PINEWOOD

Est. 1875

ADMISSIONS POLICY

A Whole-School Policy including the Pre-Prep (including Nursery), Prep, Day and Boarding

This policy is published on the School's website. This policy can be made available in large print or another accessible format if required.

This policy is written with reference to;

- Equity, Diversity, & Inclusion Policy
- Pupil Induction Policy
- Special Educational Needs and Disabilities (SEND)
- Special Educational Needs and Disability (SEND) & Accessibility
- English as an Additional Language (EAL)
- Bursary Policy
- Privacy Notice for all members of the School Community.

1. Introduction

1.1 Pinewood is a mainstream, Day and Boarding School. It is an Independent, fee-paying, fully co-educational School for children aged 3 to 13 years.

1.2 Parents are informed about the ethos, aims and organisation of the School through the website www.pinewoodschool.co.uk, and by attending either a formal Open Morning, or a personal one to one tour. Both options give the opportunity to hear from the Headmaster, and meet members of the Senior Leadership team. We expect prospective pupils and their parents/guardians to act in accordance with our ethos and values and – during the admissions process and beyond – conduct themselves in a respectful and reasonable manner.

1.3 This policy has been authorised by the School Governors (Council) of Pinewood School (the "School") who may review the selection criteria and procedures from time to time.

It is addressed to prospective parents and to all members of the School's staff. The Admissions Policy and Process is supervised by the Headmaster.

2. Aims

2.1 To determine whether the School can meet the child's individual, academic, social and developmental needs. Ensuring the child will thrive within the School's academic pace, co-curricular expectations and behavioural standards, and that they have the potential to contribute to the success of the School community.

2.2 Ensure compliance with UK equality and anti-discrimination laws (e.g. The Equality Act 2010). To set selection criteria and procedures that are consistent and fair to all prospective pupils.

2.3 Ensure that incoming families understand, respect and align with the School's core values.

3. Disability and Special Educational Needs

3.1 While the School currently has limited facilities for children with severe disabilities, health conditions, or Special Educational Needs (SEN), we are committed to making all reasonable adjustments to fulfil our legal and moral obligations under the Equality Act 2010 and the SEN and Disability Code of Practice 2014.
To ensure we can properly support your child during the admissions process and throughout their education, parents must disclose any known medical conditions, allergies, disabilities, or special educational needs at registration or before accepting an offer of a place.

3.2 This information allows the School to assess individual needs, consult with parents on reasonable adjustments for the application process, and ensure we can fully support the child if offered a place.

3.3 The School will make reasonable adjustments to ensure the application process is accessible to children with disabilities, such as providing examination papers in large fonts for visually impaired prospective pupils.

3.4 Parents of children with a disability or Special Educational Needs are invited to discuss their child's requirements directly with the Head of Special Educational Needs and / or the Headmaster.

3.5 Prior to entry, parents can meet with the form tutor / relevant teachers to establish clear procedures, arrange necessary medical / allergy support, and ensure relevant staff training is in place.

3.6 Similarly, if special education needs or a disability become apparent after admission, the School will consult with parents regarding reasonable adjustments to support the child's continued education.

4. Financial Assistance

4.1 The School offers means-tested bursaries to local day pupils who demonstrate genuine financial need. Please refer to the School's Bursary Policy for further details which is available on the School website.

4.2 Current parents experiencing financial difficulties may also apply for a Hardship Bursary following the process outlined in the Bursary Policy which is available on the School website.

5. Entry points

5.1 Children can join Pinewood at any point subject to the availability of places. The usual entry points are the Pre-Prep Years (Nursery, Reception, Years 1 and 2).

5.2 The School seeks to maintain an approximate 55:45 boy-to-girl ratio due to the facilities within the School.

5.3 There may be a restriction on intake in any year group if number of prospective pupil's exceed places available.

6. Admission to the School

<u>Pre-Prep (Nursery and Reception EYFS, Years 1 and 2)</u>

6.1 Nursery is the main point of entry, and pupils are expected to progress through the Pre-Prep and then to the Prep-School, provided the School can continue to meet their needs. Parents will be consulted if any concerns arise regarding a child's progression to the next stage of the School.

6.2 Children do not need to take formal entrance tests to join Pre-Prep. Instead, we invite every prospective pupil to attend a familiarisation session. Children will join in the usual class lessons and activities planned for the day and will also do some English and Maths exercises to help us ensure we can meet a child's academic, social, and developmental needs.

Nursery and Reception entry - children will be invited to attend a familiarisation session (a morning/few hours) ahead of joining.
Year 1 entry - children will be invited to attend a one-day familiarisation session in their current year group.

Year 2 entry - children will be invited to attend two consecutive days in their current year group, taking part in regular lessons, sports, and outdoor activities planned for the day.

Parents will be notified immediately after the familiarisation days if we determine during the visit that we cannot adequately support their child's needs.

For children already in School the offers of places are also subject to receipt of a satisfactory progress report from their current school.

6.3 Although the School is non-selective, parents may be asked to withdraw a child if, after consultation, the Headmaster professionally determines that the School can no longer adequately meet their special educational needs / disability requirements adequately.

6.4 Priority for place allocation is given based on the date of registration.

6.5 Prospective parents are encouraged to visit the School for a tour and a meeting with the Headmaster and Head of Pre-Prep. The Head of Admissions will be able to advise on availability of a place. To enter Nursery, Reception, Year 1 or Year 2, parents must complete the online registration form and pay a non-refundable £50 fee per child, ideally following an initial visit to the School. Early registration is recommended, as places are allocated primarily by registration date, with a waiting list operated once capacity is reached.

6.7 Children may join higher year groups if spaces are available.

Prep School (Years 3-8)

6.8 The School assumes that children in the Pre-Prep will progress to the Prep School.

6.9 Prospective parents are encouraged to visit the School for a tour and a meeting with the Headmaster. The Head of Admissions will be able to advise on availability of a place. To enter Years 3-8 parents must complete the online registration form and pay a non-refundable £50 fee per child, ideally following an initial visit to the School. Early registration is recommended, as places are allocated primarily by registration date, with a waiting list operated once capacity is reached.

6.10 All registered prospective pupils are invited for two consecutive Taster Days in the September prior to entry. These days allow the School to assess whether it can meet the child's needs and include low-key English, Maths, and Reading assessments for setting purposes, alongside regular lessons, sports, and extracurricular activities.

Parents will be notified immediately after the Taster Days if the school determines that they are unable to meet their child’s needs adequately.

Offer of places will also be subject to receipt of a satisfactory and recent school progress report from their current School.

6.11 When prospective pupils exceed available spaces, a waiting list is established. Additional places are offered to families on the waiting list as spaces arise throughout the academic year.

7. Admission to the School and Preconditions for entry

7.1 Pinewood is an inclusive school that does not unlawfully discriminate in its admissions. We welcome pupils with special educational needs, disabilities, or medical conditions, allergies, provided our facilities and resources can safely accommodate their needs and support their learning.

7.2 Parents of pupils with a disability, medical condition, allergy, or special educational need must provide full written details during registration so the school can consider appropriate support.

7.3 If parents do not disclose this information during registration, the school may be unable to make reasonable adjustments for taster days/familiarisation sessions and assessments. Additionally, if the School determines we cannot provide the required support and meet the pupil's academic, social, and developmental needs an offer of a place may be withdrawn. Please refer to our Parent Terms and Conditions for further details.

7.4 Parents are required to provide with the Registration information full details of all relevant information about their child, including any reports (including any educational psychologist reports, medical reports, or assessments or other relevant expert third party reports), materials or information about their child's needs (educational, health or otherwise). This may include any final or draft EHC needs assessments (or applications for a needs assessment) or final or draft EHC Plans (or applications for an EHC Plan) or equivalents. This is so that the School can assess their child's needs and consult with parents about any adjustments which can reasonably be made and so that the School can ensure, for example, that their child will be able to meaningfully access the education offered and that we are able to ensure their health and safety, and the health and safety others. This information should be provided prior to the admissions assessment process.

7.5 Where parents of a prospective pupil feel their child requires adjustments, the School will discuss with parents (and their child's medical advisers, if appropriate) the adjustments proposed and whether they can reasonably be made for the child if they were to become a pupil at School.

7.6 There may be exceptional circumstances in which we are not able to offer a place for reasons relating to a child's special educational needs and/or disability. For example, if despite reasonable adjustments (in the case of disability), we feel that a prospective pupil is not going to be able to meaningfully access the education offered, or that their health and safety or those of other pupils or staff maybe put at risk, we may not be able to offer a place at the School.

7.7 Sometimes, the situation of pupils with disabilities and / or special educational needs / medical conditions (including allergies) changes between an offer of a place being made and the pupil starting at the School. The School requires the parents to be proactive in updating the School as to any significant changes which mean that the information provided during the application process is out of date or incomplete. In the vast majority of cases, this will not affect a pupil's place at the School. However, the School may in exceptional circumstances, need to reconsider the offer of a place if a pupil's circumstances change materially. It is in the pupil's interests that any such decision is made as early as possible to avoid any disruption to their education, so parents are urged to be forthcoming in their communications with the School about any material change to their child's circumstances.

7.8 We welcome prospective pupils from all linguistic and cultural backgrounds. We are committed to providing a supportive and inclusive transition for children who speak English as an Additional Language (EAL). We commit to working hand in hand with parents and carers to understand each child's home language and individual needs. Please refer to the School's English as an Additional Language (EAL) Policy for further details which is available on the School website.

7.9 Children must join the School into the correct year group for their age unless there are specific circumstances which are considered by the School on an individual basis.

7.10 Payment of fees at the pupils current School must be up to date. We expect prospective parents to inform the School promptly of any concerns regarding their ability to fulfil their obligations under the Parent Contract, including the payment of fees.

7.11 The child's current School progress reports must be satisfactory and align with Pinewood's academic expectations, standards and ethos, with agreed learning support where applicable.

7.12 We welcome overseas pupils, who can study at our School provided that they have the legal right to enter, live and study in the UK. The School will ask to see evidence of a prospective pupil's right to study in the UK when parents accept the offer of a place at the School.

8. Selection (and oversubscription) criteria

8.1 Pinewood is committed to equal treatment for all, regardless of the prospective pupil's sex, race, nationality, ethnicity, religion, disability, gender, sexual orientation or social background.

8.2 If the School is oversubscribed and we need to decide between two or more children who meet our admission requirements, we may give preference to a child using the following **preference factors**:

Date of registration
Sibling at the School
Children of staff
Parental or family connection with the School, e.g. Alumni

8.3 We recognise that a child's performance during assessments or visits may be affected by mitigating circumstances, including:

- Illness during assessments or extended school absences
- Family circumstances, such as recent bereavement
- Non-British educational backgrounds
- Disabilities, medical conditions (including allergies), or specific learning differences
- English as an additional language (EAL)

Where applicable, we may request supporting documentation—such as medical records, educational psychologist reports, family history (e.g. dyslexia), or reports from the child's current school—to ensure a fair assessment. Additional visits may also be arranged if required.

9. Acceptance of a Place

9.1 Where a space is available and admission requirements are met, the School will issue a formal offer of a place. Offers remain conditional on the School's ability to meet and sustain the pupil's individual needs. Although non-selective, the School must be confident it can fully support any special educational needs, disabilities, or medical conditions.

9.2 An offer is formally accepted once parents submit the signed Acceptance Form and pay the £900 deposit within the timeframe specified in the offer letter. The deposit is held without interest in the School's general account and will be refunded or credited upon the pupil's departure, in accordance with the School's Terms and Conditions.

9.3 Parents who defer their child's entry do so on the understanding that they may forfeit their reserved place and be moved to the bottom of the waiting list for the requested entry year.

10. Records and Review

10.1 Prospective parent and pupil details will be held on file with due regard to Data Protection legislation. Please see the School's Privacy Notice for all members of the School Community which is available on the School's website. The School's Privacy Notice outlines how the School collects, uses and processes personal data.

11. Complaints

11.1 Any prospective parent wishing to challenge an admission decision should follow Stage 3 of the School's Complaints Procedure which is available on the School's website.

Reviewed September 2026
Reviewed by Emily Miller, Head of Admissions
Next Review Date: October 2027