



# FAIRFIELD PREP SCHOOL

## Admission Policy

### 1. Introduction

Fairfield Prep School is an independent day school for boys and girls aged between 3 - 11. The school belongs, along with Loughborough High School, Loughborough Grammar School and Loughborough Amherst School, to The Loughborough Schools Foundation (LSF), a family of schools situated on a single campus in Loughborough. The School is a member of IAPS.

Our aim is to recruit individuals who will benefit from, and contribute to, all aspects of life at Fairfield Prep School, embracing and enriching the academic standards and busy, diverse extra-curricular programme in accordance with the ethos of the School.

The School is pleased to receive applications for admission from pupils irrespective of race, nationality, colour, ethnic or national origin, religion or creed, disability or previous educational background. All applications are treated equally. In particular, the School takes seriously its responsibilities to ensure compliance with the Special Educational Needs and Disability and Equality Acts. The only restrictions we place on entry are those of ability, behaviour and numbers. It is our wish to allow all successful candidates to have a place at Fairfield Prep School, although this is not always possible when demand exceeds the number of places available.

### 2. The Procedure

#### a) Registration

An application form must be completed and returned prior to the entrance assessment, together with the non-returnable registration fee. Application forms can be found in the Further Information Booklet, downloaded from the relevant page of the School's website <https://lsf.org/fairfield/admissions/apply/> or on request by calling 01509 283808 or emailing Mrs Wyatt, Registrar, [fairfield.admissions@lsf.org](mailto:fairfield.admissions@lsf.org). Please be aware that the School reserves the right to ask to see a child's birth certificate.

Admission to the School is dependent upon two factors: firstly, a prospective pupil must meet, through their results in the entrance assessments\*, the academic criteria required to meet the educational standards of the School; secondly, the School must be satisfied that a pupil's attitude to study and behaviour are commensurate with the ethos of the School. This will be assessed through a pupil's attitude and behaviour during the entrance assessments and, for entry into Years 1 – 6, the reference provided by the existing school.

*\* A separate entrance assessment is not required for children (who joined Fairfield Kindergarten prior to October half term), moving from Kindergarten to Reception, as academic criteria, attitude to study and behaviour will be assessed by ongoing observations whilst in the Kindergarten Unit.*

#### b) Kindergarten Admissions

Children are eligible to start Kindergarten on the day on which they have their third birthday, subject to places being available. Should the offer of a place be deferred by a parent after the child's third birthday, the child's name will be returned to the official waiting list and will be considered as a new applicant. Places are allocated according to availability; as specific days cannot always be guaranteed.

The School is only able to offer places to children who are:

- able to attend a minimum of three full days per week in the Kindergarten unit
- emotionally ready to be left with other adults on a regular basis

On receipt of the application form, all children will be offered a pre-entry assessment visit to the Kindergarten at a mutually convenient time ahead of their start date. Prospective children will have the opportunity to spend a session within the Kindergarten unit to enable the designated members of staff to gauge their level of skill development and readiness for Kindergarten.

During their pre-entry assessment, prospective children will be presented with a variety of activities to explore. We will be specifically looking for children who have the language skills appropriate to their age, suitable concentration levels, but more importantly are eager and ready to learn.

The Pre-Prep Co-ordinator will consider the observations made by staff during the pre-entry assessment visit before deciding whether to offer a place.

Parents of children who join Fairfield Kindergarten prior to October half term will be notified by the end of the Autumn term of an offer of a Reception place for the following September. Reception place offers are dependent on the criteria specified in Section 2, Paragraph 2.

In the event that a Kindergarten place becomes available for a child on the waiting list after they have completed a Reception Entrance Assessment and been made a Reception place offer for the forthcoming September, the requirement for a pre-entry assessment visit to the Kindergarten will be waived.

### **c) Entrance Assessments: Reception to Year 6**

Admission to the School in Reception follows an assessment process to evaluate every child's potential for learning. This is undertaken on a one to-one basis in the school setting.

Admission to the School in Year 1 and Year 2 follows an assessment process to evaluate skills in numeracy and literacy and the potential for learning. All the work is set at ability levels appropriate for the age group within Fairfield and these assessments should be seen as a positive opportunity for your child to show their ability in these academic areas. Children will then be invited into School for a final school based assessment.

Admission to the School in Years 3 to 6 is an opportunity for the School to assess your child's abilities in the core subjects of Mathematics and English along with some measures of general ability. All the work is set at ability levels appropriate for the age group within Fairfield and these assessments should be seen as a positive opportunity for your child to show their ability in these academic areas.

Children usually enter the School in the academic year they become 4 (for Reception) and 7 (for Year 3), but children are accepted at all other age ranges, subject to places being available. The usual process of entry is for children to take up their place at the start of the Autumn Term following the entrance assessment in January.

Should a family move into the area at short notice or have another reason for their child not having taken the entrance assessment in January, it is possible for their child to sit an

entrance assessment at an alternative time. Sessions are usually held once each half term, at the discretion of the Headmaster and subject to available places. Parents who would like their child to be admitted to Fairfield Prep School in this way are required to follow the normal procedure by completing the necessary application form before their child's application can be considered.

#### **d) Additional Information**

Any Special Educational Needs that a child has are taken into account when applying for entry. Parents must apply for a place by submitting the required details on the application form and providing an up to date report from an educational psychologist stating the special needs of the pupil.

A designated member of staff will make contact with the child's current school/early years setting to request further information and will, depending on the content of the educational psychologist's report, make appropriate access arrangements for the entrance assessment.

We will request reports from a child's current school or early years setting. We expect parents to inform their child's Head Teacher/Nursery Manager of their intention to enrol their child for our Entrance Assessment Day.

#### **e) Selection**

The final selection of candidates takes into account not only the entrance assessment performance, but also all the other available data and is made by the Headmaster after consultation with the relevant staff.

We do not publish details of results and, in accordance with the Data Protection Act 2018 (Schedule 2, Part 4 (25)) we are not required to provide examination scripts to parents.

The School notifies parents as soon as all the assessments have been completed and school reports received. This would normally be approximately two to three weeks after the initial assessment.

#### **f) Acceptance**

The parents of successful candidates are sent a copy of the Terms and Conditions for The Loughborough Schools Foundation and are required to sign the Acceptance Form and pay a deposit by the deadline for the acceptance of places. In the event of this deposit not being received, the offer of a place will be withdrawn.

Deposits will be returned at the end of the child's education at Fairfield, providing the required notice of one term has been given. We are not able to admit a pupil until all financial obligations to any other school have been met.

#### **g) Children who do not gain admission**

Parents will receive a letter from the Headmaster inviting them to approach the Registrar at Loughborough Amherst School regarding a place as an alternative route to academic development and future examination success within the Foundation.

There is, on occasion, a small reserve list produced for children where pupil application numbers exceed places available. The parents of these children are informed that a place could be offered at a later date, were a parent to withdraw a previous acceptance and a place therefore become available. All children on the reserve list will have met our academic criteria.

Children are assessed only once each academic year. If children are unsuccessful in this attempt, they can reapply to sit the entrance assessment in the following year and subsequent years if they so wish.

### **3. Progression from the Pre-Prep Department to Year 3**

For all children who join the School in Reception, transfer from Year 2 to Year 3 is automatic, unless in the opinion of the Headmaster, a child has not attained a sufficiently high standard of work or conduct, to benefit them from continuing their education in Year 3.

### **4. Admission to the Senior Schools**

Transfer from Year 6 to Year 7 within the Foundation is not automatic and all children are required to sit the Senior School entrance examinations for Scholarship, means-tested Bursary and benchmarking purposes.

#### ***Review***

*Reviewed*     *February 2020*

*Review date*   *February 2021*