

## **ADMISSIONS POLICY**

- The school exists to provide education for children
- Barfield is an Independent Prep School which charges fees on a termly basis for the education it provides, although pupils attending All Year Round Nursery are charged on a monthly basis
- As an Independent School, Barfield determines its own admission arrangements
- Barfield currently accepts children between the ages of 2 and 11
- In the first Nursery Class (Hatchlings), children are able to start as soon as they have turned two years of age, but not until after the Autumn Half-Term. The Hatchlings' children will then remain 2 years old throughout this academic year. Following this, we have Owlets Class, for children who are 2 years of age, but will turn three during the academic year. Owls Class is then for children who are 3 years of age and will turn 4 during the academic year. We then expect all children who attend Owls Class to continue through into Reception and ideally, throughout the School
- Barfield is an inclusive school that welcomes children from diverse backgrounds and abilities whom it can reasonably support
- Entry is subject to a preliminary assessment visit for the child at the appropriate age level as well as a space being available for them in their year group
- Children are encouraged to progress through the school to the best of their ability; however, progress is not automatic to the next year. Reviews of the children's progress will be monitored carefully, and any concerns about this progress will be raised with parents, when an alternative educational experience may be suggested
- It is expected that children at Barfield will conduct themselves with positive application. Should their behaviour be considered to be impacting negatively on their own progress, or that of other pupils, then the school will reserve the right to recommend an alternative education
- All applications will be treated on merit and in a sensitive manner.

### **The Barfield Community**

There is a strong and vibrant whole-school community at Barfield encompassing pupils, parents and staff. This partnership is based on mutual honesty and respect and permeates throughout the entire pupil body, enhancing the educational experience for all the pupils.

### **Admissions Procedure**

- Following a request, a copy of the school's prospectus is sent out
- When prospective parents enquire, they are then invited to attend one of our Open Days held during the year and/or have an individual visit and tour with the Head of Lower School, Head of Upper School or Head of Operations, Admissions Assistant followed by meeting with the Headaster

- Parents wishing to register their child for future entry complete and sign a Registration Form and return it to the school with the appropriate non-refundable Registration Fee. In the event that the decision is taken by the school not to offer a place, the Registration Fee will not be returned
- The child's name is placed on the school's waiting list for the term/year-of-entry required
- The Registration Form/Fee is officially acknowledged by the school and an email is sent out giving suggested timescales of when the Taster Day will take place
- A Taster Visit for the child is arranged prior to entry, and if they currently attend a school or nursery, a copy of their most recent school/nursery report should be passed on to the School if appropriate. Parents are required to inform the school of any known or suspected specific learning, behavioural or physical difficulties or differences that have been identified previously, together with any assessment reports, so that appropriate adjustments can be made. (Please note: assessment procedures differ for the Pre-Prep and Prep children)
- During the Taster Visit staff will assess the child and inform the Head of Operations if they feel the child would benefit from a place at Barfield. If there are concerns, these would be passed to the Head of Operations and Headmaster. This may result in the suggestion that the child makes another visit, or visits, being arranged at the same level, or at a different level, before a decision is made about offering a place
- On completion of a successful Taster Visit, a formal letter offering a place and requesting the Confirmation Fee is handed to parents with a deadline given for return. Failing to do so within the given date, may result in the place being offered elsewhere. Enclosed within the pack will be information detailing everything from uniforms to daily routines. Alongside this, there will also be forms for completion such as contact details & medical information. Terms & Conditions will be included within the pack. Parents are also given hard copies of the Educational Mission Statement, Code of Behaviour, and current Fees for the Academic Year
- Once the signed Acceptance Form and Confirmation Fee has been received and acknowledged by the Head of Operations the child's place is confirmed and held for the term requested. If a Confirmation Fee is paid for a child who does not join us, and a term's notice has not been given, then the Confirmation Fee will be held and payment of a term's fees in lieu of notice will be sought.

Barfield Prep School reserves the right to withdraw the offer of a place if information becomes available that contravenes the criteria for admission.

The offer of a place at Barfield will be subject to any financial obligations being met by parents at any other ISC affiliated school. Written confirmation of this may be required from that school before any offer is made.

**At the point of application, and thereafter, prospective parents must fully disclose any learning support assessment or identified need, medical condition or disability, which could require specialist treatment, support or equipment, and any behavioural or disciplinary issues. This information is essential to assist with any interview or other pre-assessment screening. Please note that specialist, behavioural and/or disciplinary support may incur additional fees.**

If, in the opinion of the school, a child is not flourishing (because of a previously known, but not disclosed by parents or guardians, learning or behavioural difficulty), an alternative educational experience may be suggested. If reasonably possible, a term's notice would be given by the school.

For parents visiting on an initial tour and wishing their child to start immediately, a Taster Visit is arranged as soon as possible. If families are not currently resident in the UK, and a Taster Visit is not possible, a place may be offered provisionally, based on reports from current schools and completion of the Registration Forms. However, Barfield reserves the right to withdraw a child's place if their ability or approach is found to be different from that outlined in the current report.

In the event of oversubscription in a year group, preference will be given to a sibling of a child already at the school. A child may be placed on a waiting list if the year group is oversubscribed. Parents will then be informed if a place becomes available. If a place has not become available by the preferred entry date it is the parents' responsibility to inform the school should they wish to remain on the waiting list.

Barfield Prep School welcomes parents and children from a diverse range of backgrounds. All religions are welcomed and celebrated.

All those joining the school must agree to abide by the Prep Schools Trust Terms & Conditions of Barfield Prep School and adhere to school rules and policies. Further policies can be found on the school website: <https://www.barfieldpst.org/policies>

### **When to Apply**

Applications for enrolment may be submitted at any time during the year.

### **Open Mornings**

Details of Open Mornings can be found on the school website at <https://www.barfieldpst.org/open-event>

### **Personal Tours**

Personal tours of the school can be arranged at a mutually convenient time. The tour will allow parents to see the school in action, in addition to allowing parents the chance to talk to teaching staff and meet pupils.

### **Taster Visits**

These are another way of gaining information about the school. Prospective pupils for Reception – Year 6 spend a day in school, joining a class at their relevant age level and get fully involved in all the activities. If required, lunch may be taken in the Dining Room. There is no charge for the Taster Visit. Prospective pupils for the Nursery have two sessions one an hour long and the second one for two hours the Nursery.

### **Assessment for Lower School and Upper School**

The majority of Barfield pupils join in the Nursery or Reception, between the ages of 2 and 4. Informal assessments at this level are conducted during the initial Taster Visit. In the event that concerns are identified subsequently, the Head of Lower School or Headmaster will alert parents.

Entry at any other stage in the school depends on the availability of places and is conditional on an informal assessment and a current school report.

The informal assessment comprises two short sessions if joining the Nursery and Reception or a full day for Years 1 - 6 at Barfield where the child joins a class in all the activities; academic and extra-curricular. A 'buddy' for the day is assigned to act as a guide and friend from Year 1 upwards.

During the course of the day the visiting child will be given an assessment which may include numeracy and literacy using standardised tests.

A report is also collated with findings from the day and assessments taken, as well as relevant information from previous schools, and verbal feedback is given to parents at the end of the School day.

### **Parental Obligations**

In advance of a child being admitted to Barfield Prep School, parents must provide the school with the following information:

- The child's full name
- The child's date of birth
- A copy of the child's passport or birth certificate
- The name and address of every parent and carer and with which of these parents or carers the child normally lives
- Emergency contact details of parents and carers
- Emergency contact numbers
- The child's special dietary requirements, preferences or food allergies
- The child's special health requirements
- Information about who has legal contact with the child; and who has parental responsibility for the child
- Any Special Educational Needs or Disability known or suspected. Copies of any outside agency assessments should be forwarded.

Written parental permission must be requested, at the time of the child's admission, for the seeking of any necessary medical emergency medical advice or treatment in the future.

### **Specific Legal Requirements – Free Entitlement to Early Years Provision**

Barfield Prep School must record and submit the following information to its local authority about individual children receiving the free entitlement to Early Years provision, as part of the Early Years Census:

- Full names
- Date of birth
- Address
- Gender
- Ethnicity\* (Collected on a voluntary basis and only when identified by the parents)
- Any Special Educational Needs or Disability status
- The number of funded hours taken up during the census week
- Total number of hours (funded and unfunded) taken up at the setting during the census week

For complaints and appeals about Barfield Prep School's admissions process, please refer to the Complaints Policy which can be viewed online at <https://www.barfieldpst.org/policies> or by asking the School Office for a paper version.

Barfield Prep School is committed to safeguarding the welfare of children and young people and expects all staff and volunteers to share this commitment.