

OLD VICARAGE SCHOOL ADMISSIONS POLICY

Reviewed September 2026

Mrs Kerry Wise – Head of School
Mrs Jenny Adshead – Bursar, Proprietor
Mr Matthew Adshead - Proprietor

GENERAL

Old Vicarage School is a co-educational independent day school for pupils aged 3 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 us and we are happy to welcome prospective parents and their children at other times.

Please contact the School's Admissions Secretary, Zoe Smedley on 01332 557130 or email secretary@oldvicarageschool.co.uk to arrange a visit. The Head of School and Proprietors oversee admissions. 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.

THE ENTRY PROCEDURE

Old Vicarage School is a non-selective school. Our admissions process is intended to understand a pupil's current attainment and needs and may include an age-appropriate assessment, a day in School with peers and, where applicable, a reference from the current school. Reasonable adjustments will be made for disabled applicants where required, and visits and trial days are subject to the School's Safeguarding and Child Protection Policy.

We admit 16 pupils a year at Nursery and may admit up to 2 additional pupils in Reception, subject to places being available. The School may also have occasional places at other ages. Please contact the Admissions Secretary for details. The School's Registration Form is available from the Admissions Secretary.

EQUAL TREATMENT

The Old Vicarage School's aim is to encourage applications from candidates with as diverse a range of backgrounds as possible. This enriches our community and is vital in preparing our pupils for today's world. Subject to availability, bursaries may be offered to help families whose children are offered a place to take it up. The School's provision for bursaries is described below.

Old Vicarage School is committed to equal treatment and will not unlawfully discriminate in admissions because of sex, race, disability, religion or belief, sexual orientation, gender reassignment, pregnancy or maternity. The School also recognises the Equality Act protections relating to discrimination by association and perception. Social background will not prevent fair consideration.

SPECIAL EDUCATIONAL NEEDS

Old Vicarage School welcomes applications from pupils with disabilities and/or special educational needs and considers each application individually. The School will make reasonable adjustments for disabled prospective pupils where required to avoid substantial disadvantage, including appropriate auxiliary aids or services where reasonable.

Parents are asked to disclose, before accepting an offer, any known special educational needs, disability, medical condition or other support need and to provide relevant reports reasonably available, including any current Education, Health and Care (EHC) plan. This enables the School to understand the child's needs and consider support and reasonable adjustments. Information will be handled in accordance with the School's Privacy Notice.

Where a prospective pupil is disabled, the School will discuss with parents and, where appropriate, relevant professionals the reasonable adjustments required during admissions and if the child joins the School. Reasonableness will be considered case by case.

Disability or special educational needs will not be a reason to refuse a place where refusal would be unlawful. If, after considering the child's individual needs and all reasonable adjustments, the School concludes that it cannot safely or reasonably provide the education or support required, the reasons will be recorded and explained to parents.

THE ASSESSMENT PROCESS

The assessment process is intended to understand each child's development, attainment, interests and support needs. The School values a broad education, including music, drama, art, community activities and sport. Assessment information is considered alongside age, development and relevant SEND or disability information.

No specific preparation is needed. Candidates will have a fair opportunity to show current attainment and interests, with reasonable adjustments or access arrangements considered where required.

Assessment for Nursery and Reception is based principally on age-appropriate observation of informal play in small groups, with adjustments where appropriate to the child's needs.

Candidates for entry to other year groups may be asked to complete age-appropriate assessments in English and Mathematics.

Where applicable, a reference will normally be sought from the Head of a candidate's current school as part of the admissions process.

SIBLING POLICY

Siblings are warmly welcomed to apply to Old Vicarage School. Admission is not automatic: each application is considered individually in accordance with this policy, including availability of a suitable place and the School's equality and reasonable-adjustment duties.

BURSARIES

Old Vicarage School's bursary programme is designed to make it possible for as many as possible of those offered a place to take it up. The School offers a limited number of means-tested awards annually to entrants at the usual points of entry, where the parents have indicated on the Registration Form that they require financial support. Bursaries are means-tested in accordance with the criteria published on the School's website from time to time. Parents and any other person whose finances are relevant to the assessment are required to provide the financial information and evidence specified in those criteria. The level of support varies according to parental need and can extend to 25 per cent remission in cases of proven need. Before the offer of a bursary is confirmed, a member of staff or external assessor appointed by the School will normally visit the family at their home.

Bursaries are always offered for 12 months at a time. The family is required to provide fresh information about its circumstances for every year that their child attends the School. Levels of support may vary with fluctuations in income or wealth.

A bursary may be withdrawn in accordance with the terms upon which such award is made or otherwise in accordance with the School's Terms and Conditions.

OVERSEAS APPLICANTS

We welcome overseas applicants. However, the School does not sponsor overseas pupils for immigration purposes. Parents are responsible for ensuring that their child has the appropriate right to enter, reside in and study in the UK. Admission is therefore subject to the child meeting all relevant UK immigration requirements. Suitable care and residence arrangements must also be in place for the duration of the pupil's time at the School.

FLUENCY IN ENGLISH

English is the School's principal language of instruction. A candidate's English will be considered to identify whether they can access the curriculum with the support reasonably available. Age-appropriate EAL support will be considered; any additional specialist tuition and charge will be discussed with parents in advance.

RELIGIOUS BELIEFS

Old Vicarage School welcomes applications from prospective pupils of all faiths and of no faith.

However, parents should be aware that many celebrations follow the Christian tradition, including Christmas for example.

SCHOOL'S TERMS & CONDITIONS

The School's Terms and Conditions, including relevant fees and material additional charges, will be made available before parents accept a place.

COMPLAINTS

The School's Complaints Procedure is on the School's website and applies to parents of current pupils, not prospective parents. Prospective parents may raise an admissions concern with the Head of School.

RECORDS AND REVIEW

Applicants' personal data will be processed in accordance with applicable data protection law and the School's Privacy Notice and Retention of Records Policy, and limited to what is necessary for admissions and related educational, welfare, safeguarding, legal or contractual purposes.

The School will not keep personal data longer than necessary. Unsuccessful application records will be retained for the period in the Retention of Records Policy, subject to any lawful reason for longer retention, and then securely deleted or anonymised. Successful pupils will be entered on the admission register in accordance with the School Attendance (Pupil Registration) (England) Regulations 2024. This policy will be reviewed annually by the Head of School and Proprietors, and sooner if relevant requirements change.