



Admissions Policy

Overview

The Study Preparatory School is an independent day school for girls aged 4 to 11. The Study fosters academic and creative achievement, while nurturing well-rounded, confident, caring girls with a love of learning, a broad outlook, good manners and a real zest for life.

Deciding on the right school for your child is very important, and therefore, we believe a visit is invaluable. We offer regular tours of Wilberforce House and an annual Open Morning (typically in October), which provides a general introduction to the School. The 'Visit Us' pages of our website are regularly updated with the latest information.

The main intake to the School is at Reception (4+). All other places are occasional vacancies. Children typically join the School at the start of the academic year in September. However, subject to the availability of places and the admissions process outlined below being met, it is possible to join the School part way through the year.

We admit up to 48 pupils a year in Reception and have a maximum of 48 pupils in each year group.

Registration

To meet the requirements of a 'completed registration', as outlined in this policy, we require:

- a registration form completed in full - [Registration form](#)
- a copy of the child's birth certificate or valid passport. For non-UK and Irish nationals we also require evidence of the child's right to study in the UK.
- payment of £100 non-refundable registration fee by bank transfer - [Bank details](#)

Entry to Reception (4+)

We are proud to be non-selective at Reception and operate a two stage process.

We will guarantee an offer of a place for children where we receive a completed registration by 30 April of the year preceding the September of entry - i.e child to start Reception in September 2024 - we will guarantee an offer of a place, provided that the completed registration is received by 30 April 2023.

Guaranteed offers of a place will be issued shortly after the 30 April deadline. Families then have three options:

- 1) Accept the offer of a place by the deadline stated in the offer letter. See 'Offer and Acceptance of a Place' below.

- 2) Carry the registration forward to a ballot. The ballot for any remaining places will take place in the December preceding the year of entry.
- 3) Decline the offer of a place.

We will continue to welcome registrations after the 30 April deadline. These registrations, plus those outlined under 2) above, will be entered into a ballot for any remaining places in December, preceding the year of entry.

Those successful in the ballot will receive an offer of a place prior to the end of the Autumn Term. Anyone not successful in the ballot will be placed on a waiting list. An email advising of the child's position on the waiting list will be sent by the end of the Autumn Term. Should a place become available, this will be offered in waiting list order.

Occasional Places at 5+, 6+, 7+, 8+ and 9+

A completed registration is required in the first instance. Should a place be available, we will request a copy of the child's most recent school report, which will form the basis of our initial assessment.

The child will then be invited for an assessment. In all cases, the aim of assessment is to identify a child's potential and their ability to benefit from what we offer at the School. At 5+ and 6+ there is a short informal assessment and a longer formal written assessment in English, Mathematics and Reasoning for 7+ and above. No specific preparation is needed.

We would urge parents/guardians of children with special educational needs to discuss any specific requirements with us before they sit any assessment so that we can make adequate provision.

Should there not be an occasional place available, the child will be registered for the waiting list. Should a place become available, the entry process outlined in this section will be followed. Should there be more than one child on the waiting list, the date of registration will be a factor. However, any siblings of current pupils will be given priority, as detailed below. Preference may also be given to children of staff members, to those with siblings also seeking entry, or to those applying to re-join The Study following a period overseas, for example. From there, the assessment process will then be necessarily competitive.

Siblings

Siblings have automatic right of entry at 4+ provided that the admissions process for a Reception place has been followed and relevant deadlines met.

Sibling applicants for entry at 5+ and above will be assessed following our entry process for occasional places. If they are assessed as suitable for a place at the School, they will either be offered a place, if available, or prioritised on the waiting list.

Offer and Acceptance of a Place

Where an offer of a place is made, the start date will be agreed and stated in the formal offer letter.

A deposit of a half term's fees will be required by the deadline stated in the offer letter in order to secure the place. The deposit will be refunded on the pupil **leaving** The Study. The deposit is non-refundable should the applicant not join the School.

Deferral of an Offer of a Place

Reception offers cannot be deferred to future years. Children may have their registration moved forward; they will, however, be required to meet the entry requirements for an occasional place as outlined in this policy.

For an occasional place, where a deposit has been paid, we will defer, if required, the child's start date by one term. After this point, we may keep the offer open if a place continues to be available.

Equal Treatment

Our aim is to encourage applications from children with as diverse a range of backgrounds as possible; this enriches our school community and is vital in preparing our pupils for today's world.

We are committed to equal treatment for all, regardless of race, ethnicity, religion, disability, gender reassignment, sexual orientation or social background.

Bursaries/Assisted Places

Bursaries may be offered for Year 3 and above so that those who meet our admission criteria can attend the School.

Special Educational Needs

The School does not unlawfully discriminate in any way regarding entry. We welcome children with disabilities and/or special educational needs, providing that we can offer the support required, can cater for any additional needs, and that our site can accommodate them. 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.

Parents must inform the School when submitting the Registration Form of any special circumstances which may affect their child's performance in the admissions process and/or ability to participate in the education provided by the School. Parents should notify the Head of Admissions as soon as possible should any circumstances come to light after registration but prior to their daughter starting the School.

We will discuss thoroughly with parents/guardians (and their medical advisers if appropriate) the adjustments that can reasonably be made for the child if they become a pupil at the School to ensure that they are not put at a substantial disadvantage compared to a pupil who is not disadvantaged because of a disability.

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

Further information can be found in our Learning Difficulties and Disabilities Policy and Accessibility Plan available on our website.

Child Student Visa

The School can, at our discretion, sponsor a small number of pupils to study on a Child Student visa. We would require any applications to be made by an Immigration Lawyer. Enquiries should be made with our Head of Admissions in the first instance.

English as an Additional Language (EAL)

The term EAL is used when referring to pupils where the language spoken at home is not English. We are committed to supporting pupils for whom English is not a first language.

For entry to Reception, competence in English is not taken into account when offering places. For occasional places higher up the School, this forms part of our assessment and interview procedure. Applicants with EAL may be offered a place but this may be conditional on the parents agreeing to the child participating in EAL lessons, either in or out of School.

Please see our English as an Additional Language (EAL) Policy available on our website for further details.

The School's Terms and Conditions

A copy of the School's Terms and Conditions is made available as part of the admissions process and is on our website.

Complaints

The School's Complaints Procedure is available on our website.

Records and Review

Applicant details will be held on file with due regard to data protection legislation and the School's Privacy Notice and Data Retention Guidelines.

The School will not hold the personal data of applicants and their parent/guardian for longer than is necessary for a lawful purpose. This will generally be [e.g. no more than 6 months following an unsuccessful application], but reasons to retain for longer might include: [e.g. if the parents express an interest in re-applying for any reason at a later date, or in the potential candidacy of another sibling; or to deal with any ongoing matters or queries arising from the application].

The School reserves the right to change the Admissions Policy and process at any time.

Last Reviewed: February 2022