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Admissions Policy

2023-2024

Policy Statement

This policy is applicable to all pupils, including those in the EYFS.

Sherborne Prep School (the School), as part of Sherborne School, is a mainstream, co-educational school for children aged 3 to 13 years of age, which offers a supportive environment that enables all students to achieve to the best of their abilities. This includes those who are 'gifted and talented' and those with mild learning support needs and disabilities, who are suited to the School's offer.

Equal Opportunities

- In applying the Admission Policy, the School is committed to safeguarding and promoting the welfare of students, welcoming students from all ethnic groups, backgrounds and creeds whilst balancing human rights and freedoms with the lawful needs and rules of the School community and the rights and freedoms of others.

Admissions Process

- Details of the School's admissions process can be found at [Welcome & Admissions Process Explained - Sherborne Preparatory School](#).
- Sherborne Prep accepts prospective students from backgrounds of all faiths or none, but who have a commitment to the Sherborne Prep Values. The School does, however, expect all its students to attend assemblies, congregational singing and school services which are fundamental to its ethos.
- Children are welcome to apply and join the School at any stage during the academic year. Where there are no places available, a child's name may be placed on the Waiting List following payment of the Registration Fee.
- Parents must disclose any known or suspected circumstances relating to their child's health, physical and mental well-being, allergies, physical disabilities, self-care needs or learning difficulties or social circumstances which could have the effect of impacting on their child's learning and social behaviours, or on those of other children in their prospective class. Failure to disclose important information during the admission process may lead the School to withdrawing an offer of a place after acceptance.
- Wherever possible, prospective children are invited to have a taster session at the School. In order to ensure the School is able to meet the needs of all its prospective pupils, an additional taster day and/or an assessment session with the Head of Learning Support may be required.
- Boarders are accepted if the Head is satisfied that the child is ready and able to embrace boarding.
- Offers are based on initial screening, an interview with the parents and/or pupil (wherever possible), and after consideration of the prospective pupil's last school report. If thought necessary by the Head, additional assessments to measure the prospective child's current levels of learning may be required.
- Any offer of a place at the School will be subject to the School's Terms and Conditions and is at the Head's discretion whose decision is final.

- All staff are informed of new children joining the school and are notified when transfer information becomes available for review.

Children living overseas

- The School welcomes applications from children living overseas. If an international pupil does not hold a UK passport, they may require a Child Student Visa to study at the School. The School is licensed to support child student visa applications. All prospective families must read carefully the requirements of a Child Student Visa to make sure they meet the criteria before making an application to the School.
- A Confirmation of Acceptance of Studies (CAS) will not be issued until the School has received the completed Registration Form and Acceptance Form and the receipt of the Registration Fee, Deposit (if appropriate) and the first term's fees in advance has been confirmed by the Bursary. A copy of the child's passport and birth certificate, latest school reports, the completed Education Guardian Form and the Boarding or Parent Letter must be received by the School before CAS will be issued.
- All overseas children must have a UK based Education Guardian appointed for them in line with the School's Education Guardian Policy. The School is unable to recommend any Guardianship, but suggests parents refer to the AEGIS website (www.aegisuk.net) or the Boarding School Association website (www.boarding.org.uk) for lists of accredited guardianship or BSA certified guardian schemes.

Scholarships and Bursaries

- Scholarships for entry from Year 7 entry are available. Assessment for scholarships is based on the attendance at the Scholarship Day and/or related assessments, references and school reports. All children are required to join the school for a taster day prior to any scholarship assessment and feedback from this is also used in deciding whether to make any Scholarship Award. The Head also has the discretion to award a Scholarship to children in Year 3 to Year 6 inclusive for those with exceptional talent.
- In order to reduce financial barriers to admission, the School provides a number of means-tested Bursaries in accordance with its Bursary Policy.

Anti-Money Laundering - Due Diligence

- The School will incorporate requests for information as to bill payer(s), third parties and sources of funds being used for payments as part of standard admissions procedures.
- The Group will automatically submit details of prospective new parents, third party bill payers, agents and donors to Refinitiv World Check, which is a web-based financial database. This will act as an initial risk assessment, and provide sanctions lists on all those checked, which would contain red flags (if any) and other points the Group may wish to follow up. Source of wealth reports may be requested as well, if considered appropriate.
- The Group will undertake additional checks as appropriate, such as checks against UK Government sanctions lists for individuals and businesses where relevant to their circumstances.
- Existing agents and donors will be checked in the same way, and existing parents and third party bill payers may be as well. It should be noted that once an initial check has been conducted, the Schools will continue the checking process throughout the period a pupil/student spends with us.

- The Group will maintain proper records of all checks undertaken, and the outcome of those checks, which may include a report made to the Group Accountant.
- The School uses Flywire as a payment platform for overseas parents, and encourage all fee bills and other payments in respect of overseas pupils to be paid using that medium. Flywire automatically carry out money laundering checks on bill payers using the platform.
- All records of financial transactions will be kept in accordance with the Group's Records Retention policy. Any reports received by the Group Accountant, or checks completed will be retained for a minimum of 7 years. The records retained will include the original report made to the Group Accountant, and actions from any internal report where the matter was not reported to the National Crime Agency.

Data Protection

- The School will take all reasonable measures to safeguard information provided as part of the admissions process. Information gathered as part of the admissions process will form part of the student's record in the case of successful applicants. Information gathered as part of the application for applicants who are not offered a place will be destroyed.