



## Admissions Policy

Last revised: Lent 2024

Next review: Lent 2025

This is a Whole-School policy. It is relevant to all Staff and Pupils at Repton Prep and should be read in conjunction with the following policies:

- *Accessibility Policy*
- *Behaviour Management Policy*
- *Expulsion, Removal and Review Policy*
- *Parental Support for the Aims and Ethos of the School*
- *Safeguarding and Child Protection Policy*
- *Guardianship Policy*

### 1 General information

1.1. At Repton Prep, learning is embedded through a practical, broad and engaging curriculum. Using their formative years to discover talents, interests and values, our balanced curriculum combines academia, sport, creative arts and extracurricular activities, making a truly special educational setting.

1.2. Repton Prep is a co-educational independent School for pupils from ages 3 to 13. The School has 400 pupils, of whom around 5-10% are boarders. Deciding on the right school for your child is very important, and hence our policy is to provide individual and individualised tours for every child and their family, in person or virtual, followed by a taster day for the child. We also stage Open Days – a mixture of whole-school and stage specific events – and aim to invite prospective parents to other suitable occasions to speed their integration. Families arrange bespoke experiences via our Admissions Managers, usually coming to us via the School website and often visiting Repton on the same day, introducing them to the potential through-school journey.

### 2 Admissions procedures

2.1. Repton Prep assesses each individual application on its own specific merit, and for Nursery to Year 2 there is no selection criteria and entry is open to all. Pupils joining Year 3 and above will

be asked to complete assessments as part of the admissions process. Children will be invited to attend one of our group assessment days as well as a taster day with us. Subject to a successful taster day and satisfactory school report and reference from your child's current school, a place can then be offered. Under the circumstance that there are any concerns over access to the Repton Prep curriculum, if it is agreed that on balance a pupil would gain and contribute a great deal from Repton Prep, and suitable accommodation can be made for their needs, a plan will be formed to allow confident entry to the School. International students will also have Oxford Online English tests and a further assessment of their English competency at interview by our EAL Coordinator.) Our selection process is designed to identify pupils from anywhere and from any background who are able to benefit from our balanced and well-rounded education and to make a positive contribution towards the life of the School.

2.2. Pupils may enter into any year group. Year 7 is a very popular point of entry, and hence there is a specific Year 7 entrance day, usually in late January.

2.3. Applicants for admission should register using the registration form on the website.

### **3 Equal Treatment**

3.1. Repton Prep's aim is to encourage applications from candidates with a diverse range of backgrounds. This enriches our community and is vital in preparing our pupils for today's world. A number of bursaries are offered to UK pupils in order to help make it possible for those who would otherwise not be able to afford the fees, and who meet the School's admission criteria, to attend the School. The School's provision for bursaries is described below.

3.2. Repton Prep is committed to equal treatment for all, regardless of a candidate's sex, race, ethnicity, religion, disability, sexual orientation or social background.

### **4 Personalised Learning (Special Educational Needs)**

4.1. Repton Prep does not discriminate in any way regarding entry. The School welcomes pupils with special educational needs providing that the Learning Enhancement department can offer them the support that they require. We welcome pupils with disabilities provided that our site can accommodate them. However, we strongly advise parents of children with special educational needs, physical or mental disabilities to discuss their child's requirements with Repton Prep before he/she/they sit(s) any entrance exam or progresses to taster days so that the School can advise whether it can make reasonable adjustments in order to provide adequately for him/her/them. Parents should provide a copy of an educational psychologist's report or a medical report if they have one. The School will discuss thoroughly with parents and their medical advisers the adjustments that can reasonably be made for the child if he/she/they were to become a pupil at the School.

## **5 The Assessment Process**

5.1. The aim of the process is to identify ability and potential. Repton Prep is looking for well-rounded pupils with a genuine interest in education in the broadest sense of the word, capable of accessing a varied curriculum and co-curriculum. The School has strong traditions in music, drama, art and sport. There are many extra-curricular activities, all of which are important in developing a well-balanced, confident young person.

5.2. Entry from Year 3 onward involves sitting written assessments. These assessments are a combination of online and handwritten assessments. We will always make best efforts to bring pupils to Repton Prep to sit these in person, for example on a group assessment day, but if this is not possible best efforts will be made to have them sat at their current school or another suitably supervised venue. If this is entirely impossible, given the nature of the tests it is acceptable under some circumstances for these tests to be sat at home.

5.3. Assessments will be in English, Maths, Verbal and Non-Verbal reasoning. There is also a creative writing piece to complete in addition to these online assessments. These are provided by GL Assessments.

5.4. At all entry points, once a place is offered, the timescale for accepting the place will be as stated in the offer letter, ordinarily 14 days.

## **6 The Assessment Process – International Sponsored Visa Applicants**

6.1. We welcome applications from overseas pupils and the aim of the assessment process is to identify ability and potential. Repton Prep is looking for well-rounded pupils with a genuine interest in education in the broadest sense of the word, and require sufficient aptitude and familiarity with the English language and other curricular content to render them capable of engaging with the School experience both academically and socially.

6.2. All applicants that require a Sponsored Child Visa will have a personal interview online or in person with the Head and the Admissions Manager. In appropriate circumstances a second interview with our EAL Coordinator will be arranged to check aptitude and support need. A satisfactory school report is also a condition of entry for all.

6.3. For all overseas applicants the entrance assessment consists of the same entrance tests: English, Maths, Verbal and Non-Verbal reasoning. There is also a creative writing piece to complete in addition to these online assessments. Currently the School is moving from GL to Atom Learning, and this pilot has already proven so positive that this will be standard practice to use Atom going forward. Overseas applicants are given 10% extra time to complete these assessments if English is an additional language.

6.4. In line with both the school's prominent focus on safeguarding and aligned with visa sponsorship requirements, families must agree to our Guardianship Policy, the key features of which are that guardianship must be provided by an AEGIS or BSA Accredited guardian subject to

the DBS checks associated with this. The only alternative to this arrangement is a close blood-relative (grandparent, uncle or aunt, or sibling over 25 years old who must be a British Citizen or have 'indefinite leave to remain.')

Some flexibility in the above arrangements may be offered, at the School's discretion, to those families who live in Northern Ireland, Ireland and other island dependencies close to the UK.

## **7 Sibling Policy**

7.1. Most siblings join us at Repton Prep. However, admission is not automatic and there may be occasions where the School judges that a sibling is likely to thrive better in a different academic environment. There is no 'sibling discount' at Repton Prep, though any family with multiple children in the School is equally entitled to apply for means-tested bursarial support should they feel it is necessary.

## **8 Bursaries**

8.1. Repton Prep's bursary programme seeks to extend access to Repton Prep to those who might otherwise not be able to afford the fees, subject to budgetary constraints. The School offers means tested awards annually to entrants at the usual points of entry. Bursaries are means-tested and, unless there significant (usually legal) reasons that this should not happen, both parents are required to provide proof of their income and assets. The level of support varies according to familial need.

8.2. The School's practice is to allocate its available bursary funding to pupils on entry to the School. The School's expectation is that parents who do not choose to apply for a bursary at the time that their child is being assessed, will not require financial support throughout the time that their child attends the School, though it is possible at any time for a family to approach the School for assessment of need. Based on that assessment, remission may be available, or other supportive measures such as payment plans etc.

## **9 Overseas Applicants**

9.1. We welcome overseas pupils who can study at Repton School as a boarder provided that he/she/they has a legal guardian living in the UK. The legal guardian should be someone whom he/she/they can stay with for some weekends and who will take responsibility for all travel arrangements to and from the School at the beginning and ends of each term, including half terms. All guardians are asked to sign a Guardianship Agreement with the school in line with the Guardianship Policy, see Appendix C. The key features of the Guardianship Agreement are that guardianship must be provided by an AEGIS or BSA Accredited guardian subject to the DBS checks associated with this. The only alternative to this arrangement is a close blood-relative (grandparent, uncle or aunt, or sibling over 25 years old who is either a British Citizen or has settled status.) Please also note the proviso given in this policy section 6.4.

9.2. Repton Prep does offer short-term study programmes. Entry to those programmes is the same as for those who apply for longer term places and the experience is the same, with some adjustment made for special programmes run within the Repton Family of Schools.

## **10 Fluency in English**

10.1. In order to cope with the academic and social demands of Repton Prep pupils must be competent and confident English speakers. Tuition in English as an Additional Language (EAL) can be arranged and is included in the school fees.

## **11 Religious Beliefs**

11.1. Repton Prep has strong Christian roots, however, the School does not select for entry on the basis of religious belief, and it offers the opportunity for pupils to practise their own faiths.

## **12 School's Contractual Terms and Conditions**

12.1. Copies are on the School website and will be made available to parents as part of the admissions process.

## **13 Complaints**

13.1. The School hopes that parents and pupils will not have any complaints about the School's admissions process, though if they do they should write to the Deputy Head (Admissions & Marketing) initially.

JDW February 2024