

Admissions Policy

This is a whole School policy and applies to all pupils in Mayfield Preparatory School including pupils in the Early Years Foundation Stage.

Mayfield Preparatory School is a co-educational independent school for pupils from ages 2 to 11. 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 the school. We usually hold an annual Open Day. We are also very happy to welcome prospective parents and their children at other times by prior arrangement. Please contact the School Office on 01922 624107 or e-mail info@mayfieldprep.co.uk

Procedure

1. Following an initial enquiry, a child's name is entered on the enquiry register and a letter of confirmation is sent to parents. Priority is given to siblings of children already in the school. When a place is available in the Early Years Foundation Stage (pre-nursery, nursery and reception) the child and parents will be invited to an interview with the Head Teacher. A place may be offered, based on observing the child interacting with children of the appropriate academic year, references from the candidate's previous school/nursery (if applicable) and a satisfactory meeting with the Head Teacher. When a place is available in Key Stage 1 and Key Stage 2 (Year 1 to Year 6) the child would be required to attend for a trial day during which English and Mathematics assessments will be made. The day will be spent with children of the appropriate academic year. Parents of the child will be invited to an appointment with the Head Teacher. A place may be offered, subject to satisfactory performance in the assessments, references from the candidate's previous school/nursery (if applicable) and a satisfactory meeting with the Head Teacher.

2. Equal Treatment. Aim is 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. The school is committed to equal treatment for all, regardless of race, gender, ethnicity, religion, sexual orientation or social background. The School welcomes pupils with special education needs, provided that we can offer them the support that the pupil requires. At present our physical facilities for the disabled are limited but the School will do all

that is reasonable to ensure that the school's culture, policies and procedures are made available to children who have disabilities to comply with our legal and moral responsibilities under the Equality Act 2010. We will discuss thoroughly with parents and their medical advisers the adjustments that can reasonably be made for the child if he/she becomes a pupil at the School.

3. Offer of a place and deposit. When an offer of a place is made, parents are requested to complete an Acceptance Form. The arrangements for a deposit will be as follows:
 - a. A total of £500 deposit will be due to the school, of which £100 is payable at the time the offer of a place is accepted;
 - b. The balance of £400 will be due not less than one full term before the child is due to enter the school, and if such deposit is not paid, the offer of a place will be withdrawn and the payment of the £100 will not be refunded to compensate the school for the costs of administration; and
 - c. If the child does not attend the school, the whole of the paid deposit will not be refunded, to compensate the school for the administrative costs incurred;
 - d. The balance of the deposit of £400 would be credited against the first term's fees.
 - e. Withdrawals upon notice or for exceptional reasons will be considered by the governors, who shall have the right to refund some or all of the deposit as they feel is appropriate.
4. Fluency in English. In order to cope with the high academic and social demands of the School, pupils must be fluent English speakers. Normally pupils should have been brought up and educated in the English medium before coming to the school. Extra supported English as an Additional Language (EAL) may be arranged at the parent's expense.
5. Candidates who are unsuccessful in obtaining a place can be placed onto a waiting list if they indicate that they wish to do so.
6. Children will normally progress automatically from the Early Years Foundation Stage to Key Stage One and from Key Stage One to Key Stage Two, although an assessment takes place in Kindergarten at the end of the Early Years Foundation Stage, and in Form I at the end of Key Stage One. However, if their behaviour, development or progress causes any reason for concern the Headmaster will discuss with parents the ability of the child to cope with the rigour and expectations of the next stage at Mayfield Preparatory School. The final decision rests with

the Headmaster as to whether the child progresses to the next stage at Mayfield Preparatory School.

Fees and withdrawal

Details of how the fees are to be paid and the consequences of giving notice to remove a child from the school are contained within the Terms and Conditions which will be sent to all prospective parents at the time they apply for their child to join Mayfield.

Briefly, fees are due in advance, and one term's notice is required to remove a child from the school, so as to allow the school to plan ahead. Failure to give such notice will result in a term's fees being paid in lieu.

In exceptional circumstances, a child may be excluded from the school if fees remain outstanding.

Complaints

We hope that you and your child do not have any complaints about the admissions process; however, copies of the School's complaints procedure can be sent on request.

Reviewed on : September 2016

Review Date : September 2019

Head Teacher : Matthew Draper

Chair of Governors : June Aubrook