



Bowdon Preparatory
School for Girls

Believe • Persevere • Succeed

Admissions Policy

This policy is applicable to all pupils (inc. EYFS), staff and parents.

Statement of Intention

We are committed to fostering an environment that promotes **our vision** 'To continue to be recognised as a leading Prep school for girls, providing unforgettable learning experiences which inspire our girls to **Believe** in themselves, to **Persevere** and **Succeed** in all they do'.

Our policies are designed to support the diverse needs of all our pupils, our staff, and our community. This policy and its procedures have been developed with due regard for our duties and obligations, for the safeguarding and wellbeing of all our pupils.

Principles of the policy

- Non-Discrimination: ensuring equal access for all pupils.
- Transparency: Schools should provide clear and accessible information about the admission process, criteria, and timelines to parents and guardians
- Fairness: The policy demonstrates fair and consistent criteria for evaluating applications
- Compliance with Legal Standards: Admission policies must comply with relevant laws and regulations, including those related to data protection and privacy
- Support for Special Educational Needs: Schools should have provisions to support students with special educational needs and disabilities, ensuring they have equal opportunities for admission
- Parental Involvement: Encourage active participation and communication with parents throughout the admission process

These principles help create a fair and effective Admissions Policy that aligns with appropriate guidelines and school values.

Objectives of the policy

This policy helps to create a fair and effective admissions system that aligns with our vision, mission and values.



Bowdon Preparatory
School for Girls

Contents

Introduction	3
Registration	3
Allocation of places	3
Lower School	5
Prep	5
Admission's Register	5
Schools Contractual Terms and Conditions	6
Related policies	6
Policy Review and Dissemination	6



Bowdon Preparatory
School for Girls

Introduction

At Bowdon Preparatory School, we are committed to offering places to all girls who will benefit from our balanced and well-rounded education and who will make a positive contribution to the life of the school. We aim to educate and develop each pupil to her fullest potential, ensuring she emerges as a confident, well-educated, and well-rounded individual with a good prospect of achieving future success in the secondary sector, and beyond.

Parents interested in securing a place for their daughter at Bowdon Preparatory School are warmly invited to schedule a tour. This visit provides an excellent opportunity to meet the Headteacher and key staff members, learn about the school's educational philosophy, and explore the facilities. During the tour, parents can ask questions and gain a comprehensive understanding of what makes Bowdon Preparatory School a nurturing and enriching environment for their child's education.

Registration

Pupils can join the school at any point of the school year, from the age of 3 to 11. However, there are several key joining times for which places can be held:

Year group/Age	Minimum attendance		
	Autumn Term	Spring Term	Summer Term
Kindergarten 1: when the pupil turns 3	3 mornings+		4 mornings+
Kindergarten 2: academic year pupil turns 4	5 mornings+		4 full days+
Reception: academic year pupil turns 5	Full time		
Year 3 (Prep): 7+ years	Full time		

Admission to Bowdon Preparatory School is subject to the availability of places and, for older children, a general assessment. Registration is an expression of interest in the school and does not commit parents to accepting a place, nor does it commit the school to offering one. Early registration is recommended, as applications are considered in the order they are received.

If parents arrange a visit, taster day, or assessment day, a registration form must be completed and accompanied by the registration fee prior to the visit. By signing the registration form, parents consent to the school obtaining, processing, and holding personal information about their child, including sensitive information such as medical details, for assessment purposes (if seeking entry to Prep Y3-6). If a place is offered, this information is kept on file to promote and safeguard the welfare of the child.

Allocation of places

Places are allocated on a first come, first served basis and at the discretion of the Headteacher, upon receipt of a completed application form. In the event of a year group being full, if the parents



Bowdon Preparatory School for Girls

so wish and subject to a satisfactory pupil visit, the school will place a child on our waiting list. Letters offering places will normally be sent out, but a verbal offer may be given more quickly.

Sibling and children of former pupils

The Headteacher will, whenever possible and subject to availability, give preference to siblings of pupils already at the school and to children of former pupils, provided that those parents have indicated on the registration form that this is the case. We also have links with APS for sibling discounts – please email the Bursar for further information bursar@bowdonprep.org.uk

Waiting list

The waiting list will be maintained in strictly chronological order by date of registration. However, the Headteacher reserves the right to offer places to siblings and to a girl not at the top of the waiting list as per the paragraphs above.

Special Educational Needs and Disability (SEND)

Bowdon Prep welcomes all girls who can make the most of the opportunities offered and flourish in its caring environment while accessing an academic curriculum. We are firmly committed to inclusivity and to giving every pupil the best possible opportunities. We welcome pupils with special educational needs or physical disabilities and will comply with our legal and moral responsibilities.

We are able to admit those for whom the school's resources, reasonably adjusted where appropriate, can secure academic success and educational fulfilment. The school currently has limited facilities for pupils with disabilities. Although we have made modifications, children with mobility difficulties may find our school challenging to navigate, as the majority of classrooms are on the first and second floors. However, we are committed to inclusion where possible and have active monitoring policies and procedures.

We will do our best to accommodate a disabled pupil's needs within the constraints imposed by the school's buildings and resources to ensure that pupils with disabilities or prospective pupils are not placed at a disadvantage compared to able-bodied pupils. If your daughter has experienced a barrier to learning, please provide a copy of an Educational Psychologist report, a professional report, or a medical report to support your request, if available.

We advise parents of children with special educational needs or physical disabilities to discuss their child's requirements with us before or during their tour of the school so that we can ensure adequate provision for her.

Religious Beliefs

Bowdon Preparatory School is a Christian school that welcomes pupils who support our ethos from a variety of faiths. Upon accepting a place, parents agree to support the school's policies, including the uniform policy and pupil's access to the full curriculum, including all areas of collective worship and religious education.



Bowdon Preparatory
School for Girls

Lower School

Kindergarten and Reception

At Bowdon Preparatory School, there are no formal assessments or testing arrangements for entry into the Kindergarten or Pre-Prep. Instead, pupils in Kindergarten and Reception are invited to join us for “Stay and Play” sessions. The sessions also allow teaching staff to gently assess whether a child is likely to benefit from the education on offer at BPS.

Year 1 and Year 2

For Year 1 and Year 2 children, we offer a “Taster Day” visit. These sessions allow children to familiarise themselves with the school’s surroundings and experience what it might be like to be a pupil at BPS. These visits also provide the Headteacher, Phase Leader and year group teachers with an opportunity to assess whether a child is likely to benefit from the education on offer, in line with the school’s stated aims and ethos, and behaviour policy.

Prep

Year 3 – Year 6

Admission to Bowdon Preparatory School from Year 3 onwards is conditional upon an informal assessment day. During this day, both the parents and Headteacher will discuss whether a child is likely to benefit from the education on offer, in line with the school’s stated aims, ethos, and behaviour policy. Admission is confirmed upon receipt of a report from the pupil’s current school.

There will be an opportunity to discuss the taster day experience and assessment data with the Phase Leader and/or Headteacher. If a place is not offered, the Headteacher will provide an explanation to the parents, in writing if requested, detailing the reasons why the offer was not deemed appropriate.

Admission’s register

Bowdon Prep is committed to maintaining the Admissions Register in accordance with the Education (Pupil Registration) (England) Regulations 2006. From the first day the school has agreed or been informed that a pupil will attend, an entry will be made in the school's Admissions Register.

Upon taking up a place at the school, an entry is made in the Admissions Register, which is held as an electronic document. The register is stored on the computer and backed up electronically. The Bursar and the Admissions Officer are responsible for the administration of the Admissions Register. The following items are recorded:

- Full Name
- Gender



Bowdon Preparatory
School for Girls

- Name and address of all parents/guardians/carers, indicating with whom the pupil normally resides
- At least one emergency contact telephone number for the parent/guardian
- Date of Birth
- Date of Admission/Re-admission
- Name and address of previous school
- Year Group on entry (e.g. Year 3)

Copies of the Admissions Register are held at the school for a minimum of three years. The register allows for the inclusion and deletion of entries and is maintained in line with the Education (Pupil Registration) (England) Regulations

Schools Contractual Terms and Conditions

Copies will be made available to parents as part of the admissions process.

Related Policy

Safeguarding Policy
Early years Policy

Policy Review and Dissemination

All members of staff and governors will receive a copy of this policy (via TEAMS link).

The policy will be available for parents on our website. A paper copy can be requested via the School Office office@bowdonprep.org.uk.

SLT member responsible	SMT
Governor / Board Responsible	Chair of Governors
Date of review	April 2025 – Spring 2
Date of next review	April 2026 – Spring 2

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