



## **ADMISSIONS POLICY**

### **Introduction**

St Piran's School is a co-educational, truly independent school for pupils from aged 2 to 11 years. The School has approximately 450 day pupils, with a maximum of twenty pupils per class at school age (from Reception to Year 6) and a PAN of 524 registered with the Department for Education. We pride ourselves on being a warm and friendly school and wish to bring out the best in every child in our care. We aim to give each child a first-class academic education, equipping the children with 21st century skills, as well as offering a full range of sports and activities.

Courtesy and consideration for others and a sense of responsibility for the school community, underpinned by Christian principles, are of paramount importance at St Piran's. At St Piran's, we foster kindness, champion inclusion, and nurture respect by using our compassionate hearts, inquisitive minds and supportive hands to inspire confidence in all. As a School, we are creating Motivated Engaged Thinkers who are Aspiring Leaders.

By the time the pupils leave the School, we sincerely hope that they have contributed as much as they can and feel a sense of pleasure in what they have achieved. It is important to foster a happy and natural relationship between pupils, parents and staff, so that everyone has pride in being part of the School. By the end of Year 6, our hope is that children will be academically strong, socially confident and emotionally intelligent; honest, kind and always striving to do their best.

### **The entry procedure**

Deciding on the right school for your child is very important, and we believe that a personal visit is invaluable. We very much hope that you and your child will visit St Piran's. We hold Open Days each term, on a Friday morning, giving you the perfect opportunity to see the School in action, meet staff, children and current parents. Details are published on our website. We are also very happy to welcome prospective parents and their children at other times. Please contact the Head of Admissions, Aviva Harwood, on 01628 594 302 or email [admissions@stpirans.co.uk](mailto:admissions@stpirans.co.uk) to arrange a visit.

### **Admissions**

The initial stage of the Admissions procedure is the completion of a Registration Form, which is sent via our Registrar, accompanied by a non-returnable Registration Fee of £150.00. Early registration is advisable. Your son/daughter will be placed on the waiting list in chronological order of registration. Siblings of current pupils are given priority on the waiting list. Every child is seen by the relevant Head of Year or Assistant / Deputy Head to ensure pupils can benefit from our balanced and well-rounded education and to make a positive contribution towards the life of the School. Our assessment processes are detailed below. The final decision on whether a place will be offered to a pupil is made by the Headmaster.

### **Safeguarding, pupil welfare and SEND**

At St Piran's, we pride ourselves on the pastoral care and support we give to all of those in our community. We ask that any families applying for a place at our school share any safeguarding, pastoral or SEND matters that have had, or could impact upon, their child/children's schooling. Disclosing such information will not hinder the application process, but enable us to enhance the provision and support we put in place for your family.

As a school we reserve the right to withdraw an application or a child's accepted place, if disclosures about safeguarding, child protection or SEND, are not reported to the school during the application process.

### **The assessment processes**

St Piran's 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 and sport. There are many extra-curricular activities, all of which are important in developing a well-balanced, confident individual.

No specific preparation for the entrance tests is needed; all candidates start on an equal footing. If the pupils reach a particularly high standard in their assessments into Years 5 & 6, extended tests or assessments may be given with the aim of offering an Academic or Wider Scholarship for the final two years of the school. Scholarships are not offered to a child below Year 5. Assessments take place throughout the year. Further details regarding the Scholarships we offer are available in the Scholarships section of this policy.

Bursaries are means tested awards offered to those who meet the School's admission criteria but may otherwise be unable to attend the School due to financial hardship. Details of our provision for bursaries can be obtained from the Head of Finance.

The usual points of entry are at Nursery, Pre-School, Reception and Year 3, although we admit pupils in other year groups when spaces are available.

### **Nursery (2-3 years)**

All parents meet with the Headmaster and, in the term before your child is due to start, you and your child will be invited either into school or via a virtual system to meet with the Head of Early Years. Assessments for Nursery pupils are based on observing informal play in small groups and completion of a developmental questionnaire with parents. A report from a previous Nursery setting will be requested before a formal offer is made. In the Easter Term, The Head of Nursery will meet with the Head of Pre-School to assess your child for a Pre-School place for the following academic year.

### **Pre-School (3-4 years)**

All parents meet with the Headmaster and, in the term before your child is due to start, you and your child will be invited either into school or via a virtual system to meet with the Head of Early Years. Assessments for Pre-School pupils are based on observing informal play in small groups and completion of a developmental questionnaire with parents. A report from a previous nursery setting will be requested before a formal offer is made. In the Easter Term, The Head of Pre-School will meet with the Head of Reception to assess your child for a Reception place for the following academic year.

### **Reception (4-5 years)**

All parents meet with the Headmaster and the most recent report is requested from the child's Nursery setting or current School. All children are seen by the Head of Early Years and a developmental assessment is conducted. We may also visit a child in their current setting or invite them in to spend a morning with their current age group, before an offer is made.

### **Lower School: Years 1 & 2; (5-7yrs)**

All parents and children are seen by the Headmaster. The applicant will then spend one day in school during which time they will be seen by the Deputy Head Academic and required to complete age-appropriate assessments in English and Maths. Reports will be requested from the previous school.

### **Middle School Years 3 & 4; (7-9yrs)**

All parents and children are seen by the Headmaster. The applicant will then spend one day in school during which time they will be seen by the Deputy Head Academic and required to complete age-appropriate assessments in English and Maths. Reports will be requested from the previous school.

### **Upper School Years 5 & 6; (9-11yrs)**

All parents and children are seen by the Headmaster. The applicant will then spend one day in school during which time they will be seen by the Deputy Head Academic and required to complete age-appropriate assessments in English and Maths. Reports will be requested from the previous school.

### **Offer of a place**

The formal offer to accept the child as a pupil follows their visit and is conditional upon the Headmaster having evidence, through meeting the pupil and/or assessments and reports from the previous School, that a child has reached an appropriate standard both academically and socially. Once the Headmaster is satisfied that these conditions have been fulfilled, an offer letter will be sent and a deposit of £1000 will then be payable. Please note that £500 of this deposit will be refundable against the first term's fees at school age. Pupils joining nursery will receive £500 of the deposit towards their first term of fees in Reception. All offers are subject to pupil's progress as they move through our School. If, at any point, we feel St Piran's isn't the right school for your child, we will work with you to find a more appropriate setting.

Our Nursery department offers a limited number of spaces for children aged 2-3 years. As a condition of enrolment, we require that all Nursery pupils continue their education into statutory school age. In cases where parents voluntarily withdraw their child from our Nursery or Pre-School prior to this, or notify us of their intention to transfer their child to another school before they reach Reception, this could result in the loss of places for younger siblings currently attending our Nursery department, as well as the refusal of places for younger siblings on the waiting list for Nursery admission. The balance of the deposit is non-refundable in this case.

### **Equal treatment/accessibility**

St Piran's aim is to encourage applications from candidates with as diverse a range of backgrounds as possible. We are mindful of our obligations under the Equality Act 2010 during the Admissions Process. This enriches our community and is vital in preparing our pupils for today's world.

St Piran's is committed to equal treatment for all, regardless of a candidate's sex, race, ethnicity, religion, disability, gender reassignment, sexual orientation or social background. Religious beliefs.

St Piran's welcomes applications from prospective pupils of all faiths and of no faith. Although St Piran's has a Christian ethos, the School does not select for entry on the basis of religious belief, and it offers the opportunity for pupils of all denominations to practise their own faiths. However, parents should be aware that there are compulsory assemblies throughout the week and a Friday Chapel service that all pupils in Years 5 and 6 are expected to attend.

### **Special needs**

St Piran's does not unlawfully discriminate in any way regarding entry. The School welcomes pupils with disabilities and/or special educational needs, providing we can offer them the support that they require and cater for any additional needs and that our site can accommodate them.

We strongly advise parents of children with special educational needs or physical or mental disabilities to discuss their child's requirements with the School before he/she sits the assessment so that we can make adequate provision for him/her. The Special Educational Needs & Disabilities Coordinator or SENDCo may be asked to assess the pupil. Parents should provide a copy of a specialist report, for example, clinical/educational psychologist, Specialist Teacher, Speech and Language Therapist, occupational therapy or NHS assessments.

The School will discuss thoroughly with parents (and their child's medical advisers, if appropriate) the adjustments that can reasonably be made for the child if he/she becomes a pupil at the School. (Reference will be made to the Disability and Accessibility Policy).

### **Sibling policy**

Most siblings join us at St Piran's. However, admission is not automatic and there may be occasions where the School judges that a sibling is likely to thrive better in a different academic environment.

### **Scholarships**

St Piran's offers scholarships into Upper School (Years 5 & 6) for:

Academic

Music

Sport

Art

Drama

A scholarship may be withdrawn in accordance with the terms upon which such award is made or in accordance with the School's Terms and Conditions.

### **Purpose of Scholarships**

Scholarships are designed to reward excellence and to celebrate exceptional talent. In recognition of this achievement, the scholar is offered a 10 percent reduction in the fees throughout their time in Upper School. New parents are asked to indicate on the Registration Form whether they are interested in applying for a scholarship. Details of the arrangements will be sent to all who express an interest.

We encourage parents of scholars who anticipate that they will experience difficulty in meeting the balance of the tuition fees to apply (at the same as registration of their child) for one of the School's means-tested bursaries described below.

### **Bursaries**

St Piran's's bursary programme is a limited fund available to provide short-term financial support to existing and new entry families. It is designed to support existing families who find themselves in short-term economic hardship or a new family whose children meet St Piran's entry criteria to take up a place from Year 3 upwards, but might require some additional, limited support. Bursaries are means-tested in accordance with the criteria published on the School's website from time to time. Both parents are required to provide proof of their income and assets. The level of support varies according to parental need; but can extend to 50% of fees in cases of proven need. Before the offer of a bursary, an external assessor (Bursary Administration Ltd) appointed by the School will normally visit the family at their home and liaise with them about key financial information relevant to the application. A report from Bursary Administration Ltd will be provided to the School before any Bursary is awarded.

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 or wealth.

The School's expectation is that parents who do not choose to apply for a bursary at the time that their child is being assessed will not require financial support throughout the time that their child attends the School, except in wholly unforeseen circumstances.

A bursary may be withdrawn in accordance with the terms upon which such award is made or otherwise in accordance with the School's Terms and Conditions.

## **Financial Information**

Any applicant for a place at the School, including those who apply for bursary support and overseas applicants, may at the discretion of the School be required to provide additional financial information and/or undergo checks to confirm that they are able to pay the School's fees (or any percentage of the fees still payable if a bursary or scholarship is granted).

## **Overseas Applicants**

We welcome overseas pupils, who can study at St Piran's provided that they have the legal right to enter, live and study in the UK and they have a relative or 'responsible adult' living in the UK with whom they can stay.

## **Induction day**

All children must feel comfortable about the transition from their current school to St Piran's. With this in mind we have an Induction Morning for all children entering Reception to Year 6 at the end of the Summer Term. This takes place on the last Monday of the academic year for the first two lessons of the morning. Nursery and Pre-School children are offered two settling in sessions on the first two days of the term they join us. More will be offered if staff feel it will be beneficial for the child.

## **Terms & Conditions**

A copy of the Terms and Conditions for St Piran's School are available from the Head of Admissions.

## **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 are available on our website and can be sent to parents on request. The Complaints procedure does not apply to prospective pupils and parents.

**Reviewed By:**            **Headmaster**  
**Date:**                    **6 May 2026**  
**Next Review Date:**    **May 2027**