



Admissions Policy

This policy is inclusive of all pupils in the school including those in the Early Years Foundation Stage

Reviewed: December 2025

Reviewed by: B Beardmore-Gray and J Morrin

INTRODUCTION

Moulsford Preparatory School (“the School”) is an independent day school in Oxfordshire for pupils aged between 3 and 13. The Headteacher is responsible for admissions and the operation of this policy.

The aims of this policy are:

- To ensure compliance with the School’s charitable purposes.
- To set selection criteria and procedures that are consistent with this charitable purpose and fair to applicants.
- To identify applicants whose academic and other abilities appear to match the ethos and standards of the School and whose personal qualities suggest they have the potential to contribute sufficiently to the school community and benefit from the many opportunities that are offered here.

The selection criteria is determined and reviewed from time to time by the Governors of the School. Those involved have received appropriate training.

This policy should be read in conjunction with the Equal Opportunities policy and the Accessibility Plan.

SPECIAL EDUCATION NEEDS AND DISABILITY

The School does not unlawfully discriminate in any way regarding entry.

The School has limited facilities for the disabled but will do all that is reasonable to comply with its legal and moral responsibilities under the Special Educational Needs and Disability Act 2001 and 2014 in order to accommodate the needs of applicants who have disabilities (including EAL – please refer to the EAL Policy) for which, with reasonable adjustments, the School can cater adequately.

Parents or guardians of an applicant who has any disability or special educational needs should provide the Headteacher with full written details when applying for admission and any additional information at least one week before visiting the school, open morning or assessment day at the School.

The School needs this information so that, in the case of any applicant with particular needs, we can assess those needs and make sure the School can provide adequately for them throughout the

admission process, including but not limited to, enabling the School to make reasonable adjustments to any process.

The School will consult with parents or guardians about the adjustments, which can reasonably be made for the applicant both during the admission process and later as a pupil to ensure that the prospective pupil is not put at a substantial disadvantage compared to a pupil who is not disadvantaged because of disability.

There may be exceptional circumstances in which we are not able to offer a place for reasons relating to a child's disability. For example, if, despite reasonable adjustments, we feel that a prospective pupil is not going to be able to access the education offered, or that their health and safety or those of other pupils and staff may be put at risk, we reserve the right to decline a place at the school.

BURSARIES

New parents should apply for a Bursary before signing their contract. Current parents or guardians who are experiencing genuine financial difficulties may apply to the Governors for a Means Tested Bursary at any point, by completing a Bursary Form. Please contact the Bursar for further details.

Bursaries are means tested and the process is carried out by an external body. Parents will be required to provide detailed financial information and will be visited in their home. The body then sets the level of the bursary, communicates the financial information and its recommendation to the school's Bursary Committee, which then decides the level of the Bursary to be offered.

The award of a bursary is tenable for 12 months or at the end of the academic year (whichever is the sooner), but may be renewed thereafter. The level of bursary and parents or guardian's current financial circumstances are reviewed annually. The award of a bursary is entirely at the discretion of the Bursary Committee.

The maximum value of the bursary is 100% of the Day Pupil fees.

SIBLING DISCOUNT

Families that have three or more children at Moulsoford will receive a 20% discount, which will be applied to the net school fees for the third, fourth and any subsequent children, assuming that at least three children are enrolled at the school. There is no discount for supplementary charges.

ENTRY POINTS

The usual entry points are at Pre-school, Reception, Year 1 & Year 3 although pupils may be accepted at other points if places are available.

For the purposes of entry applicants' ages are calculated from 1st September according to UK custom.

Occasionally, an applicant may have fallen behind in his/her education due to illness, time spent abroad, etc. In such a case, the School may offer a place in a year lower than the applicant's age would normally imply. Occasionally, the School may also offer an outstanding applicant a place in a year ahead of his/her chronological age group. Parents or guardians will be consulted before such an offer is made, but the decision as to the appropriate year for the applicant, taking into account all the relevant circumstances, is a matter for the Headteacher, whose decision is final.

ADMISSIONS TIMETABLE

Parents or guardians of prospective pupils are encouraged to visit the School, including a tour and meeting with a senior member of staff. Prospective pupils are also encouraged to visit the School with their parents.

Parents or guardians of applicants must complete a Registration Form (see 'Prospectus and Information for Parents' and on request) and pay the appropriate Registration Fee.

Pupils entering the school in Year 3 or above normally attend an assessment morning, in late October or November, prior to the year of admission. Parents or guardians who have completed a Registration Form will be sent details of the date and times of the Assessment morning, together with any relevant additional information relating to the day. Parents or guardians who have not heard from the School by four School days before the published date of the Assessment Morning are requested to contact the School. The School cannot accept responsibility for administrative errors or post going astray. If pupils are unable to attend the assessment morning, they will be invited in to visit prior to admission in order to assess the suitability of the School for them.

Pupils entering Year 2 or below will be invited in to visit prior to admission in order to assess the suitability of the School for them.

If the applicant has any special educational needs or disability parents or guardians must notify the School on the Registration Form and provide full written details, including a copy of all reports prepared by an Educational Psychologist where available. From the information provided by the parents or guardians on the Registration Form and associated documentation, the School shall determine whether special conditions will apply to the applicant at the Assessment Morning.

Detailed results of the Assessment Morning are confidential to the School and are not normally released.

The School will seek a written reference from the applicant's current school.

Letters offering places will normally be sent out within one week of the Assessment Morning. Parents or guardians will be asked to accept the offer, complete and return the Acceptance Form and pay the securing fee within about two weeks. If no response to an offer has been received within the time specified in the offer, the School will assume that the offer has been declined and the place may be offered to another applicant.

Letters will also be sent out to those parents or guardians whose applicant has not gained a place and to those whose name has been placed on the waiting list within one week of the Assessment Morning.

SELECTION

The preconditions for admission are that:

- The applicant is of the appropriate age and sufficient maturity.
- The School is able to provide adequately for any special educational needs (if any) the applicant may have.
- The School, having made reasonable adjustments, has the capacity to cope with any disability the applicant may have.
- The present school reports satisfactory attitudes and conduct on the part of parents or guardians and the applicant (if applicable).
- Fees (if applicable) at the present school have been paid.

The academic criteria for selection at Moulsoford Preparatory School are:

- Satisfactory performance at the school's Assessment Morning.
- A positive recommendation from the Head of the applicant's present school.
- A satisfactory interview at the School.

Preference factors are that:

- the applicant is a sibling of a pupil already at the School, or has a sibling who is also seeking admission, although being a sibling does not give automatic admission to the School;
- the applicant has special aptitudes or gifts. The School is looking for well-rounded and balanced pupils and those with exceptional abilities in sports, music and the arts, and for pupils who will benefit from the educational provision the School offers and contribute to school life.

Factors which will not be taken into account in the assessment of a pupil for admission are: the applicant's skin colour, race, nationality or ethnic or national origin, religious faith, socio-economic group, sexual orientation or those who have undergone gender reassignment.

Sanctions, Misbehaviour and Exclusion

See: 'Promoting Good Behaviour Policy: Prep School Y3-8' and 'Promoting Good Behaviour Policy: EYFS and Pr-Prep' available on the School Website.

ADMISSIONS REGISTER

Moulsoford Preparatory School (the School) keeps and maintains an admissions register in accordance with the School Attendance (Pupil Registration) (England) Regulations 2024.

The School will notify the appropriate Local Authority (LA) when a pupil of compulsory school age is added to or deleted from the admissions register, in accordance with statutory requirements.

A pupil's name may only be deleted from the admissions register where one of the statutory grounds set out in the Regulations applies. Deletion will not take place unless the School is satisfied that the relevant legal criteria have been met and, where required, reasonable enquiries have been completed.

Grounds for deletion from the Admissions Register

A pupil's name may be deleted from the admissions register in the following circumstances:

- Registration at another school; When the School has received confirmation that the pupil has been registered at another school. A pupil's name will not be removed solely on the basis of parental intention to move schools.
- Special school placement; Where a pupil has become a registered pupil at a special school under arrangements made by the Local Authority. The pupil's name will not be removed until the Local Authority has confirmed the placement.
- Education otherwise than at school; When the pupil has ceased to attend the School and the School has received written notification from the parent that the pupil is receiving education otherwise than at school (for example, elective home education), and the Local Authority has been informed as required.
- Failure to return following authorised leave of absence; Where a pupil has been granted a leave of absence and fails to return to school after the expiry of that leave, and both the School and the Local Authority have made reasonable enquiries and have no reasonable grounds to believe that the pupil will return.
- Continuous absence (where applicable under the Regulations); Where a pupil who is not of compulsory school age has been continuously absent from the School for at least 20 school days, reasonable enquiries have been made by both the School and the Local Authority, and there are no reasonable grounds to believe the pupil will return.
- Permanent exclusion; Where a pupil has been permanently excluded from the School.
- Death of a pupil; Where the School is notified that a pupil has died.

In all cases where a pupil's whereabouts are unknown or attendance has ceased unexpectedly, the School will work collaboratively with the Local Authority to support Children Missing Education procedures and safeguarding enquiries before deleting a pupil's name from the admissions register.

Attendance Register

- A pupil's name may only be deleted from the attendance register once their name has been lawfully deleted from the admissions register, in accordance with the Regulations.
- All actions relating to admission and deletion from registers will be recorded accurately and retained in line with statutory and safeguarding requirements.

CHILDREN MISSING EDUCATION (CME)

Moulsford recognises its statutory responsibility to safeguard pupils and to work with the Local Authority (LA) to identify, prevent and respond to Children Missing Education (CME).

In accordance with the Children Missing Education statutory guidance and the School Attendance (Pupil Registration) (England) Regulations 2024, Moulford will notify the Local Authority when a pupil of compulsory school age is added to or removed from the admissions register at a non-standard transition, including where a pupil:

- leaves the school before completing the school's final year; or
- joins the school after the start of the school's first year.

Moulford will also provide information to the Local Authority in respect of standard transition points, where this is requested.

The school will monitor attendance closely and will take prompt action where a pupil fails to attend regularly or where absence is unexplained. Where there are concerns that a pupil's whereabouts are unknown, Moulford will make reasonable enquiries to establish the pupil's location and will work collaboratively with the Local Authority to support any CME enquiries.

- Moulford will notify the Local Authority where attendance concerns indicate a risk that a pupil may be missing education, including where:
 - a pupil has persistent or irregular attendance;
 - a pupil is absent without authorisation and their whereabouts cannot be confirmed; or
 - other safeguarding concerns arise in connection with non-attendance.

All actions taken under this policy will be recorded appropriately and will be undertaken with due regard to safeguarding responsibilities and the welfare of the child. A copy of the Attendance Policy is available on the school website.

COMPLAINTS

We hope that you and your child do not have any complaints about our admissions process; but copies of the School's complaints procedure are available on the website and can be sent to you on request.