



1 Introduction

1.1 Fairfield Preparatory School is an independent day school for boys and girls aged between 3 - 11.

1.2 The school is part of the Loughborough Endowed Schools which includes Loughborough High School for girls (11-18), Loughborough Grammar School for boys (10-18) and Our Lady's Covent School (co-educational 0-11 and for girls 11-18).

1.3 The Governors of the Loughborough Endowed Schools apply their regulations on admissions fairly and equally to all those who wish to attend Fairfield following the systems outlined in this policy.

2 Aims and Objectives

2.1 As a member of IAPS, we are an inclusive school and welcome children from all backgrounds and faiths.

2.2 All applications will be treated on merit and in a sensitive manner.

2.3 The only restrictions we place on entry are those of ability and numbers. It is our wish to allow all successful candidates to have a place at the Fairfield Preparatory School, although this is not always possible when demand exceeds the number of places available. [See 7.2]

3 The Standard Number

3.1 The standard number is the number of children the School can accommodate within bounds of providing a safe and comfortable environment. The standard number for our School is 544. We keep this number under review and the Governors will apply to change the number if circumstances allow. In the event that insufficient children are of the appropriate academic standard we reserve the right to take fewer children.

4 The Application Process

4.1 An official application form must be completed and returned prior to the entrance assessment, together with the £50.00 non-returnable registration fee and passport photograph. Application forms can be found in the Further Information Booklet, downloaded from the relevant page of the School's website <http://www.lesfairfield.org/admissions/application-for-admission/> or on request by calling 01509 283808 or emailing Mrs Harrison, Registrar, registrar@lesfairfield.org

Please be aware that the School reserves the right to ask to see a child's birth certificate.

4.2 Any Special Educational Needs that a child has are taken into account when applying for entry. Parents must apply for a place by submitting the required details on the application form and providing an up to date report from an educational psychologist stating the special needs of the pupil.

A designated member of staff will make contact with their child's current school/early years setting to request further information and will, depending on the content of the educational psychologist's report, make appropriate access arrangements for the entrance assessment.

4.3 We will request reports from a child's current school or early years setting. We expect parents to inform their child's Head Teacher/Nursery Manager of their intention to enrol their child for our Entrance Assessment Day.

4.4 The School notifies parents about a school place as soon as all the assessments have been completed and school reports received. This would normally be approximately two to three weeks after the initial assessment.

4.5 Once an offer has been made by the Headmaster, parents must both accept the offer in writing and pay the required deposit by the date indicated in the offer letter.

4.6 Deposits will be returned at the end of the child's education at Fairfield, providing the required notice of one term has been given. We are not able to admit a pupil until all financial obligations to any other school have been met.

5. Kindergarten admissions

5.1 Children are eligible to start Kindergarten on the day on which they have their third birthday, subject to places being available. Should the offer of a place be deferred by a parent after the child's third birthday, the child's name will be returned to the official waiting list and will be considered as a new applicant.

5.2 Places are allocated according to availability; as specific days cannot always be guaranteed.

5.3 On receipt of the application form all children will be offered a pre-entry assessment visit to the Kindergarten at a mutually convenient time. Prospective children will have the opportunity to spend a session within the Kindergarten unit to enable the designated members of staff to gauge their level of skill development and readiness for Kindergarten.

During their pre-entry assessment, prospective children will be presented with a variety of activities to explore. We will be specifically looking for children who have the language skills appropriate to their age, suitable concentration levels, but more importantly are eager and ready to learn.

The Head of Pre-Prep will consider the observations made by staff during the pre-assessment visit before deciding whether to offer a place.

5.4 The School is only able to offer places to children who are:

- able to attend a minimum of three full days per week in the Kindergarten unit
- emotionally ready to be left with other adults on a regular basis
- out of nappies

5.5 Transfer from Kindergarten to Reception is not automatic and all children are required to sit the Reception entrance examinations for Reception [See 6.1]

6. The Assessment Procedure for Reception-Year 6

6.1 Admission to the School in Reception follows an assessment process to evaluate your child's potential for learning. This is undertaken on a one to-one basis in the school setting.

6.2 Admission to the School in Year One and Year Two follows an assessment process to evaluate skills in numeracy and literacy and the potential for learning. All the work is set at National Curriculum ability levels appropriate for the age group and these assessments should be seen as a positive opportunity for your child to show their ability in these academic areas. Children will then be invited into School for a final school based assessment.

6.3 Admission to the School in Years Three to Six is an opportunity for the School to test your child's abilities in the core subjects of Mathematics and English along with some measures of general ability. All the work is set at National Curriculum ability levels appropriate for the age group and these assessments should be seen as a positive opportunity for your child to show their ability in these academic areas.

6.4 Children usually enter the School in the academic year they become 4 (for Reception) and seven (for Year 3), but children are accepted at all other age ranges, subject to places being available. The usual process of entry is for children to take up their place at the start of the Autumn Term following the entrance assessment in January.

6.5 In unusual circumstances, for example, should a family move into the area at short notice or have some other good reason for their child not having taken the entrance assessment in January, it may be possible for their child to sit a supplementary assessment later in the year, at the discretion of the Headmaster and should a place be available. Parents who would like their child to be admitted to Fairfield Preparatory School in this way are required to follow the normal procedure by completing the necessary application form before their child's application can be considered.

7. Children who do not gain admission

7.1 Parents will receive a letter from the Headmaster inviting them to take up a place at Our Lady's Convent School as an alternative route to academic development and future examination success within the Foundation. Under no circumstances are actual marks or papers revealed to parents or other interested parties.

7.2 There is, on occasion, a small reserve list produced for children where pupil application numbers exceed places available. The parents of these children are informed that a place could be offered at a later date, were a parent to withdraw a previous acceptance and a place therefore become available. All children on the reserve list will have met our academic criteria.

7.3 Children are assessed only once each academic year. If children are unsuccessful in this attempt, they can reapply to sit the entrance assessment in the following year and subsequent years if they so wish.

8. Progression from the Pre-Prep Department to Year 3

8.1 For all children who join the School in Reception, transfer from Year 2 to Year 3 is automatic, unless in the opinion of the Headmaster, a child has not attained a sufficiently high standard of work or conduct, to benefit them from continuing their education in Year 3.

9. Admission to the Senior Schools

9.1 Transfer from Year 6 to Year 7 is not automatic and all children are required to sit the Senior School entrance examinations for Scholarship, means-tested Bursary and benchmarking purposes.

10. Review

10.1 This policy will be reviewed annually by the Headmaster in the light of any changed circumstances at Fairfield or the local area.