



ADMISSIONS POLICY

Barfield School aims to provide ‘an outstanding educational experience’; the highest quality, all-round learning opportunities for its pupils.

- The school exists to provide education for children
- Barfield is an Independent Prep and Pre-Prep School which charges fees on a termly basis for the education it provides
- As an Independent School, Barfield determines its own admission arrangements. The Governing Body is therefore the ‘Admissions Authority’ and applies the regulations on admissions fairly and equally to all those who wish to attend the school
- Barfield accepts children between the ages of 2 and 13. In the first Nursery Class (Owlets), children typically reach their third birthday during their first academic year of entry
- Barfield is an inclusive school that welcomes children from diverse backgrounds and abilities whom it can reasonably support
- Entry, which can be at any time during the academic year, is subject to a preliminary assessment visit for the child at the appropriate age level as well as a space being available for them in their year group
- Children are encouraged to progress through the school at the best of their ability; however, progress is not automatic to the next year. Reviews of the children’s progress will be monitored carefully, and any concerns about this progress will be raised with parents, when an alternative educational experience may be suggested
- It is expected that children at Barfield will conduct themselves with positive application. Should their behaviour be considered to be impacting negatively on their own progress, or that of other pupils, then the school will reserve the right to recommend an alternative education
- All applications will be treated on merit and in a sensitive manner

The Barfield Community

There is a strong and vibrant whole-school community at Barfield encompassing pupils, parents and staff. This partnership is based on mutual honesty and respect and permeates throughout the entire pupil body, enhancing the educational experience for all the pupils.

Admissions Procedure

- Following a request, a copy of the school’s prospectus is sent out. This also contains information concerning fees, staff and activities and Admissions, Misbehaviour and Exclusions Policy.

- Prospective parents are then invited to attend one of the many Open Days and tours held during the year and/or have an individual visit and tour with the Headmaster.
- Parents wishing to register their child for future entry complete and sign a Registration Form and return it to the school with the appropriate Registration Fee
- The child's name is placed on the school's waiting list for the term/year-of-entry required
- The Registration Form/Fee is officially acknowledged by the school and a copy of the Condition of Contract is given to parents
- An assessment/familiarisation visit for the child is arranged prior to entry, and if they currently attend a school, a copy of their most recent school report should be given to the School Office. Parents should inform the school of any known or suspected specific learning, behavioural or physical difficulties or differences that have been identified previously, together with any assessment reports, so that appropriate adjustment can be made. (Please note: assessment procedures differ for the Pre-Prep and Prep children.)
- During the familiarisation visit staff will assess the child and inform the Admissions Manager if they feel the child would benefit from a place at Barfield. If there are concerns, these would be passed to the Admissions Manager and Headmaster. This may result in the suggestion that the child makes another visit, or visits, being arranged at the same level, or at a different level, before a decision is made about offering a place
- On completion of a successful assessment visit(s), a letter offering a place and requesting the Confirmation Fee is sent to parents alongside an Admissions Pack, detailing everything from uniforms to daily routines, as well as forms for completion. These include medical information and emergency treatment and photographic permissions. Parents are also given hard copies of the school's Safeguarding and Complaints Policies
- Once the Confirmation Fee has been received, the child's place is confirmed and held for the term requested

Barfield School reserves the right to withdraw the offer of a place if information becomes available that contravenes the criteria for admission.

The offer of a place at Barfield will be subject to any financial obligations being met by parents at any other ISC affiliated school. Written confirmation of this may be required from that school before any offer is made.

At the point of application, and thereafter, prospective parents must fully disclose any learning support assessment or identified need, medical condition or disability, which could require specialist treatment, support or equipment, and any behavioural or disciplinary issues. This information is essential to assist with any interview or other pre-assessment screening. Please note that specialist, behavioural and/or disciplinary support may incur additional fees.

If, in the opinion of the school, a child is not flourishing (because of a previously known, but not disclosed by parents or guardians, learning or behavioural difficulty), an alternative educational experience may be suggested. If reasonably possible a term's notice would be given by the school.

For parents visiting on an initial tour and wishing their child to start immediately, an assessment visit is arranged as soon as possible. If families are not currently resident in the UK, and an assessment visit is not possible, a place may be offered provisionally, based on reports from current schools and completion of the Registration Forms. However, Barfield reserves the right to withdraw a child's place if their ability or approach is found to be different from that outlined in the current report.

In the event of over-subscription in a Pre-Prep or Prep year group, preference will be given to a sibling of a child already at the school. A child may be placed on a waiting list if the year group is oversubscribed. Parents will then be informed if a place becomes available.

All those joining the school must agree to abide by the Standard Terms and Conditions of Barfield School and adhere to school rules and policies.

When to Apply

Applications for enrolment may be submitted at any time during the year.

Open Mornings

Details of Open Mornings can be found on the school website at www.barfieldschool.com

Personal Tours

Personal tours of the school can be arranged at parents' convenience. The tour conducted by either the Headmaster, the Head of Pre-Prep, the Senior Mistress or a combination there of shows the school in action, in addition to allowing parents the chance to talk to teaching staff and meet pupils.

Taster Days

These are another way of gaining information about the school. Prospective pupils spend a day in school, joining a class at their relevant age level and get fully involved in all the activities. If required, lunch may be taken in the Dining Room. There is no charge for the taster day.

Assessment for Pre-Prep and Prep

The majority of Barfield pupils join in the Nursery or Reception, between the ages of 2 and 4. Informal assessment at this level is conducted during the initial visit. In the event that concerns are identified subsequently, the Head of Pre-Prep or Headmaster will alert parents.

Entry at any other stage in the school depends on the availability of places and is conditional on an informal assessment and a current school report.

The informal assessment comprises a morning, afternoon or full day spent at Barfield where the child joins a class in all the activities; academic and extra-curricular. A 'buddy' for the day is assigned to act as a guide and friend.

During the course of the day the visiting child will be given an assessment which may include numeracy and literacy using standardised tests.

A report is also collated with findings from the day and assessments taken, as well as relevant information from previous schools, and verbal feedback is given to parents.

Parental Obligations

In advance of a child being admitted to Barfield School, parents must provide the school with the following information:

- The child's full name
- The child's date of birth
- The name and address of every parent and carer and with which of these parents or carers the child normally lives
- Emergency contact details of parents and carers
- Emergency contact numbers
- The child's special dietary requirements, preferences or food allergies
- The child's special health requirements
- Information about who has legal contact with the child; and who has parental responsibility for the child
- Any Special Educational Needs or Disability known or suspected. Copies of any outside agency assessments should be forwarded.

Written parental permission must be requested, at the time of the child's admission, for the seeking of any necessary medical emergency medical advice or treatment in the future.

Specific Legal Requirements – Free Entitlement to Early Years Provision

Barfield School must record and submit the following information to its local authority about individual children receiving the free entitlement to Early Years provision, as part of the Early Years Census:

- Full names
- Date of birth
- Address
- Gender
- Ethnicity* (Collected on a voluntary basis and only when identified by the parents)
- Any Special Educational Needs or Disability status
- The number of funded hours taken up during the census week
- Total number of hours (funded and unfunded) taken up at the setting during the census week

For complaints and appeals about Barfield's admissions process, the school's complaints procedure can be viewed online at www.barfieldschool.com