



## Vita et Pax Preparatory School Admissions Policy

Policy Originator	Allana Gay
Governor Responsible	Anna Westcott
Status	Statutory
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Ratified on	Pending
Review period	Annual

This policy is reviewed annually and ratified by the Governing Body.  
Families are encouraged to be familiar with this policy via the school website. Copies of this policy and its associated documents are available from the school office.

## **School ethos**

Vita et Pax Preparatory School is a co-educational environment for children from the age of three to the end of their primary education. Our school delivers a child centred and coordinated approach to nurturing character for the future. We aim for our children to be creative and caring learners who are happy to be in our dedicated learning environment. Our school works in strong partnership with our parents to ensure students are demonstrably safe, academically confident and well cared for physically, socially and emotionally. The school will always take actions that are in the best interest of the child and will provide positive outcomes for their development.

Vita et Pax Preparatory School is committed to creating and sustaining a learning environment that maintains respect and dignity for all. We value the diversity of our staff and students and work to provide a supportive environment in which the unique character of every individual is valued and celebrated.

## **School Roll**

Vita et Pax Preparatory School has a maximum capacity of 192 students. Places are allocated across each form class with an optimum size of 24 pupils from Nursery to Class 6.

## **Admission Criteria**

1. Vita et Pax Preparatory School is academically non-selective on entry. The school has a rich diversity of children of various faiths, cultural backgrounds and academic starting points.
2. Parents must be aware that all school activity including the curriculum remain true to the ecumenical spirit of the Vita et Pax Foundation. Our longstanding school seeks to nurture character for the future via its ecumenical ethos, family partnerships, strong academic focus and opportunities for personal development.
3. Parents must be committed to the ethos of the school and accepting of the Terms and Conditions.
4. Vita et Pax Preparatory School believes strongly in the equality of students and as such will treat each application fairly on the basis of the provision available at the school.
5. Where there are limits to the education provision that can be made by Vita et Pax Preparatory, parents will be informed of the options for provision available to them within the school.
6. **Nursery** - pupils are expected to be toilet trained.

## **Admissions Stages**

### School information

All Parents can request our prospectus and policies from the school office and/or read through information on our website in order to be well informed regarding the school.

Parents are strongly advised to book a tour of the school to observe the working school day.

### Application form

Applications must be made on the school application form which can be sourced from the school Office. A **non-refundable registration fee of £60** must be paid via bank transfer or cheque.

The Admissions team will contact the parent within 48hrs of receiving the application to confirm completion.

### Taster session

Each child is invited to attend a taster session at the school. This allows the child to experience the school environment while staff make basic observations of the emerging character of the child. Staff will assess the child's social and communication skills throughout the class activities.

### Interview with Headteacher and/or Governing Body representative

Parents are invited to an interview with the Headteacher and/or the representative of the Governing Body. The interview ensure that families are clear on the commitment to the ethos of the school. Any relevant education focused reports should be shared with the school so it can be ascertained whether the child would benefit from the education offered at Vita et Pax Preparatory School.

## **Confirmation of school place – Nursery**

An offer of a school place will be mailed to parents alongside a copy of the School's Terms and conditions. In order to confirm acceptance of the school place, parents must return a completed acceptance agreement with a deposit payment of **£1000**. Deposit payments are returned at the end of the Nursery Year in line with the Terms and Conditions of the School. Confirmation for **Nursery entry** must be made before **30<sup>th</sup> June** preceding the academic year of entry.

*\*Vita et Pax Preparatory School accepts childcare vouchers and Government funded 15 and 30hrs vouchers.*

### **Confirmation of school place – Reception and upwards**

Acceptance to the Nursery of Vita et Pax Preparatory Schools is not a guarantee of an offer of a place in Reception Class. Nursery students who are transferring into the main school will be issued with an acceptance agreement.

An offer of a school place will be mailed to parents. In order to confirm acceptance of the school place, parents must return a completed acceptance agreement with a deposit payment of **one term's fees**. Deposit payments are returned at the end of Year 6 in line with the Terms and Conditions of the School.

Confirmation for **Reception entry** must be made before **30<sup>th</sup> April** preceding the academic year of entry.

### **Entry information**

To confirm student entry to school, parents are informed in writing of the

- confirmation of receipt of deposit and signed acceptance agreement
- School Rules
- School Terms and Conditions
- term dates including their child's joining date
- uniform requirements
- information regarding Parents and Friends Association

Offer of a start date is subject to parents having discharged any obligations to their existing school

### **Cancellation of acceptance**

Where a confirmation of school place requirements have been fulfilled, parents who subsequently wish to cancel their acceptance of a place less than a term prior to the stated joining date, will be liable for the payment of a term's fees (less the deposit held) to the school.

### **Induction**

Pupils new to the school are invited to attend school for half day in July in order to meet their new Form teacher, subject teachers and classmates.

Parents are provided with an Induction pack which provides general guidance on preparation for their class of entry, information regarding the curriculum and a parental guide to reading and mathematical skills.

### **Appeals Procedure**

Where an offer of a school place has not been made parents will be provided with a reason for the decision. Parents may wish to appeal the decision and should write to the Chair of Governors **within 14 days** of their notification to outline the basis for their appeal.

The Chair will consider the parental submission and that of the Headteacher. The Chair will respond to the appeal in writing.