



Admission Policy

Approved by	The Governing Body Date:
Policy Owner / Originator:	Headteacher
Governor Responsible	Chair of Governors
Next Review Date	One Year from Approval

Vita et Pax Preparatory School Admissions Policy – July 2025

1. Introduction

- 1.1. Vita et Pax Preparatory School ("the School") is an independent, co-educational day school for pupils aged 2 to 11.
- 1.2. This Admissions Policy outlines the criteria and processes by which pupils are admitted to the School.
- 1.3. The policy reflects the School's commitment to inclusion, equality, and child-centred education, while reserving appropriate discretion for the Governing Body to ensure the best interests of the School and its community.

2. Legal Compliance and Framework

2.1. This policy complies with relevant legislation and statutory guidance including:

- The Equality Act 2010
- The Children and Families Act 2014
- The SEND Code of Practice 2015
- UK GDPR and Data Protection Act 2018
- The Education (Independent School Standards) Regulations 2014

3. Governing Body Discretion

3.1. The Governing Body is the admissions authority for Vita et Pax Preparatory School.

3.2. Final decisions regarding the offer of a place rest solely with the Governing Body. The Headteacher and authorised staff are delegated the responsibility of administering the admissions process in accordance with this policy.

4. Non-Discrimination and Equal Treatment

4.1. The School welcomes applications from all children regardless of race, nationality, ethnic or national origin, religion or belief, disability, sex, gender reassignment, or socio-economic background.

4.2. Every application is considered on its individual merits and in accordance with the School's ethos and the capacity to meet the child's needs.

5. Special Educational Needs and Disabilities (SEND)

5.1. *Executive Summary: This Admissions Policy must be read alongside the School's SEND Policy. Vita et Pax Preparatory School is not included on the Section 41 list of approved independent special schools under the Children and Families Act 2014 and does not receive the notional £6,000 SEN funding per pupil available to state-funded schools. As such, the School does not have access to public funding for additional educational needs. Any provision for children requiring significant support is therefore subject to securing appropriate funding from the local authority or another external source. While the School is committed to inclusion and to making reasonable adjustments in accordance with the Equality Act 2010, its capacity to support children with high or complex needs is limited by these funding constraints.*

5.2. Vita et Pax Preparatory School welcomes children with special educational needs and/or disabilities (SEND), provided that:

- 5.2.1. The School, with reasonable adjustments, is able to meet the child's needs without jeopardising the learning experience of other pupils;
 - 5.2.2. The child will be able to access and benefit from the curriculum and participate safely and meaningfully in School life;
 - 5.2.3. The provision of such support does not place an unreasonable financial or operational burden on the School, or compromise the educational experience, safety, or wellbeing of other children in our care.
- 5.3. As a small independent school with limited resources and funding, our capacity to support complex or high needs SEND cases is constrained. Any support offered is reviewed in close consultation with the child's parents and, where applicable, the Local Authority.
- 5.4. Parents are required to disclose any known or suspected SEND or disability as part of the application process. Relevant documentation (e.g., Educational Psychologist's reports, medical records, or EHCPs) must be provided in a timely manner.
- 5.5. The School will assess whether reasonable adjustments can be made and whether it can appropriately meet the child's needs.
- 5.6. Where necessary, discussions may be held with parents and external agencies to determine the scope of support. This may include agreement on the funding of any additional provision, including specialist staff or interventions, which may be required to support the child. These costs may need to be borne by the parents or supported by the Local Authority.
- 5.7. In the event that the School concludes it cannot reasonably meet the child's needs or ensure their health and safety (or that of others), the School reserves the right to decline or withdraw an offer of a place. Any such decision will be taken with due care, and in the best interests of the child and the wider school community.
- 5.8. If a pupil's needs change materially between the time of offer and their start date, the School reserves the right to review the offer of a place. This will be done in consultation with parents and, where appropriate, with external agencies e.g., local authorities. The decision will be based on the School's ability to meet the child's revised needs within reasonable adjustments and without compromising the welfare or educational experience of other pupils.
- 5.9. For a full understanding of how SEND is managed at Vita et Pax Preparatory School, including responsibilities, limitations, and funding expectations, this policy must be read

in conjunction with the School's Special Educational Needs and Disabilities (SEND) Policy. That policy remains in force throughout the child's enrolment at the School.

6. English as an Additional Language (EAL)

- 6.1. The School welcomes pupils for whom English is an Additional Language, provided that we are able to support their integration and language development within the School's existing resources.
- 6.2. Where additional or specialist EAL support is required (such as 1:1 or small group instruction), this may be offered at an additional cost to the parents. The scope and cost of any such provision will be discussed with parents in advance and confirmed in writing.
- 6.3. As a small school with limited staffing and financial resources, we reserve the right to offer places only where we believe the child can be adequately supported and where provision for the child does not place an unreasonable operational or financial burden on the School.

7. Admission Process

7.1. Registration

Parents must submit a completed Registration Form and pay a non-refundable registration fee. Submitting a registration form does not guarantee an offer of a place.

7.2. Visit and Taster Session

7.3. Prospective pupils will be invited to visit the School and attend a taster session.

7.4. This enables the School to observe the child in a classroom environment and to assess developmental readiness.

7.5. Parental Interview

7.5.1. Parents will be invited to meet the Headteacher and/or a representative of the Governing Body.

7.5.2. The purpose of the meeting is to:

7.5.2.1. Discuss alignment with the School's ethos and expectations;

7.5.2.2. Explore how the School can support the child's academic and pastoral development;

7.5.2.3. Clarify any relevant educational or medical needs.

8. Offer of a Place

- 8.1. Following the visit and interview, the School may issue a formal offer of a place.
- 8.2. To accept, parents must return the signed Acceptance Form and pay the required enrolment deposit (which may be subject to VAT where applicable).
- 8.3. Parents must also confirm their understanding and acceptance of the School's educational ethos and Terms & Conditions prior to enrolment.

9. Entry Points and Age Groups

- 9.1. The School admits pupils from the age of 2 (Nursery) through to Year 6.
- 9.2. Acceptance into one year group does not guarantee automatic progression to the next without the School's review and confirmation.
- 9.3. From Nursery onwards, pupils are expected to be toilet trained.

10. Oversubscription Criteria

- 10.1. Where applications exceed available spaces, the following may be taken into account:
 - Siblings of current or former pupils
 - Children of staff
 - Children of alumni
 - Date of registration
 - Overall balance and class dynamics, as per the School's discretion
- 10.2. The Governing Body retains ultimate discretion in all oversubscription decisions.

11. Scholarships

- 11.1. The School may offer a limited number of merit-based scholarships.
- 11.2. These are awarded on the basis of academic potential or exceptional talent, and are reviewed annually.

12. Withdrawal or Cancellation of Offer

12.1. The School reserves the right to withdraw or cancel an offer of a place:

12.2. If material information is withheld or falsified during the application process.

12.3. If the School is no longer able to meet the child's needs even with reasonable adjustments. Where withdrawal is being considered due to an inability to meet needs, and unless safeguarding concerns or serious disruption require immediate action, the School will normally give a notice period of not less than half a term to allow the family to make alternative arrangements. This is consistent with the School's commitment to fairness and continuity of care.

12.4. If required enrolment steps are not completed by stipulated deadlines.

13. Complaints and Appeals

13.1. Concerns about the admissions process should initially be directed to the Headteacher. If unresolved, complaints may be addressed in writing to the Chair of Governors.

13.2. The decision of the Governing Body is final. There is no statutory right of appeal.

14. Overseas Applicants

14.1. We welcome overseas pupils to join the School, provided that they have the correct permission to be in the UK.

14.2. The School asks for a copy of the prospective pupil's birth certificate as part of the admissions process. Where a pupil is not British, we will then need to see and take a copy of the pupil's passport together with a parent's passport, residence card, or visa to ascertain that they have the correct permission to be in the UK.

15. Data Protection

15.1. All personal data collected during the admissions process is handled in accordance with UK GDPR and the School's Privacy Policy.

15.2. Data is retained only as long as necessary for lawful processing.

16. Monitoring and Review

- 16.1. This policy is reviewed annually and ratified by the Governing Body.
- 16.2. Minor administrative amendments or corrections may be made by the Headteacher to ensure continued compliance and relevance.

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.