

PORT·REGIS

POLICY NAME	Admissions	POLICY OWNER	Titus Mills/ Stephanie Fone
APPROVED BY	Communications Committee/CoM	DATE APPROVED	February 2024
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15a - Prep School Admissions Policy

GENERAL

Port Regis is a co-educational independent school for pupils aged 2 to 13. The school has over 300 pupils, of whom over half are boarders. Deciding on the right school for your child is very important, and we believe that a personal visit is invaluable. We would suggest that prospective parents visit Port Regis with their child at their earliest opportunity and at least during the year prior to the proposed entry. We hold an Open Morning each term, which gives a general introduction to the school, or individual tours can be arranged to suit family requirements. Details are published on our website www.portregis.com. Please contact the Admissions Office on +44(0)1747 857914 or email admissions@portregis.com to arrange a visit.

For information about admissions to Port Regis Pre-Prep, please refer to the Port Regis Pre-Prep Admissions Policy, at the end of this section.

THE PREP ENTRY PROCEDURE

Our admissions process is designed to identify pupils who are able to benefit from our balanced and well-rounded education and who will make a positive contribution towards the life of the school.

We have two classes in the Lower School (Years 3 & 4), but year groups increase in size as pupils join in successive years, leading to four form groups in the Upper School years (Years 7 & 8), our oldest year groups. Please contact the Admissions Office for further details.

Applicants for admission should register as early as possible, preferably at least a year before the desired date of admission. A non-refundable registration fee is payable with the Registration Form which is available from the Admissions Office or from the website.

Once the school offers a place, parents are required to complete a Confirmation Form and to pay a confirmation fee.

Parents applying for entry for the next term will be informed of the likely expectation by their current school, of a term's fees in lieu of notice and the ISC protocol about change of schools.

Where parents are applying for entry more than a term in advance, the Admissions Department will request a copy of the child's most recent report in anticipation of the child starting at Port Regis. This usually takes place before the start of the child's final term at their current school.

EQUAL TREATMENT

Port Regis' 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. Port Regis is committed to equal treatment for all, regardless of a candidate's sex, race, ethnicity, religion, disability, sexual orientation or social background. Bursaries are available on a means-tested basis: details appear below.

SPECIAL EDUCATIONAL NEEDS AND DISABILITIES

The school welcomes pupils with special educational needs or disabilities provided that relevant departments, and the school as a whole, can offer them the support that they require, and the school site can accommodate them. It is essential that parents of children with special educational needs or physical or mental disabilities discuss their child's requirements with Port Regis before he/she applies for admission so that the school can determine whether it is possible to make adequate provision for him/her. Parents must provide copies of all Educational Psychologists' reports and medical reports at the time of application.

The school will discuss thoroughly with parents and their medical advisers the adjustments that can reasonably be made for the child.

THE ASSESSMENT PROCESS

The central aim of the process is to identify pupils with potential, in particular the potential to succeed at Common Entrance at age 13+, or increasingly at senior school entry assessments at the aged of 10 or 11 years. Additionally, Port Regis is looking for well-rounded pupils with a genuine interest in education in the broadest sense of the word, with interests that stretch beyond the confines of the academic curriculum. The school has strong traditions in Music, Drama, Art, Craft, Technology and Sport, as well as many other extra-curricular activities, all of which are important in developing a well-balanced, confident individual.

No specific preparation for the entrance procedure is needed, and all candidates start on an equal footing, with opportunities to display both their academic aptitude and their extra-curricular interests.

As part of the entrance procedure parents must provide the most recent reports available from the child's previous school. The Headmaster interviews candidates as part of the assessment process for each age group. Candidates sit papers in Verbal Reasoning and Non-Verbal Reasoning which are designed for their age group as part of the assessment process which is usually arranged on a suitable date for both the school and the prospective pupil.

SIBLING POLICY

Many siblings join us at Port Regis, however, admission is not automatic and there may be rare occasions where the school judges that a sibling is likely to thrive better in a different environment.

SCHOLARSHIPS

Port Regis offers Academic, Music, Sports, Art and All-Rounder Scholarships in recognition of exceptional potential in academic subjects, or all-round ability. All-round ability is currently assessed on the basis of strengths demonstrated in Music and Sport, over and above the assessment process.

Purpose of Scholarships

Scholarships are designed to reward excellence and to celebrate exceptional talent or potential. Any scholarship awarded is an accolade and has no financial remission. Parents are asked to indicate on the Registration Form whether they wish to apply for a scholarship. Details of the arrangements will be sent to all who express an interest.

We encourage parents of scholarship holders who anticipate that they will experience difficulty in meeting the balance of the fees to apply at the same time for one of the school's means-tested bursaries described below, when they register their child.

Academic Scholarships

Candidates who apply for academic scholarships undertake the Assessment Process described above, which applies to all candidates, and also sit an additional examination to assess academic potential, usually in the Spring Term of the year prior to entry. Details are provided in good time to interested applicants.

Scholarships are usually held for the duration of a pupil's time at the school but will be reviewed regularly in light of the pupil's performance and commitment.

All-Rounder Scholarships

All-Rounder Scholarships are offered to those candidates who undertake the assessment process (as mentioned above) and are also able to demonstrate excellence in either Music or Sport. Candidates must obtain a specialist reference from their current head of department or teacher, in addition to a reference from their current Head. There will also be interviews and an appropriate practical test with the head of the relevant department at Port Regis. He/she will be expected to demonstrate enthusiasm for, and commitment to, their specialist activity and will be expected to make a contribution to the life of the school throughout their time at Port Regis. All-Rounder scholarships will only be offered to pupils who satisfy the entrance criteria applied to all candidates for admission (as mentioned above).

BURSARIES

Governors of Port Regis are committed to broadening access to the school by offering means-tested financial support with school fees to eligible parents. This support is known as a Bursarial Award and such an award may be offered to parents of children who give evidence of above-average ability or potential in various areas of school life (awarded as Academic or All-Rounder Scholarships). Bursarial Awards may be awarded in the form of a remission of up to 50% on fees payable, depending on the financial, compassionate or other pertinent circumstances of applicants.

In order to meet the requirements of the Charity Commission, bursaries are means-tested in accordance with the criteria published on the school's website. Both parents are required to provide proof of their income and assets.

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.

Our Bursary Policy can be viewed on our website or can be obtained from the Bursar.

OVERSEAS APPLICANTS

Overseas parents should make every effort to visit Port Regis with their child in the year before proposed entry or, if this is impractical, ask for an on-line interview with the Headmaster via the Internet. We welcome overseas pupils to study at Port Regis as boarders provided that they have a relative or legal guardian living in the UK with whom they can stay for some weekends. We regard a UK resident guardian as essential, supporting the pupil by attending some school events, attending parents' meetings and hosting the pupil over exeat weekends.

Fluency in English

In order to cope with the academic and social demands of Port Regis, pupils must have a basic understanding and ability to speak English. Tuition in English as an Additional Language (EAL) can be arranged at the parents' expense. Experience has shown that pupils for whom English is not the first language have a much greater chance of success at Common Entrance, and in the wider aspects of school life, if they join Port Regis before the age of 10. Learning English, and studying for Common Entrance, in only one year is a very demanding challenge.

Religious Beliefs

Although Port Regis has Christian roots, the school does not select for entry on the basis of religious belief, and it offers the opportunity for others to practise their own faiths. However, parents should be aware that all pupils are expected to attend the morning assembly.

Short Term Study Pupils

Dependent upon available spaces, Port Regis welcomes a limited number of Short Term Study pupils, defined as those pupils from overseas who join Years 3 to 7 for either one term or one month, with a basic understanding and ability to speak English, whereby they experience a full boarding, academic, sporting, other co- and extra-curricular activities while here for the set duration. Only those pupils who have previously attended Port Regis as a Short Term Study Pupil, may return for either the full Summer Term, or for one month of Year 8.

SCHOOL'S CONTRACTUAL TERMS & CONDITIONS

Copies are on the school's website and will be made available to parents as part of the admissions process.

COMPLAINTS

The school hopes that parents and pupils do not have any complaints about the school's admissions process, but copies of the school's complaints procedure can be sent to parents on request.

Pre-Prep Admissions Policy

The Pre-Prep Department of Port Regis School, including EYFS, provides a co-educational environment for children from age 2 to 7, with one class per age group – Nursery, Reception, Year 1 and Year 2.

THE PRE-PREP ENTRY PROCEDURE

The Entry Procedure for Pre-Prep candidates does not involve a formal assessment, however other paragraphs mentioned beforehand headed 'Equal Treatment', 'Special Educational Needs and Disabilities', 'Religious Beliefs', 'School's Contractual Terms & Conditions' and 'Complaints' apply equally to Pre-Prep. Scholarships and Bursaries are not normally available to children in the Pre-Prep.

Prospective parents are invited to visit the whole school with their child, meeting both the Headmaster, and the Head of Pre-Prep. A copy of a previous school or Nursery report is also required, as appropriate.

Children may join the Nursery from the day they turn 2 years old when they may attend for three mornings a week. When a child turns 2 years 9 months they may attend as many sessions as required. Attendance is based on sessions – morning and/or afternoon. We recommend that very young children start with half day sessions, adding sessions in the week and extending to full days when they are ready. Nursery children from 2 years 9 months may stay for lunch on any day.

The Nursery follows the guidance and statutory guidelines of the Early Years Foundation Stage 2017.

It is assumed that all Nursery children will progress to the Reception Class, which also follows the EYFS 2017 guidelines, and then to Years 1 and 2. New children may join the Reception Class in the September after their 4th birthday.

Transfer from Pre-Prep to Prep School

It is expected that children entering Pre-Prep will continue their education at the Prep School, taking regular internal forms of assessment throughout their time in Pre-Prep before entering F Form/Year 3.

If during your child's progression through Pre-Prep they present with any special educational needs or disabilities these will be addressed as under the Special Educational Needs and Disabilities paragraph on page 2 of the Prep School Admissions policy.

Parents of Pre-Prep children in Year 2 are invited to a meeting in the Prep School prior to the F Form/Year 3 entry in the September to ensure that the transition process runs smoothly for the pupils and their families.