



# Prior Park Schools

An Education for Life

## ADMISSIONS POLICY

Whole Trust? Yes	Statutory? Yes	Website? Yes
Reviewed: September 2015	Next review: September 2019	



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Prior Park Schools (PPS) comprises four schools. Three of those schools, Prior Park College, The Paragon and Prior Park Preparatory School are incorporated in England as Prior Park Educational Trust Ltd. The fourth Prior Park School Gibraltar is incorporated in Gibraltar as Prior Park School Ltd. Both are companies limited by guarantee and registered charities. The policy applies to the whole school including the Early Years Foundation Stage.

1. **Introduction:**

Deciding on the right school for your child is very important, and we believe that a personal visit is invaluable. We very much hope that you and your child will visit a school within the Trust in order to make an informed decision. We hold a number of Open Events throughout the year which give a general introduction to the school. We are also very happy to welcome prospective parents and their children at other times.

Prior Park Educational Trust comprises four co-educational, independent schools. Please contact Admissions for more details:

**Prior Park College, Bath**

A Catholic Senior School, boarding and day school for pupils aged 11-18.

Tel: 01225 831000; email: [admissions@priorparkschools.com](mailto:admissions@priorparkschools.com);

**Prior Park Preparatory & Pre-Prep School, Cricklade**

A Catholic Preparatory School, boarding and day school for pupils aged 3-13;

Tel: 01793 754415; email: [prep@priorparkschools.com](mailto:prep@priorparkschools.com); or fax: 01793 750910

**The Paragon, Junior School of Prior Park College, Bath**

A Christian school for day pupils aged 3-11.

Tel: 01225 310837; email: [admissions.paragon@priorparkschools.com](mailto:admissions.paragon@priorparkschools.com) or fax: 01225 427980

**Prior Park School, Gibraltar**

A Catholic Senior School for day pupils aged 12-18.

Tel: 0035020062006; email: [ppgadmissions@priorparkschools.com](mailto:ppgadmissions@priorparkschools.com)

More information is available on each of the schools websites:

[www.priorparkschools.com](http://www.priorparkschools.com)

2. Admission criteria:

Our aim is to admit pupils with academic and other qualities such that the child would gain the maximum benefit from the opportunities available at the Prior Park Schools, whilst maintaining a balance between day and boarding pupils, boys and girls. In the event of there being more applications than places available, places will be offered in accordance with the following criteria; the weighting of these criteria may vary:

- whether the family are Roman Catholics or other Christians
- academic ability & school report or an informal teaching assessment
- extra-curricular interests & other talents
- siblings\* at Prior Park College or other schools within Prior Park Schools
- previous attendance at Prior Park Prep School or The Paragon (for College entry)
- class size & size of the school roll
- other factors

*\* A child is a sibling if they are a full or half-brother or sister, an adoptive brother or sister or if they are children of the same household - although this does not guarantee entrance.*

3. Pupil numbers:

The Headmaster of each school determines the number of pupils that can be admitted at each level of entry.

The College generally expects to admit up to 60 pupils at Year 7, around 40 pupils at Year 9, and approximately 20 pupils at Year 12.

The Preparatory School expects to admit up to 28 pupils at Year 3, Nursery/ Reception but also to other year groups such as 7+ and 11+.

The Paragon School has a two form entry throughout, with the exception of the Nursery which can accept up to 30 pupils.

Prior Park School, Gibraltar generally expects to admit 40 pupils in Year 8 and 20 pupils in Year 12 (Lower Sixth) each year.

4. Offers of a place:

Each School may accept a few pupils into other years if places are available. The Headmaster at each School within Prior Park Schools is responsible for decisions relating to the admission of pupils into his school. Whether or not a place is offered rests with the Headmaster and his decision is final. When applicants exceed the available number of places it is inevitable that some will be

disappointed. All offers of places are made in writing, either by the Headmaster or by colleagues in the Admissions & Marketing department on his behalf.

On completion of an application form and payment of a registration fee, pupils will be registered for entry.

5. Application deadlines:

Prior Park College:

Applications for a place in Year 7 must be received before the published deadline in November/ December of the year preceding entry;

Applications for Year 9 entry must be received by the published deadline in December of the year prior to entry;

Applications for Year 12 must be received by the published deadline in November of the year preceding entry. Exact dates are published on the College website.

Prior Park Preparatory School:

Prior Park Preparatory School does not have an application deadline. The Registrar will be able to inform you of available places in a specific year group as requested.

The Paragon School:

The Paragon School does not have an application deadline. The Registrar will be able to inform you of available places in a specific year group as requested.

Prior Park School, Gibraltar:

Prior Park School has a deadline for applications in December each year. The deadline will be published on the school's website.

All Schools:

In the event of oversubscription, the Headmaster will apply the stated entrance criteria to the applicants, rank them in order and offer places accordingly.

It is naturally hoped that pupils at Prior Park Preparatory School and The Paragon School will progress to Prior Park College. However in some instances, the College may not be the most suitable senior school for every pupil. In such circumstances advice should be taken from the Headmaster or their appointed deputies at each Prior Park School.

6. Waiting lists:

A waiting list of unsuccessful applicants to the College will be held until the closing date for receipt of acceptances and places will be offered as places become available. The closing date for 11+ acceptances is a date agreed by all the Bath schools and is published in our literature. Waiting lists may be held for

places at The Preparatory School, The Paragon or Prior Park School and applicants will be notified when a place becomes available.

#### 7. The Assessment Process:

For entry to the College the relevant academic standards must be met, determined by the appropriate entrance exam (according to age group) or Common Entrance, or Scholarship papers, or interview and current school report, or GCSE results. No preparation is needed and all candidates start on an equal footing. The aim of the process is to identify potential.

For entry to Prior Park School in Year 8 pupils must perform sufficiently well in the entry assessment to demonstrate that they can follow the published curriculum and achieve good GCSE grades across the whole range of subjects offered. For entry in Year 12 pupils must be able to access three A levels. This would require them to have achieved (or be predicted) B grades at GCSE (or 7s from August 2018) in relevant pre-requisite subjects.

Assessment Process: Prospective pupils at the Prep and Junior Schools attend an assessment day to ensure they can engage with and make the most of the education offered.

#### 8. Children with Special Educational Needs:

We welcome applications from all children. Providing that our Learning Support Departments can offer pupils the support that they require, we will do what we can to accommodate them. We welcome pupils with physical disabilities provided that the site is suitable. However, we advise parents of children with special educational needs or physical disabilities to discuss their child's requirements with the person responsible for admissions at the individual School before he or she sits the entrance exam (if applicable) so that we can make adequate provision for him/her. For further information, please refer to the School Offer. Parents should provide a copy of any reports from specialists involved in their child's care (e.g. Educational Psychologist, Occupational Therapist, Speech and Language Therapist, etc.) and also disclose any additional support that their child has received in any previous school or setting.

All Prior Park Schools are proud of the help they are able to give to pupils with special needs and disabilities/specific learning difficulties, but the number of children who can be given such assistance is necessarily limited.

All of the Prior Park Schools conform to SEND regulations, therefore full disclosure of needs that are already known (or are under investigation), are required from parents during the admissions process, so that the school can ensure that we can cater for the children that we admit.

We work to ensure that there is a joined up approach between pupils, parents, schools and specialists. As each of our schools has limited resources, we are only able to offer a certain amount of places for children requiring additional support. This number will be dependent upon the needs of the child and the year group into which the application is being made.

Children will be admitted who are able to meet the demands of the curriculum with the level of support agreed upon admission.

Prior Park Preparatory School has CReSTeD accreditation and a dedicated Learning Support Team. The Headmaster will make a decision based on a report from an educational psychologist, school report and assessment by the Learning Support Co-ordinator.

Children who are in receipt of a Statutory Assessment (EHC plan, or Statement) will be assessed on a case-by-case basis.

A level of mild/moderate dyslexia can usually be supported by the school resources. The Headmaster and SENCo will make a decision based on a report from an Educational Psychologist, school report and assessment by the Learning Support Co-ordinator.

Due to the limitations on the number of places, very early enquiry and registration is recommended at the College and Prior Park School in the case of any child with special educational needs/disabilities.

Further detail on arrangements for assessment and entry routines are available through the Registrars at the Preparatory School and The Paragon.

9. Accessibility for the disabled:

A policy and plan on Accessibility for the Disabled is available on request.

10. Equality and Diversity:

We aim to encourage applications from candidates with as diverse a range of backgrounds as possible. This enriches our community and is vital in preparing our pupils for today's world.

Prior Park Schools are committed to equal treatment for all, regardless of a candidate's race, ethnicity, religion, sexual orientation or social background.

Prior Park Schools pay due regard to the Equality Act 2010 and reasonable adjustments are made for pupils with special educational needs and/or disabilities (SEND) in terms of admissions.

Our provision for bursaries is described below.

#### 11. Scholarships & Bursaries:

Prior Park College scholarships are awarded on merit and are independent of parental financial circumstances. The criteria for scholarships are set out in the scholarship booklet and parents are advised to consult their child's school with regard to whether or not it is appropriate for him or her to apply for such an award. Scholarships are available and relate to both potential and attainment. Scholarships are reassessed over the course of a pupil's life at the school at F4 and then again at L6. This allows consideration of pupils who may develop into Scholars whilst at the school and to further acknowledge the realisation of potential previously identified.

Given the range of skills and talents of our pupils and the different rates at which they become apparent, it is difficult to be definitive about the size of awards but as a general principle they range from between 10% and 25% of school fees.

Clearly for pupils of particular and notable ability these rates can in exceptional circumstances be higher.

Pupils who have difficulty in accessing the school for financial reasons may apply for a bursarial award. Priority for bursaries is given to our scholars who may not otherwise be able to take advantage of the scholarship.

The Governors allocate funding from fee income to scholarships and bursaries on an annual basis but such funding is limited and subject to availability and eligibility.

Applicants for practically assessed awards must meet the normal academic entry requirements. Should you feel able to decline the monetary reward associated with a scholarship, the money so released will be used to attract other talented pupils.

Prior Park Preparatory School children not in receipt of any other form of financial assistance will receive a loyalty award of 5% off the standard fee rate should they transition to the College.

The Preparatory School offers the Prior Award for pupils demonstrating potential in academic subjects, music, art, drama and/or sport. These awards are offered in Year 6, 7 & 8 and pupils are required to undertake assessment in the area of



potential. These assessments will be (usually) arranged at the Prep School and will be open to current and potential pupils in the above year groups. Potential pupils will need to be registered with the school to be eligible to access the assessment process. Assessments will be held annually during the Lent term and any award offered will apply from the beginning of the following academic year.

Further information on the Prior Award is available on request from the Preparatory School's Registrar.

The Paragon School and Prior Park School do not award Scholarships.

Means tested bursaries across all schools may be awarded to pupils who would benefit from the opportunities afforded by a Prior Park education, but whose entry is potentially restricted by financial circumstances. Early contact with the Prior Park Schools Business Director is advised.

Bursary Application Forms must be returned to the Prior Park Schools Accountant by the closing date for registrations. A bursary can be added to a scholarship.

All bursaries and scholarships are kept under review throughout an award holder's time at Prior Park Schools. Whilst it is highly unusual for an award to be removed, a significant decline in commitment or performance would inevitably bring into question the continuation of the award.

Bursaries are offered for 12 months at a time. The family is required to provide updated information about its circumstances for every year that their child attends a Prior Park School. Levels of support may vary with fluctuations in income

## 12. Overseas applicants:

We welcome overseas pupils who can study at a school within Prior Park Schools provided that he/she has a relative or legal guardian living in the UK with whom he/she can stay for exeat weekends and half terms if the pupil is not returning home. However, parents of overseas pupils at the College should appreciate that the minimum expected stay is one year and it is hoped that overseas pupils will finish a complete course of study, such as Years 9-11, or Years 12 -13.

At Prior Park Preparatory School, overseas pupils are welcomed for long and short stays.

### 13. Fluency in English:

In order to cope with the high academic and social demands of schools within the Trust, international pupils seeking admission to the College or Prior Park School must sit our English as an Additional Language entrance exam in order to gain an offer of a place at the College. Parents will be advised about how much EAL support we feel that a pupil will need. The charges for this help are listed in the general information booklet.

At the Preparatory School, international pupils will be assessed on admission and support in developing English language skills given by teachers within the Learning Support Department. The cost of these lessons is subsumed within the International Boarding Supplement charged termly.

At The Paragon, international pupils will be assessed according to a school report. EAL is not offered.

### 14. Religious Beliefs:

Although Prior Park Educational Trust is a Catholic/Christian Foundation, we accept applications from people of all faiths and indeed of none. However, it is expected that pupils agree to conform to the ethos and values of the schools.

### 15. School's contractual Terms and Conditions:

Copies of the PPET Parental Contract will be made available to parents as part of the admission process and is available on our website

### 16. Complaints and Appeals:

We hope that you and your child do not have any complaints about our admissions process; but copies of the Prior Park Schools complaints procedure can be sent to you on request and are available on our website

If a pupil is not accepted, any appeal against this decision should be made in writing and addressed to the Registrar at the individual school within 14 days of notification of the decision.

#### Related policies:

1. Code of Conduct
2. Discipline and exclusion
3. 3 year plan - SENDA

#### 4. Complaints policy

##### Related documents:

5. Prospectus (All schools)
6. General information booklet (College)
7. Scholarship booklet (College)
8. Entrance exam lists (College)
9. Accessibility for the Disabled plan (All schools)
10. Application/ registration form (All schools)
11. Dates of application deadlines (College)
12. Statement of School/ Trust ethos and aims (All schools)