



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, Loughborough Amherst School and the The Loughborough Nursery, 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 accepts 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, together with the non-returnable Registration Fee. Application forms can be found in the 'Further Information Booklet' (alongside the Prospectus), completed on the relevant page of the website <https://lsf.org/fairfield/admissions/apply/> or on request by calling 01509 283808 or emailing the School Registrar via fairfield.admissions@lsf.org.

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 uphold the educational standards of the School; secondly, the School must be satisfied that a child's attitude to study and behaviour are commensurate with the ethos of the School. This will be assessed through a candidate's attitude and behaviours during the entrance assessments and additionally, for entry into Years 1 to 6 (or part way through Reception), the reference provided by the existing school.

Kindergarten children who joined the unit prior to the October half term preceding their Reception entry are not required to take part in the January entrance assessment sessions, subject to individuals making the academic progress required of them and meeting the behavioural expectations of Fairfield whilst in Kindergarten.

b) Kindergarten Admission

Children are eligible to start Kindergarten on the date of their third birthday. This is subject to places being available and when the date of their third birthday falls during the academic year, in order to ensure the most seamless and least disruptive transition for the child. Should the child's start date be deferred by a parent after the place offer has been issued, the child's name will be returned to the Kindergarten waiting list and will be considered as a new applicant. Early application is encouraged and although the Kindergarten Manager will



FAIRFIELD PREP SCHOOL

Admission Policy

make every effort to accommodate families' preferences, places are allocated according to availability and specific days cannot always be guaranteed.

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

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

Subject to a suitable place becoming available, children will be invited to a 'Stay and Play' session ahead of their potential start date. During this session, prospective children will have the opportunity to spend time within the unit, to enable designated members of staff to gauge the child's level of skill development and readiness for Kindergarten.

During the session, 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 and suitable concentration levels, but more importantly, are engaged, eager and ready to learn.

Our Pre-Prep Coordinator will consider the observations made by staff during the Stay and Play session before deciding whether to offer a place.

Parents of children who join Fairfield Kindergarten prior to the October half term preceding Reception entry 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 child meeting the criteria specified in Section 2a, Paragraph 2. Parents will be required to return a renewed set of contractual paperwork by way of Acceptance of the place in the main school.

In the event that a Kindergarten place becomes available for a child on the waiting list after they have been offered a Reception place as a result of a successful outcome of the January entrance assessment, the requirement to undertake the Stay and Play session for entry into 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 into 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. Where possible, children are also invited to remain with us for the rest of the school day, by way of a 'Taster' experience for them and the opportunity for staff to observe them in one of our classroom settings.

Admission in to the School in Years 3 to 6 ('Upper Prep') is an opportunity for the School to assess children'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 the ability in these academic areas. Where possible, children are also invited to remain with us for the rest of the school day, by way of a 'Taster' experience for them and the opportunity for staff to observe them in one of our classroom settings.

Children can enter the School into any year group, subject to places being available. The



Admission Policy

most common process of entry is for children to take up their place at the start of the Autumn Term, having sat the entrance assessment in the preceding January. However, in remaining flexible to the needs of our families, the School admits children all throughout the academic year and scheduled assessment sessions are held once a month during term time. Parents wishing for their child to be admitted to Fairfield Prep School via this route 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 of an applicant child 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 needs of the child.

A designated member of staff will contact 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.

It is a standard part of the admissions process for children joining the School into Years 1 to 6 (or part way through Reception), that we will request reports from a child's current school or early years setting and place offers cannot be released without this being adhered to. We expect parents to inform their child's Head Teacher / Nursery Manager of their intention to enrol their child for our entrance assessments.

e) Selection

The final selection of candidates takes into account not only the entrance assessment performance, but also all the other available data and the decision is made by the Headmaster after consultation with the relevant staff. Where a place offer is not made, the Head's decision is final and the School will not enter into any further discussion or correspondence on the matter once parents have been notified of the outcome.

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 of the outcome at the earliest opportunity once the assessments have been completed and marked and the necessary school reference has been received.

f) Acceptance

The parents of successful candidates are sent a suite of Offer / Acceptance paperwork, including the Foundation's Terms and Conditions. In order to accept the offer of the place, parents are required to sign and return the Acceptance Form and associated paperwork, as well as provide copies of ID documentation (Birth Certificate and passport, where possible) and pay a deposit by the deadline stated in the offer letter. In the event of the 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.



FAIRFIELD PREP SCHOOL

Admission Policy

g) Children who do not gain admission

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

There is, on occasion, a small reserve list produced for children who have met our academic criteria, but 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 became available.

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

For all children who join the School in the Pre-Prep, 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

Children must have joined Fairfield during Year 3 in order to be guaranteed a place at one of the Foundation Senior Schools. By the end of Year 5, these pupils will be offered a Year 7 place based on internal tracking and monitoring of performance, at either Loughborough Grammar School or Loughborough High School and / or Loughborough Amherst School. Pupils who do not join the School during Year 3 will be required to sit the 11+ entrance assessments at the Senior School/s of their choosing.

Review

Reviewed: December 2021

Review date: December 2022