



SHERBORNE PREP

Admissions Policy

Approving body: SLT

Owner: Admissions

Author: Registrar

Executive Summary

This policy outlines the Admissions arrangement for Sherborne Prep and the guiding principles the School follows in its selection of pupils.



Date of Review: Trinity 2025

Date of Approval: 1 September 2025

Issue Number: 5

Review Due: Michaelmas 2026

Document Number: SPS_REG_001

Contents

Policy Statement.....	2
Equal Opportunities	2
Admissions Process	2
Faith	3
Learning Support	3
Equality, Diversity and Disability	3
Children living overseas	4
Scholarships and Bursaries	5
Anti-Money Laundering - Due Diligence	5
Data Protection.....	6
School's Contractual Terms and Conditions.....	6
Appendix 1: Summary of Changes	6

Policy Statement

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

Sherborne Prep School (the School), part of the Sherborne Schools Group (the Group), 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](#).

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.

Prospective parents are welcome to visit Sherborne Prep, ideally during term time, to meet the Head, staff and current pupils during a normal school day. We hold Open Mornings, usually one per term, details of these can be found on the website. Open Mornings give a taste of Sherborne

Prep life and include a tour of the school, an opportunity to watch an informal musical performance and to meet members of staff and children.

For those unable to visit in person, an online meeting with the Head or Deputy Head can be arranged. We are also very happy to welcome prospective parents and their children at other times for individual visits.

Prospective parents may contact us by:

- telephone: Admissions +44 (0)1935 810911 or School Office +44 (0)1935 812097
- email: admissions@sherborneprep.group
- online: [enquiry form](#)

As part of our admissions process and 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 a successful taster session(s) 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.

In some circumstances, whereby we are unable to provide the necessary level of academic, emotional, physical or pastoral support that we believe a child requires, a place will not be offered. This is in no way to be discriminatory, but we must be confident that we can fully support each child in our care to enable them to flourish.

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.

Faith

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.

Learning Support

If, during a child's time at Sherborne Prep they require leaning support to enable them to access the pace of the curriculum more successfully, additional charge may apply. These charges are broken down on our fee page.

We will offer a child a place at Sherborne Prep if we confidently feel that we can supply the level of support to meet their needs at that point in time and in a way that does not adversely affect other children or staff or overstretch existing resources.

Equality, Diversity and Disability

We welcome applications from pupils from a diverse range of backgrounds. We are committed to the equal treatment of all pupils regardless of their or their parents' sex, race, ethnicity,

religion, disability or sexual orientation. Children will also be treated equally in respect of their parents' age, sex or marital or civil partnership status. Having a diverse student body enriches our community and is vital in preparing our pupils for today's world.

In our admissions process we take into account the individual child's needs. We welcome children with disabilities and special educational needs, providing that we can offer them the support that they require. As a school we are committed to comply with our obligations under the Equality Act 2010. There may be exceptional circumstances where we are unable to offer a place, for example, if a child is unable to access the education offered or if our other children or staff's health and safety is at risk, we reserve the right to decline a place at the school.

During the admissions process, parents must disclose any known or suspected circumstances relating to their child's learning needs, health, physical and mental well-being, allergies, physical disabilities, self-care needs 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.

If a child has an individual specialist report or plan, parents should provide a copy of the report, plan or medical report to support their request, for example for extra time or other special or medical arrangements. This is required so the school can assess the child's needs and can then work with parents to make any reasonable adjustments. Provided that a child can benefit from the type of education we offer, and once a pupil is accepted into the school, the school will work with the family to ensure that any particular learning needs are met. Failure to disclose important information during the admission process may lead the School to withdraw an offer of a place after acceptance.

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 a 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.

Children for whom English is an additional language and who cannot attend a taster session will be invited to have an online interview with a senior member of staff, complete an online cognitive assessment and a short written English assessment. This enables us to get to know the child and helps to assess their level of English competence. We will also require school reports from the previous academic year.

Pupils who are at an early stage of learning English as an additional language (EAL) or who are at a more advanced stage of learning English but still below the level of competence expected within their age group, will require additional support from our EAL specialist.

Recommendations will be made alongside the offer of a place about the amount of EAL lessons required per week. This will be continually monitored and lessons may need to be increased or decreased, depending on levels of learning. This extra provision is not included in the school fees and is charged as an extra.

Scholarships and Bursaries

Scholarships for entry from Year 7 entry are available. Assessment for scholarships is based on 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 School 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.

School's Contractual Terms and Conditions

The Terms and Conditions are made available as part of the admissions process.

Appendix 1: Summary of Changes

- This is the first issue of this policy in the updated policy format.