



THE PERSE
PELICAN SCHOOL
CAMBRIDGE

Admissions Policy & Procedures

This policy applies equally to EYFS and Key Stage One

Introduction

1. The Pelican Nursery and Pre-Preparatory School ("the School") is an independent day school in Cambridge for boys and girls aged between 3 and 7.
2. The Pelican Head (the Head) is responsible for admissions and the operation of this policy.
3. The aims of this policy are:
 - (i) To ensure compliance with the School's charitable purposes.
 - (ii) To set selection criteria and procedures that are consistent with this charitable purpose and fair to all applicants.
 - (iii) To identify applicants whose academic and other abilities appear to match the ethos and standards of the School and whose personal qualities suggest they have the potential to contribute sufficiently to the school community and benefit from the many opportunities that are offered here.
4. The selection criteria and interview procedure is determined and reviewed from time to time by the Governors of the School.

Special Education Needs and Disability

5. The School is inclusive and welcomes applicants with disabilities and special educational needs. It promotes a positive culture towards inclusion of disabled people and those with special educational needs and it will not treat an applicant less favourably on these grounds without justification. However, at present, its facilities, physical and otherwise, for the disabled and those with special educational needs are limited but it will do all that is reasonable to comply with its legal responsibilities under the Disability Discrimination Act 1995 (as amended by the *Special Educational Needs and Disability Act 2001*) in order to accommodate the needs of applicants who have disabilities for which, with reasonable adjustments, the School can cater adequately.
6. Parents or guardians of an applicant who has any disability or special educational needs should provide the Head with full written details when applying for admission and any additional information at least one week before attending the screening procedure or an open day at the School.

7. The School needs this information so that, in the case of any applicant with particular needs, we can assess those needs and make sure the School can provide adequately for them throughout the admission process.
8. The School will consult with parents or guardians about the adjustments which can reasonably be made for the applicant both during the admission process and later as a pupil.

Entry Points

9. The main entry point is at 3+ (Nursery). A few places are available at 4+ (Reception), although pupils may be accepted at other points if places are available.
10. Occasionally, an applicant may have fallen behind in his/her education due to illness etc. In such a case, the School may offer a place in a year lower than the applicant's age would normally imply. Parents or guardians will be consulted before such an offer is made, but the decision as to the appropriate year for the applicant, taking into account all the relevant circumstances, is a matter for the Head, whose decision is final.

Admissions Timetable

11. An Open Morning is usually held during the Autumn Term in each year. Parents or guardians of prospective applicants are encouraged to attend, or to arrange a visit to the School, including a tour and meeting with the Head, with the prospective applicant, prior to applying for admission in order to assess the suitability of the School for the prospective applicant.
12. Parents or guardians of applicants must complete a Registration Form and pay the appropriate Registration Fee which should normally be received by the School by the closing date which is 31 December of the calendar year preceding intended entry.
13. After the closing date, parents or guardians who have completed a Registration Form will be sent details of the date and times of the Screening Procedure. Parents or guardians who have not heard from the School by the end of January following the closing date are requested to contact the School. The School cannot accept responsibility for administrative errors or post going astray.
14. If the applicant has any special educational needs or disability parents or guardians must notify the School on the Registration Form and provide full written details, including a copy of all reports prepared by an Educational Psychologist or other appropriate specialist where available. The School shall determine whether special conditions will apply to the applicant in the Screening Procedure based on the information provided.
15. The School will seek a written reference from the applicant's current school if applicable.
16. Details of the Screening Procedure are confidential to the School and are not normally released.
17. Letters offering places will normally be sent out within one month of the Screening Procedure. Parents or guardians will be asked to accept the offer, complete and return the Acceptance Form and pay the securing fee within the time specified in the offer letter. If no response to an offer has been received within the time specified in the offer, the School will assume that the offer has been declined and the place may be offered to another applicant.
18. Letters will also be sent out by the end of March to those parents or guardians whose applicant has not gained a place and to those whose name has been placed on the waiting list.

Selection

19. The preconditions for admission are that:

- The applicant is of the appropriate age and sufficient maturity.
 - The School is able to provide adequately for any special educational needs (if any) the applicant may have.
 - The School, having made reasonable adjustment, has the capacity to cope with any disability the applicant may have.
 - The present school reports satisfactory attitudes and conduct on the part of parents or guardians and the applicant (if applicable).
 - Fees (if applicable) at the present school have been paid.
20. The criteria for selection in the Pelican Pre-Preparatory School is:
- Success in the Pelican Screening Procedure.
21. No applicant will be treated less favourably during the application process or during assessment on the grounds of their skin colour, race, nationality or ethnic or national origin, gender, religious faith, disability, or socio-economic group.
22. *Admissions Record:* a confidential form of Admissions Record will be completed for each applicant.

Penny Oates on behalf of the Governors

Circulation on request: Pupils, parents or guardians, staff and the Governors of the Pelican Pre-Preparatory School

Legal Status : Advisory and non-contractual

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