

1. General

Wycliffe College Prep School ('the School') is a co-educational independent school for pupils from ages 3 to 13. Deciding on the right school for your child/ren is very important, and we believe that an in-person visit is invaluable. We very much hope that you and your child/ren will visit the School. We hold a number of open events throughout the year, which give a general introduction to the School. Details of these open events are available on our website.

The School is very happy to welcome prospective parents and their children at other times. Please contact the Prep School Admissions Manager on 01453 820471 or admissions@wycliffe.co.uk to arrange a visit. If it is not possible to hold open events or arrange school visits because of circumstances beyond the School's control, then the School will put alternative arrangements in place and publish these arrangements on the website.

2. Equal treatment

The School's aim is to encourage applications from pupils with as diverse a range of backgrounds as possible. This enriches our community and is vital in preparing our pupils for today's world. Transformational Bursaries are offered to make it possible for as many as possible who meet the School's admission criteria. The School's provision for Bursaries is described below.

The School is committed to ensure that no applicant is treated less favourably, during the application process, by reason of a protected characteristic as defined within the Equality Act 2010.

3. Religious Beliefs

Although the School has Christian roots, we do not select entry based on religious belief, and we offer the opportunity for all faiths to practise. However, parents/guardians should be aware that there are compulsory assemblies and key community events. If a pupil has a deeply held religious or philosophical belief that prevents them from attending any of the assemblies, they need to ask specific permission from the Head of Prep to be excused. An alternative supervised time and location of reflection can be arranged for those pupils who have opted out of attending school assemblies on religious grounds.

4. Special Educational Needs and Disabilities

The School welcomes pupils with disabilities and/or special educational needs provided that, with reasonable adjustments, our Learning Support Department can offer them the support that they require and cater for any additional needs sustainably. We welcome pupils with physical disabilities provided that our site can accommodate them, subject to any reasonable adjustments. 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.

Parents/guardians of children with learning support needs and/or disabilities must discuss their child's requirements with us before we can assess whether they are offered a place to ensure that we can make adequate provision for them. Parents/guardians should provide the School's Health Centre with information about their child's medical condition/disability before they are offered a place so that potential barriers to learning and participation are identified and, if necessary, additional arrangements are put into place prior to admission. We will discuss thoroughly with parents/guardians and their medical advisers where appropriate the adjustments that can reasonably be made for the child if they become a pupil at the School.

In order to make a fair and complete assessment of our ability to cater for the child's needs, the School reserves the right to request further information (e.g. an Educational Psychologist's report; or a medical report) and associated correspondence from the pupil's current school. Where the child has special educational needs, our Head of Learning Support will meet with parents and the child to assess if suitable, and they will need to attend a Taster Day or overnight Taster Stay (in the case of boarding pupils) in order to assess if the School is able to meet the child's needs. Taster Days will only occur once

the child has been formally registered and has met with either the Head of Prep and/or another delegated member of staff.

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 or staff may be put at risk, then we may not be able to offer a place at the School.

5. The entry procedure

Our admissions process is simple and streamlined whilst still being thorough and fair. We take applications for the Prep School at any point in the academic year and there is no formal deadline to apply. The School's Registration Form is available from the Prep School Admissions Manager and on the website. The key steps to joining the School can be found on our website under the ['Admissions – How to Apply'](#).

The School operates an academically inclusive entrance policy. For Nursery and Reception, admissions is based on a meeting with the Prep School Admissions Manager, the Head of the Pre-Prep (or other member of the Senior Management Team), and a Stay and Play session. For Year 1 to Year 2, admission is based on the applicant's school report and Taster Day; and for Year 3 to Year 8, admissions is based on a CAT4 online assessment, school report and Taster Day.

The School will do all that is reasonable to ensure the application process (and any information about the School) is accessible for disabled applicants and will make such reasonable adjustments as necessary. Parents are requested to inform the School of any special circumstances relating to their child which may affect their child's performance in the Admissions process.

Our selection process is designed to identify pupils who are able to benefit from our balanced and well-rounded education and to make a positive contribution towards the life of the School as a whole. Decisions to offer a place will therefore take into consideration what is in the best interests of the entire School community and year group cohort for the year group that is being applied for, as well as the individual's needs.

6. Sibling Policy

Most siblings join us at the School. 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.

7. Transformational Bursaries

The amount made available for Bursaries each year will vary depending on funds allocated by Trustees and not all applications for a Bursary will be successful. Transformational Bursaries will be provided in conjunction with our partner, Royal National SpringBoard Foundation, a charity which aims to identify and match capable children from disadvantaged backgrounds with boarding schools where they will most benefit. The School is an accredited member of Royal National SpringBoard Foundation.

If you feel that your family would qualify for a Transformational Bursary then visit the website for the Royal National Springboard in the first instance. www.royalspringboard.org.uk

8. International Applicants

The School has a long tradition of welcoming international pupils provided that they have the legal right to enter and study in the UK and they have a responsible adult living in the UK as their Guardian. The School also welcomes short term programmes for international pupils from a minimum of one term to up to a year for Year 3 to Year 8, if accommodation capacity allows.

International pupils can join the School from the Nursery Class through to Year 8 as day pupils and from Year 3 as boarding pupils. The entry procedure follows the same procedure as in Point 5 in this policy. Where a visit, Taster Day or overnight Taster Stay is not possible, we will conduct a video call interview (of no more than 30 minutes) with the child and family. We offer a place based on the results of the CAT4 online assessment, information obtained from school reports/reference and interview feedback from meeting them at a visit to the School, or via video-call.

International pupils with special educational needs will be assessed according to Point 4 in this policy.

9. Fluency in English

In order to cope with the academic and social demands of the School, pupils must have some understanding of basic English. The School has an experienced English as an Additional Language (EAL) department with small classes of two to four pupils, we can offer in class support as well at any extra cost.

10. Wycliffe College's Contractual Terms and Conditions

Wycliffe College's contractual Terms and Conditions are made available to parents as part of the admissions process and are available on request.

Some provisions incur charges in addition to the School fees. For full details, please visit <https://www.wycliffe.co.uk/admissions/prep-schedule-of-fees/>

11. Records and Review

Applicants' details will be held on file with due regard to data protection legislation and the School's Privacy Notice.

12. Complaints

The Complaints Policy is not available for use by prospective families. However, if you would like to make a complaint, please contact the head at head@wycliffe.co.uk.