WREKIN
PREP

ADMISSIONS POLICY

POLICY STATEMENT

This policy applies to all members of our school community, including those in our EYFS setting.

Wrekin Prep is fully committed to ensuring that the application of this Admissions Policy is non-discriminatory in line with the UK Equality Act (2010). Further details are available in the school's Equal Opportunity Policy document.

Wrekin Prep seeks to implement this policy through adherence to the procedures set out in the rest of this document.

This document is reviewed annually by the Head and Admissions Team or as events or legislation change requires.

The next scheduled date for review is October 2027.

The school proudly operates a broad, inclusive entry policy, it is nevertheless selective. Our entry process is designed to identify pupils who can benefit from a Wrekin Prep education and to make a positive contribution towards the school. The entry criteria is fair to all parties, applies to all applicants, and is set to ensure all pupils joining the school are able to access the curriculum and thrive.

Children are welcome to enter the school, subject to spaces being available, at Reception, Year 1, Year 2, Year 3, Year 4, Year 5 and Year 6. Pupils may join at the start of the academic year, start of Lent or Summer term, or mid-term, depending on personal circumstances or requirements. The process includes two taster days. During the two days, the child will take part in normal timetabled lessons, and teachers will observe and informally assess their attitude to learning, potential to cope with the stretch and challenge of Wrekin Prep, behaviour and social skills. The child will also spend some time with our SENDCo for a short series of academic assessments. In the event of two taster sessions not being possible, assessments and interviews can be delivered online, with any subsequent offer of place being conditional on two taster days at a later date.

When offering a place, the school must be confident that it will be able to educate fully any applicant child in line with his/her potential, including any child with special educational needs or if a pupil is gifted or talented. We seek the best in everyone and to this end we assess the pupils' likely positive contribution through good behaviour to the aims, ethos and co-curricular life and expectations to which the school aspires. The school aims to focus on each individual pupil and their individual needs and entry to the school is academically non-selective. A place may not be offered to a child if it is deemed that the balance of needs within a particular cohort of pupils may be affected adversely. In such cases, particular emphasis is placed upon the needs of the year group into which the child would be admitted. Parents of a child with Special Educational Needs are expected to provide full details on visiting the school.

The school will take reasonable steps to avoid putting disabled pupils at a substantial disadvantage in matters of admission and every effort is made to cater for their needs as far as is reasonable under the legal and moral responsibilities as set out in the Special Educational Needs and Disability Act.

In line with our equal opportunities statement, the school welcomes pupils of all faiths and none and without regard to gender, nationality or colour.

Where demand for places exceeds supply, places will be allocated by considering siblings and connections within the school. A waiting list will also operate on a first-come, first-served basis.

PROCEDURES FOR ADMISSIONS

Parents should contact The Wrekin Admissions Team if they would like to apply for a space at Wrekin Prep.

The Admissions Team will liaise with families and organise a visit to the school. There are also Open Days throughout the school year.

A Registration Form and Registration Fee of £90 are required in all cases.

Following a visit, taster days can be arranged where a child will spend time in school to experience 'a day in the life at Wrekin Prep'.

We require parents of children with special education needs or physical or mental disabilities to discuss their child's needs with the school at the point of enquiry, along with providing all relevant reports and assessments. This is so the school can assess the child's needs and consult with parents about the reasonable adjustments which can be made so that the school can ensure the child will be able to access the education offered, and that we can ensure their health and safety, and the health and safety of others.

Where a prospective child has a disability, the school will discuss with parents/guardians (and medical advisers if appropriate), the adjustments that can reasonably be made for the child if they become a pupil at Wrekin Prep, to ensure that the prospective pupil is not put at a substantial disadvantage compared to a pupil who is not disadvantaged 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 for reasons relating to a child's disability (for example: if despite reasonable adjustments, we feel that a prospective 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, we may not be able to offer a place at the school.

Parents must always share any external professional agency report, including health professionals.

	Criteria	Process
The Lower School including EYFS	Ability to access the curriculum. Potential to cope with levels of independence required at the relevant year group. Age appropriate, good behaviour and social skills	Visits / Including Stay & Play sessions Taster Days School or Nursery reports SENDCo assessment
The Upper School (Years 3-6)	Positive attitudes to learning. Potential to cope with the academic pace and levels of independence required at the relevant year group. Good behaviour and social skills.	Visits Taster Days School reports SENDCo assessment

A place will be offered at the discretion of the Head, if there is confidence that the pupil has the potential to benefit from what the school has to offer. The Head reserves the right to offer a place upon a fixed term probationary period to any pupil joining the school.

Following taster days and SENDCo assessments, an offer of place will be made. A deposit of £200 is payable upon completion of the Acceptance Form (parent contract).

All applications for places at Wrekin Prep are treated with sensitivity, positively in confidence.

From the beginning of the first day on which the school has agreed or been informed that the pupil will attend the school, an entry will be made in the school's admissions register in line with the Educational (Pupil Registrations) (England) Regulations 2024.

BURSARIES

A bursary is a grant of money which is awarded to a pupil by a way of discounting the cost of school fees. Bursaries vary in their value and are awarded following consideration of the family's financial position. All applications are processed in strict confidence and are granted at the Bursar's discretion. All awards made are reassessed annually and may increase or decrease depending on changes to financial status. A telephone call / home visit may sometimes be required to review finances. The information supplied remains strictly confidential and is securely filed. Terms and conditions apply.

OTHER FEE REDUCTIONS

A sibling remission applies for families with three or more children at The Wrekin Old Hall Trust. This can be discussed with the Admissions Department.

HM Forces discounts of 10% per child are available to serving military personnel.

Old Hallians and Old Wrekinians also qualify for a fee remission of 10% per child in educating their child with the Trust.

ADMISSIONS REGISTER

The Admissions Register is held electronically. The Admissions Register includes the following information:

- Name of child in full
- Name the child uses at School
- Sex of child
- Address
- Full names and addresses of parents
- Details of the child's home address
- Start date of school

The Admissions Register will be kept for at least 6 years. The inclusion/deletion from the register is done according to the Education (Pupil Registration) (England) Regulations 2024.

NOTICE

Parents of pupils leaving prior to the end of Year 6 are required to give notice of at least one full term in writing to the Head. Where a parent/guardian/carer expresses their intention to remove a child from school with a view to educating at home, the Designated Safeguarding Lead will coordinate a meeting with the relevant Local Authorities, other relevant schools, other key professionals and parents where possible. This is particularly important where a child has Special Educational Needs, is vulnerable, and/or is being monitored by social services.

The policy is subject to annual review by the Head and Senior Leadership Team and the School Admissions Team.

Last review: October 2026

Date for next review: October 2027