



ADMISSIONS POLICY

Review date: March 2026

Next review date: March 2027

Staff responsible: Alexander Richardson (Bursar)

Chair of Directors: Ben Whitchurch

This policy should be read in conjunction with the following St George's policies:

- Safeguarding Policy
- Child Protection Policy
- Equality and Diversity Policy
- Data Protection Policy
- SEND Policy

Rights Respecting School Statement

Our school's vision and values have, at their heart, the importance of treating each other as we would want to be treated ourselves. This is one of the reasons why the work of UNCRC and Rights Respecting Schools is so significant to us. We are committed to respecting, upholding and promoting the rights of every child. This policy links specifically to the following articles:

- **Article 2:** No discrimination
- **Article 3:** Best interests of the child
- **Article 8:** Identity
- **Article 23:** Children with disabilities
- **Article 28:** Access to education

Introduction

St George's Preparatory School is a co-educational independent School for pupils from ages 2 to 11. Deciding on the right School for your child is very important, and we believe that a personal visit is invaluable. We very much hope that you and your child will visit St George's. We usually hold a number of open events across the academic year, which give a general introduction to the School. Details are published on our website. We are also very happy to welcome prospective parents and their children at other times for a personal tour with the Head. Please contact the School's registrar, Kirsty Dunn on 01534 481593 or email admissions@stgeorgesprep.co.uk to arrange a visit.

Aims

St George's aims to provide a fair, transparent, and inclusive admissions process that welcomes pupils from a wide range of backgrounds and abilities. The School seeks to ensure that all admissions decisions align with its resources, ethos, and duty of care, while supporting parents in understanding entry requirements and expectations. In doing so, St George's



remains committed to fulfilling all legal responsibilities, including those relating to equality, safeguarding, and data protection.

Registration and Admissions Process

Initial Enquiry and Visit

Families are warmly encouraged to visit the school before deciding to enrol their child. Appointments can be arranged via the school office or via the school website's online booking [form](#).

Registration

A place is formally reserved only upon:

1. Completion of the School's Registration and Admission Forms, signed by all individuals with parental responsibility
2. Payment of:
 - Registration Fee
 - Admissions Deposit (refundable upon final invoice when the pupil leaves)

Failure to take up an accepted place will result in forfeiture of the deposit.

Required Documentation

At or following registration, parents must supply:

- The pupil's birth certificate
- Medical, health or allergy information
- Any reports relating to SEND, behaviour, psychological or medical assessment
- Relevant court orders (if applicable)
- Previous school or nursery reports (if applicable)

Parents have an ongoing obligation to update the school on any change to the pupil's or parents' circumstances.

Admissions Register & Record Keeping

The School maintains an Admissions Register containing for each pupil:

- Full name, sex, date of birth
- Parent/guardian details and all known addresses
- Emergency contact numbers
- Day, month and year of admission to St George's

To ensure full compliance with regulatory requirements, the School maintains an Admissions Register that is reviewed monthly by the Bursar and Admissions Registrar. Any additions, amendments, or removals during the preceding period are checked for accuracy, completeness, and alignment with safeguarding and data protection obligations. This process ensures the School maintains accurate, contemporaneous records of pupils at all stages of the admissions cycle.

The name of the pupil is included on the admission register as 'Prospective' from the date of Enquiry. Following registration and receipt of all admission fees, pupils are transferred to New Intake.



If families decide not to take up a place following their initial enquiry, the pupil's profile is moved to 'Did not take up place' and deleted at the end of the academic year.

Pupils are removed from the admissions register after they have left the school and their profile is transferred into Leavers.

Pupil files, including SEND and safeguarding records, are transferred securely to destination schools following confirmation of enrolment.

Data is held in accordance with the Data Protection (Jersey) Law 2018, the STC, and the School's Privacy Notice.

On acceptance of a place at St George's, the pupil's previous schools or nurseries (where applicable) will be contacted to complete a Safeguarding, Child Protection and SEND Information Request via Microsoft Forms. Parents are required to complete all relevant consent forms, including medical treatment consent, emergency contact information, image permissions, and data-handling approvals. These consents ensure the School can safeguard pupils effectively and comply with its legal responsibilities. All supporting documentation is securely stored within each pupil's confidential file and reviewed by the School as needed to ensure information remains accurate and up to date.

Secure Transfer of Pupil Files

When a pupil transfers to another educational setting, St George's ensures that all pupil records, including academic files, SEND information, safeguarding documents, and other essential information, are transferred using a secure and verifiable method. Depending on the destination school, records may be sent via encrypted digital transfer, tracked postal service, or secure internal mail systems. All transferred files include a receipt form for completion by the receiving school, which must be returned to St George's to confirm successful delivery and compliance with safeguarding expectations.

Transition to Secondary Education

As pupils approach the end of Form VI, the School provides support and guidance to parents regarding transition to secondary education. This includes supplying destination schools with all required academic, safeguarding, and SEND information in accordance with data protection and record-transfer procedures. St George's also works with families to ensure pupils are well-prepared for their chosen next steps and that transition arrangements take account of each child's individual needs.

Entry Points & Assessment

Non-selective ethos

St George's is broadly non-selective; however, the School reserves the right not to offer a place where:

- The School cannot meet the pupil's needs with reasonable adjustments
- Admission would compromise the welfare or safety of the pupil or others
- Information relevant to the child's admission has been withheld



Early Years Entry

Most children enter our Nursery following their second birthday and some will enter our Pre-School and Reception in September following their third or fourth birthdays. There is **no formal academic assessment**. The School may contact the previous nursery for developmental information and may arrange a home or setting visit.

Entry to other year groups

Where space permits, pupils may join St George's at any point during the academic year. Applicants may be invited for:

- **A Taster Day**
- Review of **school reports and attainment data**
- Discussion with the Headteacher

Taster Days form an important part of the admissions process for pupils entering year groups beyond the Early Years. During the visit, the School observes the child's social interactions, communication, emotional maturity, classroom engagement, and general readiness for the curriculum. These observations help the School assess whether the child will thrive within St George's learning environment and whether any additional provision or adjustments may be required. Findings from the Taster Day are considered alongside previous reports and parental discussions before a final decision is made.

Class sizes

While the School aims to maintain class sizes of 16 pupils (32 per year) to support personalised learning, exceptions may be made under specific circumstances. These may include the admission of siblings, children of staff members, or a pupil repeating a year. Any such exceptions will be considered on a case-by-case basis, ensuring that teaching quality, safety, and the overall learning environment are not compromised. The School will not extend class sizes where doing so would prevent it from meeting the needs of existing or incoming pupils.

Equal Treatment

St George's is committed to equality of opportunity and prohibits discrimination on the grounds of any protected characteristic, including age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, or sexual orientation. All admissions decisions are made in accordance with the School's Equality and Diversity Policy and in line with relevant legislation. The School is inclusive of all pupils and families and is committed to providing a welcoming environment where diversity is respected and celebrated.

Special Educational Needs and Disabilities (SEND)

We welcome applications from pupils with SEND where the School can reasonably provide appropriate support.

Parents must disclose any known or suspected SEND, medical or psychological conditions at the earliest opportunity.



The School will:

- Review all relevant documentation
- Consider whether reasonable adjustments can be made
- Work collaboratively with parents and external professionals
- Provide provision within the scope of our resources

Parents are required to disclose any known or suspected special educational needs, disabilities, medical conditions, or behavioural considerations **prior to an offer of a place being made**. Upon receipt of relevant information, the School undertakes a review of all supplied reports and may seek clarification from relevant professionals. This process ensures the School can determine whether reasonable adjustments can be made and whether the pupil's needs can be met safely and effectively. Offers of a place may only be issued once this evaluation has been completed.

Where needs cannot be safely or effectively accommodated, even with adjustments, the School may decline or withdraw an offer to ensure the welfare of the pupil and others.

Religious Beliefs

The School welcomes pupils of all faiths and none, and is committed to maintaining a non-denominational ethos in which every child and family feels respected and included. While assemblies and seasonal celebrations may contain broadly Christian elements, this reflects the cultural traditions of Jersey rather than any religious affiliation of the School. Participation in these events is designed to be inclusive and accessible for all pupils.

Children in the Early Years Foundation Stage take part in the annual Christmas Nativity, which is approached as a cultural and community event rather than a religious observance, and all children are involved. Pupils in Middle and Upper Prep participate in a Christmas Carol Service; however, attendance at this event is not compulsory.

Bursaries and Scholarships

Applications for bursaries undergo a structured assessment process that includes a review of parents' financial circumstances, including income, assets, and liabilities. Where necessary, the School may request additional supporting documentation to ensure bursary awards are made transparently and equitably. Bursary awards are normally granted for a fixed period and are reviewed annually. Continued eligibility is dependent upon both financial need and the pupil's ongoing positive contribution to school life. Decisions are overseen by the Bursar and ratified by the Board of Directors.

St George's offer a limited number of bursaries (up to 100%) to pupils wishing to enter the school in Form IV (8+). These bursaries are available to pupils not currently on roll at the time of application and are means tested.

Short term bursaries are also offered to parents who indicate to the Head or Bursar that they require financial support. These means tested Bursaries require both parents to provide proof of their income and assets. The level of support will vary according to parental need.



These Bursaries are normally offered for 12 months at a time and are reviewed annually. The parents are required to provide fresh information regarding their circumstances each year that their child attends the school. Levels of support will reflect any changes in income or wealth.

Application information can be sought from the Bursar bursar@stgeorgesprep.co.uk and will involve the pupil attending a taster day and interview with the Head. Please read the Bursary information found on the school website and to download the Bursary Application Form.

School's Contractual Requirements

Prospective parents receive a copy of the School's Standard Terms and Conditions, which should be read alongside all relevant School Policies and Procedures. These documents are accessible via the School website, or upon request from the School Office.

Complaints

Prospective and current parents may access the School's Complaints Policy through the school website or by request.

Records

Applicants' personal information is retained in accordance with data protection legislation and the School's Privacy Notice and Data Protection Policy. The School will not keep personal data relating to you or your child for longer than is required for a lawful and legitimate purpose. In most cases, data relating to an unsuccessful application will be retained for no more than six months. However, information may be held for a longer period where, for example, parents have expressed an interest in re-applying at a later date, where there is a potential application for a sibling, or where additional time is required to address ongoing queries or matters arising from the application.

All pupil records are handled in accordance with the School's Data Protection Policy and the Data Protection (Jersey) Law 2018. The School uses secure, encrypted systems for the storage, processing, and archiving of confidential information. Access to personal data is restricted to authorised staff on a strict need-to-know basis. When personal information is reviewed, updated, transferred, or destroyed, these actions are recorded in accordance with the School's audit and retention procedures to ensure accountability and regulatory compliance.

Review

This policy will be reviewed annually.