



PRIORY SCHOOL  
EDGBASTON

# ADMISSIONS POLICY

## (STATUTORY)

<b>Trustee Committee:</b>	Governing Council (Full)	
<b>Date Approved:</b>	May 2026	
<b>Next Review:</b>	Annual (September 2026)	
<b>Member of Staff Responsible:</b>	Mrs A. Law – Head of Admissions & Marketing	
<b>Trustee Overseer:</b>	Mr S. Brereton – Chair of the Governing Council	
<b>Intended Audience:</b>	Parents	
<b>Relevance:</b>	Whole School	Yes
<b>Access:</b>	Website	Yes
	Internal	Yes
	Restricted	No

## **Our Mission Statement**

Priory School is a thriving, co-educational independent school founded upon a rich Catholic heritage which welcomes those from all faiths and none.

In partnership with parents and carers we provide a nurturing, family-based ethos, alongside high-standards of teaching and learning, enabling all pupils to achieve their potential.

We embrace diversity and interfaith understanding alongside awareness of environmental and global issues, in response to the needs of our time.

## **Generic Policy Statement:**

The Governors and staff at Priory School are committed to providing a fully accessible environment which values and includes all pupils, staff, parents and visitors, regardless of their education, physical, sensory, social, spiritual, emotional or cultural needs.

The Governors, staff and pupils are committed to the safeguarding and welfare of pupils and staff.

To meet the needs of our school community, all our policies, including this policy, can be made available on different formats such as different font sizes or styles, colour, or alternate languages.

The Governing Council understands it has responsibility for ensuring the effective oversight of this policy and will assess, evaluate and review as necessary.

# PRIORY SCHOOL ADMISSIONS POLICY

## 1. INTRODUCTION

Priory School is an independent co-educational day school for children aged 6 months to 18 years.

The school operates a fair, transparent and selective admissions process, assessing applicants holistically. Admission decisions are based on:

- Academic potential.
- Personal qualities.
- Behaviour and attitude to learning.
- Ability to benefit from the education offered.

The school aims to maintain a balanced and diverse community and an appropriate gender ratio across year groups.

## 2. AIMS

The aims of this policy are:

- Ensure admissions decisions are fair, transparent and objective.
- Comply fully with the Equality Act 2010.
- Identify applicants who will benefit from and contribute to school life.
- Ensure consistency and clarity in admissions procedures.
- Ensure compliance with the school's charitable purposes.

## 3. EQUALITY, DIVERSITY AND DISABILITY

The school is committed to equality of opportunity and does not discriminate unlawfully on the basis of:

- Race.
- Religion or belief.
- Sex or gender identity.
- Sexual orientation.
- Disability.
- Any protected characteristic under the Equality Act 2010.

The school does all that is reasonable to comply with its legal and moral responsibilities and make reasonable adjustments within available resources, under the *Equality Act 2010* and the *Special Educational Needs and Disability Act 2001*, and the *Disability Discrimination Act 2005* to accommodate the physical or SEND needs of applicants, for which the school can cater.

Parents/carers of a child who has any physical or psychological needs (including a major long-term illness) or statement of special educational needs should provide the school with full,

written details before registering for admission and at least one week before attending Taster Days or Scholarship & Bursary Days.

The school needs this information so that, in the case of any child with particular needs, we can assess those needs and make sure the school can provide adequately for them throughout the admission process (including on a tour, on attendance at the school and during the taster days/assessments, as appropriate) and during their life at the school.

The school will consult with parents about the adjustments which can reasonably be made for the child both during the admissions process and later as a pupil to ensure the smooth transition of the child into the school and the most effective inclusion of the child whilst at the school. Any additional educational support may be subject to a further cost, in addition to the tuition fees.

Children who are candidates for admission and who have an EHCP will be considered carefully by the Headteacher and relevant members of the Leadership Team, in consultation with parents/carers, Local Authority (where relevant) and other professionals, to determine whether the school can reasonably provide the resources and support to meet the needs of that child.

If special educational needs or a disability becomes apparent after admission, the school will consult with parents/carers about reasonable adjustments in order to allow the child to continue at the school.

#### **4. ENTRY POINTS INTO PRIORY SCHOOL**

The school is structured as outlined below:

- Priory Poppets – the Early Years Department (6 months – 4 years)
- Priory Preparatory School (for pupils aged 4+ to 11)
- Priory Senior School (for pupils aged 11+ to 16)
- Priory Sixth Form (for pupils aged 16-18)

The traditional entry points are at Early Years (6 months+), Reception (4+), Year 3 (7+), Year 7 (11+) and Sixth Form (16+). However, children may join the school at any time up to Year 9 and Children may join in Years 10 and 11, but only after very careful consideration and examination of the school's capacity to accommodate such a change once GCSE courses have begun. Parents/carers are advised to contact the school to enquire if places are available in the year group appropriate for their child. Where places are available, entry into those year groups is routine.

Transfer from Priory Poppets into Priory Preparatory School is encouraged and is based upon on the recommendation of the Early Years Management Team, and in consideration of each child's development across the Early Years' Foundation Stage, with a key emphasis given to the child's Communication and Language skills in addition to their Personal, Social and Emotional development.

Transfer from the Preparatory School to the Senior School is encouraged and is based on consideration of standardised assessment scores, is subject to satisfactory academic progress and behavioural record and on the recommendation of the Deputy Head the Preparatory School.

Transfer to the Sixth Form is dependent on GCSE results and behavioural record.

## **5. ADMISSIONS TIMETABLE AND PROCEDURES FOR PRIORY SCHOOL**

Priory School hosts two Open Mornings throughout each academic year in September and March. Prospective parents/carers are encouraged to attend at least one of these with their children prior to applying for admission to assess the suitability of the school for their children.

Personal family tours are also offered and encouraged, giving families the opportunity to see school 'in action' on a normal day. Personal tours include an opportunity to meet with the Headteacher, relevant Deputy/Assistant Headteacher and/or Early Years Manager as appropriate.

Opportunities to attend 7+ Scholarship Days and sit the assessments for Academic and Performance scholarships take place twice each academic year in January and May. Opportunities to attend the 11+ Scholarship Days and sit the entrance the assessments for Academic and Performance Scholarships take place twice each academic year in October and March. Scholarship Assessment Days now take place during a school week and are integrated into a wider two day 'experience'.

### **Registration**

To register an interest in applying for a place at the school, parents/carers must complete a registration form and pay a non-refundable Registration Fee of £60 (incl. VAT). This enables the school to cover the costs of hosting Scholarship Experience days, taster days, and the administration of entrance exams, and associated paperwork.

The registration process must be completed prior to the child's attendance at any Taster Days, Scholarship Experience Days or assessments.

## **6. THE ASSESSMENT PROCESS**

The school is committed to ensuring that all admissions assessments are conducted in a fair, objective and transparent manner. All assessment procedures are reviewed on an annual basis.

### **Priory Poppets**

#### 6 months – 2 years

At this age, no formal assessment is required, however staff will observe a child's behaviour and social skills during their tour and 'settling in' session. Once a family has registered a place for their child in Priory Poppets and a place is available, the Early Years Manager will contact the parents to make suitable arrangements for the child to attend a tour/ visit prior to a formal place being offered. If applicable, the previous nursery will be contacted for an Early Years' report and reference.

## 2 – 4 years

At this age, if the Early Years Manager feels it is necessary for a child to attend a taster session prior to a formal place being made, this will be arranged. If applicable, the previous nursery will be contacted for an Early Years' report and reference.

Once a family has accepted a place, settling in sessions will be arranged prior to the child officially starting in Poppets.

## **Preparatory School**

### Internal Applicants

All children in Priory Poppets are offered a provisional place in the Reception Class, provided they continue to meet their developmental milestones. Places in the Reception class will be allocated on a first come first served basis to parents/carers who have submitted the acceptance form and paid the new starter deposit, before the communicated deadline.

The deadline for acceptance of internal places will be communicated to parents/carers each year. Beyond this date, any available places will be filled with the schools external waiting list.

### External Applicants

Entry into Preparatory School is based upon the child spending two taster days at the school in the appropriate year group for their age. During the taster days, children in Year 1 and above will be required to complete an assessment (standardised GL Assessment Test in English and maths) to measure progress. Results of the Assessment Tests are confidential to the school and are not released or shared with parents/carers.

A request for a confidential reference about the child's academic and other abilities and character, will be requested from the applicant's current school if joining in Year 1 or above. School reports may also be requested.

The Taster Days offer an opportunity to observe the child in the classroom, to identify their talents and abilities and to fully assess whether the school can meet their educational needs.

The tours and taster days also includes a discussion with the child's family. This provides an opportunity for the family to take its own decision over schooling as equally as it is an opportunity for the school to learn about the family and the child.

The school aims to notify parents/carers via email and in writing, usually within one week of the taster days, whether a place at the school is available and being offered or not. The school is not obliged to state its reasons for not offering a place; however, feedback is usually given if requested by parents/carers.

Upon acceptance, the school will contact the child's previous school to complete a Transfer and Safeguarding form.

Documents supporting each application for admission, together with selection and interview notes ("the records") will be retained by the school for at least one year after the application, whether or not a place is offered.

## **Senior School**

### **Admissions into Year 7 (11+)**

#### Internal Applicants

All children from Priory Preparatory School are offered a provisional place in the Year 7 Class, provided they continue to meet their developmental milestones and subject to satisfactory progress and behaviour. Places in the Year 7 class will be allocated on a first come first served basis to parents/carers who have submitted the acceptance form and paid the new starter deposit before the communicated deadline.

All internal applicants will take part in the Scholarship Experience Days held in October each academic year.

The deadline for the acceptance of internal places will be communicated to parents each year. Beyond this date we will fill any available places with our external waiting list.

Academic and Performance Scholarships are available. These will be awarded equally to internal and external applicants at the discretion of the Headteacher, based upon their application and performance in the required assessments.

#### External Applicants

Applications for entry into Year 7 of our Senior School is through two Scholarship Experience Days held in October and March each academic year. These days allow applicants to take part in range of lessons, offering an opportunity for them to be observed in order to identify their talents and abilities and to fully assess whether the school can meet their educational needs.

As part of the Scholarship Experience Days, all applicants (internal and external) will sit a standardised CATS 4 assessment in Mathematics, English and non-verbal reasoning, and will automatically be assessed for an Academic Scholarship.

Applicants (internal and external) may also choose to apply for a Performance Scholarship and the relevant assessments in each area of specialism (will take place during the Scholarship Experience Days. Full details relating to Scholarships and how each scholarship is assessed, are available in the Scholarship & Bursary Information booklet, available from the Admissions Team or found on the Admissions section of the website.

The Registration Form and Registration Fee to attend the Scholarship Experience Days must be submitted one week prior to the Scholarship Experience Days.

A request for a confidential reference about the applicant's academic and other abilities and character, will be requested from the applicant's current school to ensure staff have

all the information they need to assess the child. The school shall determine whether special conditions will apply to the applicant when sitting the assessment tests based on the information provided. School reports may also be requested.

Results of the Assessment Tests are confidential to the school and are not released.

Letters offering places will usually be sent out within one week of the child completing the Scholarship Experience Days. Parents/carers will be asked to accept the offer, complete, and return the Admissions Form and pay the acceptance deposit within a specific deadline. If no response to an offer has been received within five weeks, the school will assume that the offer has been declined and the place may be offered to another family.

Letters will also be sent out to those parents/carers whose child has not gained a place and to those whose name has been placed on the waiting list, within one week of the child attending the Scholarship Experience Days.

Upon acceptance, the school will contact the child's previous school to complete a Transfer and Safeguarding Form.

### **Applications for In-Year Places or in Years 8 and above**

If a place is available in the appropriate year group, the applicant will be invited into school to spend two taster days in their year group will sit a standardised CATS 4 assessment in Mathematics, English and non-verbal reasoning, and will automatically be assessed for an Academic Scholarship.

Children looking to join in Years 10 and 11, will be invited in for two taster days, but only after very careful consideration and examination of the school's capacity to accommodate such a change once GCSE courses have begun, particular consideration would be given regarding course and exam board compatibility.

However, children may join the school at any time up to Year 9 and Children may join in Years 10 and 11, but only after very careful consideration and examination of the school's capacity to accommodate such a change once GCSE courses have begun. Parents/carers are advised to contact the school to enquire if places are available in the year group appropriate for their child. Where places are available, entry into those year groups is routine.

Applications for Performance Scholarships will be considered and the relevant assessments in each area of specialism (as outlined in the Scholarship & Bursary Information Booklet, available from Admissions or on the school website: [www.prioryschool.net](http://www.prioryschool.net)), will take place during the Taster Days.

The Taster Days also includes a discussion with the child's family. This provides an opportunity for the family to take its own decision over schooling as equally as it is an opportunity for the school to learn about the family and the child.

A request for a confidential reference about the applicant's academic and other abilities and character, will be requested from the applicant's current school to ensure staff have all the information they need to assess the child. The school shall determine whether special conditions will apply to the applicant when sitting the assessment tests based on the information provided. School reports may also be requested.

Letters offering places will usually be sent out within one week of the child completing the two Taster Days. Parents/Carers will be asked to accept the offer, complete, and return the Admissions Form and pay the acceptance deposit within a specific deadline. If no response to an offer has been received within five weeks, the school will assume that the offer has been declined and the place may be offered to another family.

Letters will also be sent out to those parents/carers whose child has not gained a place and to those whose name has been placed on the waiting list, within one week of the child attending the Taster Days.

Upon acceptance, the school will contact the child's previous school to complete a Transfer and Safeguarding form.

Documents supporting each application for admission, together with selection and interview notes ("the records") will be retained by the school for at least one year after the interview, whether or not a place is offered.

## **7. SELECTION**

Admission to the school is determined by the following conditions:

- There is a place available.
- The applicant demonstrates the aptitudes and talents to benefit from the rounded education and opportunities provided at Priory School.
- The applicant is of the appropriate age and sufficient maturity.
- The school is able to provide adequately for special educational needs (if any) the applicant may have.
- The present school reports satisfactory attitudes and conduct on the part of applicant and parents/carers.
- Fees (if applicable) at the present school have been paid.

## **8. SCHOLARSHIPS AND BURSARIES**

Priory School offers a range of Academic and Performance Scholarships for applicants at several key stages, with opportunities offered at 7+ and 11+. These Scholarships are awarded primarily to those starting in Year 3 (7+) and Year 7 (11+).

However, recognising that talent and potential can emerge at any age, we also offer Academic and Performance Scholarships to applicants entering higher year groups in the Senior School, subject to the Headteacher's discretion.

Applicants can apply for Academic Scholarships (up to 25% remission) alongside Performance Scholarships (up to a further 15% remission). Applicants are therefore entitled to apply for a combined Academic and Performance scholarship up to a maximum of 40%.

At 7+ Performance Scholarships may be in sport, music, and art & design. At 11+ an additional Performance Scholarship is also available in Performing Arts. Applicants are not limited in the number of Performance Scholarships they can apply for.

All Scholars are expected to fully participate in school life and lead by example. In the case of Performance Scholarships, will be expected to make a particular contribution in that area of specialism throughout their time in the school.

Full details relating to Scholarships and how each scholarship is assessed, are available in the Scholarship & Bursary Information booklet, available from the Admissions Team or found on the Admissions section of the website.

### **Means Tested Bursaries & Supported Places**

Priory School is able to offer a limited number of mean-tested bursaries and supported places for individuals who would benefit from an education at Priory School, but whose parents/carers cannot afford to pay full fees (reviewed on a termly or annual basis).

#### Bursaries

- Bursaries in the form of temporary remissions are available for existing families who require financial support for an agreed period of time due to a sudden and unforeseen change to their financial circumstances. Bursaries are allocated on a scale according to the household income, which will be assessed regularly by the schools Bursary and Supported Place Committee.
- Eligible households must be earning under £80,000 per year to be considered for the bursary scheme.

#### Supported Places

- Supported Places can be applied for upon a child's entry point. Parents/carers seeking financial support will be required to complete a means tested form outlining their financial circumstances, along with key evidence to support the application. It is recommend that parents/carers complete an application form as early as possible during the admission process.
- Eligible households must be earning under £80,000 per year to be considered for a supported place.
- Supported places are available to pupils who have been offered a form of Scholarship for entry into the school.
- Supported places are reviewed annually by the schools Bursary and Supported Place Committee. The school will ask for updated information and financial documents each year to evaluate the family's financial status and ensure that it is still appropriate for the school to allocate the supported place for the following year.
- Families must inform us of any change in financial circumstances at any time, for example, an increase in salary.

To apply for a Bursary or a Supported place, parents/carers can request a means-tested application form from the Admissions Team or directly from the Finance Team.

The school is committed to protecting the privacy and security of all personal data submitted as part of the bursary application process. To assess eligibility for bursary support, the school will collect and process personal data relating to applicants and their families. This may include, but is not limited to, financial information, employment details, household circumstances, and supporting documentation.

For more details on how personal data is handled, please refer to the School's Privacy Notice or contact the Data Protection Officer.

## **9. WAITING LISTS**

Priory Poppets has a daily capacity of 106 pupils per day, and waiting lists through the year will vary depending on demand and day availability. Pupils must attend a minimum of 3 days per week unless agreed otherwise with the Early Years Manager.

The Preparatory School is a one-form entry, with a class limit of 18.

The Senior School is a two-form entry with a year group capacity of 36, and a class limit of 18.

The Sixth Form is small and caters for 6-18 students in each year group.

A waiting list will follow once the year group limits have been reached. In year groups where a waiting list exists, the following preference factors will apply:

### **Preparatory School**

- The applicant attended Priory Poppets (if the applicant requires a place in the Reception class).
- Applicants with exceptional abilities in academic studies, sports, and the arts (identified via entrance assessments).
- The applicant has a sibling at the school, or one of the applicant's parents is a former pupil of Priory School.
- Date of registration.

### **Senior School**

- The applicant is a pupil in Priory's Preparatory School (if the applicant requires a place in Year 7).
- Performance and position in the Entrance Examination and those Scholarship applicants with exceptional abilities in sports and the arts.
- The applicant has a sibling at Priory School, or at least one of the applicant's parents is a former pupil of Priory School.
- Date of registration.

Factors which will not be considered in the assessment of a applicant for admission are; the applicant's religion, race, nationality or ethnic origin, area of residence or socio-economic group.

Waiting lists will be reviewed regularly and place offered as they become available.

## **10. COMPLAINTS**

We hope that you and your child do not have any complaints about our admissions process; but a copy of the schools Complaints Policy can be sent to you on request or can be found on the school website: [www.prioryschool.net](http://www.prioryschool.net)

## **11. RESPONSIBILITY FOR ADMISSIONS**

This policy will be monitored by the Head of Admissions & Marketing, who will report to the Headteacher on its implementation on a regular basis. It will be reviewed and approved by the Governing Council.

The Headteacher, supported by the Head of Admissions & Marketing and Leadership Team are responsible for the operation of this policy.

This policy is constantly being reviewed to take account of educational initiatives and respond to the future priorities of the school. The selection criteria and application process are determined and reviewed from annually by the Headteacher, Head of Admissions & Marketing, and Leadership Team.