit Lancing Prep Worthing.

We hold Open Mornings 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 given an admissions pack which will contain our Parents' Handbook, a Curriculum Overview, information about school fees and a registration form.

LANCING PREP WORTHING ADMISSIONS

Admissions to Lancing Prep Worthing are under the personal control of the Head, Mrs Milling. 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.

Lancing Prep Worthing is academically non-selective. Assessments for Year 7 entrants are used to identify a child's strengths, determine whether the school is able to meet their educational needs and provide appropriate guidance regarding progression to senior schools. All Year 7 and 8 children follow a two-year programme of study devised in conjunction with Lancing College. In Year 8, the programme varies according to the level in which a child is working and if they wish to apply for a 13+ Academic Scholarship. Those seeking 13+ Academic Scholarships are taught a more challenging level of all academic subjects and the exams are at an earlier date in the year (due to the senior schools). 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.

EQUAL TREATMENT

Lancing Prep Worthing's aim is to encourage applications from candidates with as diverse a range of backgrounds as possible. We are mindful of our obligations under

the Equality Act of 2010 during the Admissions Process. This enriches our community and is vital in preparing our pupils for today's world. We are committed to equal treatment for all, regardless of a candidate's sex, race, ethnicity, religion, disability, sexual orientation, or social background.

SIBLINGS

The school welcomes siblings and many families choose one of the Lancing College schools for all their children. We offer a 10% per term discount for second and successive siblings and free wraparound care in the mornings (8.10am – 8.30am) where a family have a child or children in the Pre-Prep (Reception, Year 1 or/and Year 2) and in the Prep school (Years 3 to 8).

RELIGIOUS BELIEFS

Although Lancing Prep 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

Lancing Prep Worthing does not unlawfully discriminate in any way regarding entry. The school welcomes pupils with special educational needs and/or disabilities (SEND), provided that, following assessment of the child's needs, the school considers that it can make reasonable adjustments and provide appropriate support to enable the pupil to access the curriculum and wider life of the school. We aim to ensure that all our pupils, including those with disabilities and/or special educational needs, are provided with a safe and inclusive environment in which to learn.

Our policy is to apply our admission criteria to all potential pupils. We require parents of children with special educational needs, disabilities or allergies (suspected and diagnosed) to discuss their child's needs with the school at the outset of the admissions process so that we can make adequate provision for them.

Parents are required to provide with the Registration Form full written details of all relevant information, including any reports (any educational psychologist reports, medical reports or other relevant expert third party reports), materials or information about their child's needs, and this may include any final or draft EHC Plans. This is so that the school can assess their child's needs and consult with parents about any adjustments which can reasonably be made and so that the school can ensure, for example, that their child will be able to meaningfully access the education offered and that we are able to ensure their health and safety, and the health and safety of others.

Where parents of a prospective pupil feel their child requires adjustments, the school will discuss with parents (and their child's medical advisers, if appropriate) the

adjustments proposed and whether they can reasonably be made for the child if they were to become a pupil at the school.

There may be exceptional circumstances in which we are not able to offer a place for reasons relating to a child's special educational needs and/or disability. For example, if, despite reasonable adjustments (in the case of disability), we feel that a prospective pupil is not going to be able to meaningfully access the education offered, or that their health and safety or those of other pupils or staff may be put at risk, we may not be able to offer a place at the school.

Sometimes, the situation of pupils with disabilities and/or special educational needs changes between an offer of a place being made and the pupil starting at the school. The school requires parents to be pro-active in updating the school as to any significant changes which mean that the information provided during the application process is out of date or incomplete. In the vast majority of cases, this will not affect a pupil's place at the school. However, the school may, in exceptional circumstances, need to reconsider the offer of a place if a pupil's circumstances change materially. It is in the pupil's interests that any such decision is made as early as possible to avoid any disruption to their education, so parents are urged to be forthcoming in their communications with the school about any material change to their child's circumstances.

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 child visa process on our behalf, for entry and ongoing compliance requirements. There is a termly charge for this service which is added to pupils' bills.
As Lancing Prep 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, Laura Davies, at Lancing College via email ldavies@lancing.org.uk. This should be returned to her via email before the deadline set.

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 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 will also be set up to enable the pupil to attend Lancing Prep Worthing for the day.
4. A scholarship may be withdrawn in accordance with the terms upon which such award is made or in accordance with the school's Terms and Conditions.

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 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 £90 (non-refundable). The registration form is available on our website or from the Registrar.
Parents are required to inform the school of any circumstances concerning health, educational or family background, any medical conditions and/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, and after a taster day within six months of start date (unless entering via the 11+ route or living internationally) and/or the receipt of the two latest school reports for the child.
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 within six months of start date (unless entering via the 11+ route or are living internationally). 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 they will meet when joining the school and to establish whether the school is a good 'fit' for the child.

Children registered to join us who are currently overseas will be invited to attend a Zoom/Teams meeting with their family to meet the Head, Mrs Francesca Milling. They will also be set an online Cognitive Ability Test which will be used to form the basis of an offered place in lieu of a taster day, alongside a reference and the latest report from their current school. 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, 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 preceding the term of entry. Failure to do so will result in parents being liable for a full term's fees in lieu of notice.

Oversubscription
Where the number of applications exceeds the number of places available, the school reserves the right to determine priority. In doing so, consideration may be given to:

- Siblings of existing pupils
- Children attending Explorers' Corner Nursery and Pre-School
- Availability of places within the relevant year group
- The school's ability to meet the needs of the child

The Head's decision regarding admissions is final.

Places become available from time to time. Waiting lists are not ranked solely by the date of application and the school reserves the right to offer places based on the factors set out in this policy.

FEES

Lancing Prep 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 and lunches. 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 FOR ELIGIBLE WORKING PARENTS
Lancing Prep Worthing offers Early Years Funding Entitlement of up to 15 hours per week for eligible working parents of children who are aged 9+ months to 2 years subject to the Government and Local Authority terms and conditions. The funding is restricted to the number of weeks the school is open, usually 33 weeks per year, not the full 38 weeks offered by the local authority.

UNIVERSAL EARLY YEARS FUNDING FOR 3 AND 4 YEAR-OLD CHILDREN

Lancing Prep Worthing offers universal Early Years Funding Entitlement of up to 15 hours per week, subject to the Government and Local Authority terms and conditions. The funding is restricted to the number of weeks the school is open, usually 33 weeks per year, not the full 38 weeks offered by the local authority.
At Lancing Prep Worthing, we do not offer the extended Early Years Funding Entitlement for 3-4 year olds.
For further information please see the Financial Information 2026/27 booklet (Financial Information) or contact the school.

CONTRACTUAL TERMS AND CONDITIONS

No pupil can be admitted to the school unless we have received an Acceptance Form signed by all adults with parental responsibility and we are in receipt of the relevant deposit, which will either be refunded when the child leaves Lancing Prep 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 and from the Registrar.

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.
All staff are fully informed about new children and are encouraged to review transfer information.

REQUEST TO CHANGE NURSERY/PRE-SCHOOL SESSIONS

We recognise that sometimes parents may request to change session days or times in the Nursery or Pre-School and these must be put into writing to the Head of Nursery and Pre-School, Miss Street (estreet@lancing.org.uk). Then where possible we will make changes, but these cannot be guaranteed due to ensuring the safe ratios of adults to children.

WITHDRAWAL

Notice to leave Lancing Prep 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 Executive Head, Kirsty Keep, and

the Head Master of the College, Dr Scott Crawford, 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 Worthing since the school became a member of the Lancing College family.

SAFEGUARDING IN THE ADMISSIONS PROCESS

Safeguarding is given the highest priority throughout the admissions process. The school reserves the right to refuse admission where information available suggests that placement at the school would not be in the best interests of the child or other members of the school community.

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 school 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 UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018. 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 Worthing is straightforward and supportive. If, however, parents feel that we have fallen short of what they 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.

MONITORING AND REVIEW

The Head and Registrar review admissions data annually to ensure that the admissions process remains fair, transparent and compliant with relevant legislation, including the Equality Act 2010 and Independent School Standards Regulations. Any trends or concerns are reported to Governors as appropriate.

Policy Owner	**Head and Registrar**
Reviewed by	Head
Last Review	September 2026
Next Review	September 2027
Applies to	Whole School including EYFS
Available to	Parents on request and via website

Lancing College Preparatory School at Worthing
Broadwater Road, Worthing, West Sussex BN14 8HU