

PORT · REGIS

POLICY NAME	Admissions	POLICY OWNER	Head of Admissions
APPROVED BY	Communications Committee/CoM	DATE APPROVED	November 2024
DATE OF LAST REVIEW	September 2024	DATE OF NEXT REVIEW	August 2025

15a - Prep School Admissions Policy

GENERAL

Port Regis is a co-educational independent school for pupils aged 2 to 13. The school has over 300 pupils, of whom over half are boarders. Deciding on the right school for your child is very important, and we believe that a personal visit is invaluable. We would suggest that prospective parents visit Port Regis with their child at their earliest opportunity and at least during the year prior to the proposed entry. We hold an Open Morning each term, which gives a general introduction to the school, or individual tours can be arranged to suit family requirements. Details are published on our website www.portregis.com. Please contact the Admissions Office on +44(0)1747 857914 or email admissions@portregis.com to arrange a visit.

For information about admissions to Port Regis Pre-Prep, please refer to the Port Regis Pre-Prep Admissions Policy, at the end of this section.

THE PREP ENTRY PROCEDURE

Our admissions process is designed to identify pupils who are able to benefit from our balanced and well-rounded education and who will make a positive contribution towards the life of the school.

The usual points of entry are from two years of age, Reception and Year 3. However, year groups increase in size as pupils join in successive years, leading to four form groups in the Upper School years (Years 7 & 8), our oldest year groups. Please contact the Admissions Office for further details.

Applicants for admission should register as early as possible, preferably at least a year before the desired date of admission. A non-refundable registration fee is payable with the Registration Form which is available from the Admissions Office or from the website.

Once the school offers a place, parents are required to complete a Confirmation Form and to pay a confirmation fee.

Parents applying from an independent school for entry for the next term will be informed of the likely expectation by their current school, of a term's fees in lieu of notice and the ISC protocol about change of schools.

Where parents are applying for entry more than a term in advance, the Admissions Department will request a copy of the child's most recent report in anticipation of the child starting at Port Regis. This usually takes place before the start of the child's final term at their current school.

EQUAL TREATMENT

Port Regis' aim is to encourage applications from candidates with as diverse a range of backgrounds as possible. We are mindful of our obligations under the Equality Act 2010 during the Admissions Process. This enriches our community and is vital in preparing our pupils for today's world. Bursaries are available on a means-tested basis in order to make it possible for as many as possible who meet the School's admission criteria to attend the School. The School's provision for bursaries is described below.

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

SPECIAL EDUCATIONAL NEEDS

Port Regis does not unlawfully discriminate in any way regarding entry. The School welcomes pupils with disabilities and/or special educational needs, provided we can offer them any support that they require and cater for any additional needs and that our site can accommodate them. We aim to ensure that all our pupils, including those with disabilities and/or special educational needs, are provided with a safe and inclusive environment in which to learn.

Our policy is to apply our admission criteria to all potential pupils. We require parents of children with special educational needs, disabilities or allergies (suspected and diagnosed) to discuss their child's needs with the School at the outset of the admissions process so that we can make adequate provision for them.

Parents are required to provide with the Registration Form full details of all relevant information, including any reports (including any educational psychologist reports, medical reports or other relevant expert third party reports), materials or information about their child's needs, and this may include any final or draft EHC Plans before the child attends a Taster Day. This is so that the School can assess their child's needs and consult with parents about any adjustments which can reasonably be made and so that the School can ensure, for example, that their child will be able to meaningfully access the education offered and that we are able to ensure their health and safety, and the health and safety of others.

Where parents of a prospective pupil feel their child requires adjustments, the School will discuss with parents (and their child's medical advisers, if appropriate) the adjustments proposed and whether they can reasonably be made for the child if they were to become a pupil at the School.

There may be exceptional circumstances in which we are not able to offer a place for reasons relating to a child's special educational needs and/or disability. For example, if, despite reasonable adjustments (in the case of disability), we feel that a prospective pupil is not going to be able to meaningfully 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.

Sometimes, the situation of pupils with disabilities and/or special educational needs changes between an offer of a place being made and the pupil starting at the School. The School requires parents to be pro-active in updating the School as to any significant changes which mean that the information provided during the application process is out of date or incomplete. In the vast majority of cases, this will not affect a pupil's place at the School. However the School may, in exceptional circumstances, need to reconsider the offer of a place if a pupil's circumstances change materially. It is in the pupil's interests that any such decision is made as early as possible to avoid any disruption to their education, so parents are urged to be forthcoming in their communications with the School about any material change to their child's circumstances.

THE ASSESSMENT PROCESS

The central aim of the process is to identify pupils with potential, in particular the potential to succeed at Common Entrance at age 13+, or at senior school entry assessments at the aged of 10 or 11 years. Additionally, Port Regis is looking for well-rounded pupils with a genuine interest in education in the broadest sense of the word, with interests that stretch beyond the confines of the academic curriculum. The school has strong traditions in Music, Drama, Art, Craft, Technology and Sport, as well as many other extra-curricular activities, all of which are important in developing a well-balanced, confident individual.

No specific preparation for our entrance procedure is needed, and all candidates start on an equal footing, with opportunities to display both their academic aptitude and their extra-curricular interests.

Assessment for Reception and below is based on observing informal play in small groups. All other candidates sit papers in Verbal Reasoning and Non-Verbal Reasoning which is usually arranged on a suitable date for both the school and the prospective pupil.

We interview all candidates as part of the assessment process for each age group in the Prep School (Year 3 and above).

SIBLING POLICY

Most siblings join us at Port Regis. 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.

BURSARIES

The Port Regis bursary programme is generous and is designed to make it possible for as many as possible of those who meet Port Regis' entry criteria to take up a place here. The School offers a number of means-tested awards annually to entrants at the usual points of entry, where the parents have indicated on the Registration Form that they require financial support. Bursaries are means-tested in accordance with the criteria published on the School's website from time to time. Both parents are required to provide proof of their income and assets. The level of support varies according to parental need; but can extend to 20 per cent remission in cases of proven need.

Bursaries are always offered for 12 months at a time. The family is required to provide fresh information about its circumstances for every year that their child attends the School. Levels of support may vary with fluctuations in income or wealth.

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, except in wholly unforeseen circumstances.

Our bursary policy can be viewed on our website or can be obtained from the Bursar.

A bursary may be withdrawn in accordance with the terms upon which such award is made or otherwise in accordance with the School's Terms and Conditions.

FINANCIAL INFORMATION

Any applicant for a place at the School, including those who apply for bursary support and overseas applicants, may at the discretion of the School be required to provide additional financial information and/or undergo checks to confirm that they are able to pay the School's fees (or any percentage of the fees still payable if a bursary or scholarship is granted).

INTERNATIONAL APPLICANTS

We welcome overseas pupils, who can study at Port Regis as boarders provided that they have a legal right to enter, live and study in the UK and that they have an Aegis accredited Guardian. We regard a UK resident guardian as essential, supporting the pupil by attending some school events, attending parents' meetings and hosting the pupil over exeat weekends.

FLUENCY IN ENGLISH

In order to cope with the academic and social demands of Port Regis, pupils must be fluent English speakers. Tuition in English as an Additional Language (EAL) can be arranged at the parents' expense.

RELIGIOUS BELIEFS

Port Regis welcomes applications from prospective pupils of all faiths and none.

Although Port Regis has Christian roots, the school does not select for entry on the basis of religious belief, and it offers the opportunity for others to practise their own faiths. However, parents should be aware that all pupils are expected to attend the morning assembly and events such as the annual Carol Concert and Remembrance Day Service.

SHORT TERM STUDY PUPILS

Dependent upon available spaces, Port Regis welcomes a limited number of Short Term Study pupils, defined as those pupils from overseas who join Years 3 to 7 for either one year, one term or one month, with a basic understanding and ability to speak English, whereby they experience a full boarding, academic, sporting, other co- and extra-curricular activities while here for the set duration. Only those pupils who have previously attended Port Regis as a Short Term Study Pupil, may return for one month at the end of Year 8.

SCHOOL'S TERMS & CONDITIONS (PARENT CONTRACT)

Copies are on the school's website and will be made available to parents as part of the admissions process.

COMPLAINTS

The School's Complaints Procedure is on the School's website and can be sent to prospective parents on request. The Complaints Procedure is not available for use by prospective parents.

RECORDS AND REVIEW

Applicant's details will be held on file with due regard to data protection legislation. Please see the School's Privacy Notice for further information about how the School collects, uses and processes personal data.

The School will not hold the personal data of you or your child for longer than is necessary for a lawful purpose. This will generally be no more than six months following an unsuccessful application but reasons to retain personal data longer might include: if the parents express an interest in the candidate re-applying for any reason at a later date or to deal with any ongoing matters or queries arising from the application.

Pre-Prep Admissions Policy

The Pre-Prep Department of Port Regis School, including EYFS, provides a co-educational environment for children from age 2 to 7, in the following class groups – Nursery, Pre-School, Reception, Year 1 and Year 2.

THE PRE-PREP ENTRY PROCEDURE

The Entry Procedure for Pre-Prep candidates does not involve a formal assessment, however other paragraphs mentioned beforehand headed 'Equal Treatment', 'Special Educational Needs', 'Religious Beliefs', 'School's Terms & Conditions (Parent Contract)', 'Complaints' and 'Records and Review' apply equally to Pre-Prep. Bursaries are not normally available to children in the Pre-Prep.

Prospective parents are invited to visit the whole school with their child, meeting both the Headmaster, and the Head of Pre-Prep. A copy of a previous school or Nursery report is also required, as appropriate.

Children may join the Nursery from the day they turn 2 years old and will normally progress to the Pre-School in the term after their third birthday. Attendance is based on sessions – morning and/or afternoon (with or without lunch). We recommend that very young children start with half day sessions, adding sessions in the week and extending to full days when they are ready.

The Nursery follows the guidance and statutory guidelines of the Early Years Foundation Stage 2017.

It is assumed that all Nursery children will progress to the Reception Class, which also follows the EYFS 2024 guidelines, and then to Years 1 and 2. New children may join the Reception Class in the September after their 4th birthday.

TRANSFER FROM PRE-PREP TO PREP SCHOOL

It is expected that children entering Pre-Prep will continue their education at the Prep School, taking regular internal forms of assessment throughout their time in Pre-Prep before entering F Form/Year 3.

If during your child's progression through Pre-Prep they present with any special educational needs these will be addressed as under the Special Educational Needs paragraph on page 2 of the Prep School Admissions policy.

Parents of Pre-Prep children in Year 2 are invited to a meeting in the Prep School prior to the F Form/Year 3 entry in the September to ensure that the transition process runs smoothly for the pupils and their families.

SCF,
Reviewed by Fiona Loveridge, Governor

