



The Peterborough School

Admissions Policy

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Introduction

The Peterborough School is an academically high-achieving, coeducational School and we welcome children who can make the most of the opportunities that we offer and can flourish in the caring environment of our School. This is a through School and pupils usually automatically transfer from the Preparatory School into Senior School. Pupils are selected on their ability to maintain or improve the educational standards of the School.

Our 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. Bursaries are available for applicants looking to join the Senior School in order to make it possible for those who meet the School's admission criteria to attend the School. A small number of bursaries are available in the Preparatory School under exceptional circumstances.

The Peterborough School is committed to equal treatment for all, regardless of a candidate's race, ethnicity, religion, sexual orientation or social background. Our provision for bursaries is described below.

The procedure for entry is specific to a child's age and/or stage of education and is explained in full below.

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 us. We usually hold a number of open events in the autumn term, which give a general introduction to the School. Details are published on our website. We are also very happy to welcome prospective parents and their children at other times. Please contact the School's admissions team to arrange a visit.

Equal Treatment

The School'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. Generous bursaries are offered in order to make it possible for as many as possible who meet the School's admission criteria to attend the School. The School's provision for bursaries is described below.

Information Sharing

We require parents to inform the School at the outset of the application process about any needs which their child may have or any other significant matters which the School should reasonably be aware of because, for example, it would necessitate tailored provision and/or would materially impact on their child's attendance at School and/or ability to engage in day-to-day School life. The School may wish to discuss these matters with the parents and/or require some further information.

Parents must ensure that information provided is accurate, complete and not misleading and relevant details and information (or changes to them) are shared in a timely and transparent manner.

A failure to disclose relevant information and/or the provision of inaccurate, incomplete or misleading information may - in some cases - lead to the withdrawal of an offer or termination of the School's Parent Contract.



Special Educational Needs

We do not unlawfully discriminate in any way regarding entry. The School welcomes pupils with disabilities and/or special educational needs, provided we can reasonably offer them any support that they require and cater for any additional needs and that our site can accommodate them. We aim to ensure that all our pupils, including those with disabilities and/or special educational needs, are provided with a safe and inclusive environment in which to learn.

Our policy is to apply our admission criteria to all potential pupils. We require parents of children with special educational needs, disabilities or allergies (suspected and diagnosed) to discuss their child's needs with the School at the outset of the admissions process so that we can consider and make – to the extent reasonable – appropriate provision for them.

Parents are required to provide with the Registration Form full details of all relevant information about their child, including any reports (including any educational psychologist reports, medical reports or assessments or other relevant expert third party reports), materials or information about their child's needs (educational, health or otherwise), and this may include any final or draft EHC needs assessments (or applications for a needs assessment) or final or draft EHC Plans (or applications for an EHC Plan). This is so that the School can assess their child's needs and consult with parents about any adjustments which can reasonably be made and so that the School can ensure, for example, that their child will be able to meaningfully access the education offered and that we are able to ensure their health and safety, and the health and safety of others. This information should be provided prior to the admissions assessment process.

Where parents of a prospective pupil feel their child requires adjustments (in respect of the admissions process and/or with regards to education at School and participation in School life in the event they are offered and take up a place at the School), parents should raise these with the School at the outset and the School may – depending on the circumstances - require some further information from parents or request further assessments in respect of the needs identified and will discuss with parents (and their child's medical advisers, if appropriate) the adjustments proposed and whether they can reasonably be made for the child if they were to become a pupil at the School.

There may be exceptional circumstances in which we are not able to offer a place for reasons relating to a child's special educational needs and/or disability. For example, if, despite reasonable adjustments (in the case of disability), we feel that a prospective pupil is not going to be able to meaningfully access the education offered, or that their health and safety or those of other pupils or staff may be put at risk, or where the School cannot reasonably accommodate the adjustments required or reasonably provide the nature or level of the support required.

Sometimes, the situation of pupils with disabilities and/or special educational needs changes between an offer of a place being made and the pupil starting at the School. The School requires parents to be pro-active in updating the School as to any changes which mean that the information provided during the application process is out of date or incomplete. In the vast majority of cases, this will not affect a pupil's place at the School. However, the School may, in exceptional circumstances, need to reconsider the offer of a place if a pupil's circumstances change materially. It is in the pupil's interests that any such decision is made as early as possible to avoid any disruption to their education, so parents are urged to be forthcoming and transparent in their communications with the School about any material change to their child's circumstances.

In the event your child has an EHC needs assessment or EHCP (whether at the application stage, draft or final form) it is important that these (and the applicable supporting documentation, e.g. educational psychologist reports or other expert assessments) are shared promptly with the School and that the



School is kept up to date with respect to any relevant decisions of the Local Authority or changes in provision.

Entry Procedures

Most parents learn of the School and Nursery through their good reputations and make contact with the School Admissions Team or Nursery Manager by telephone or via the School's website. In response to enquiries, a prospectus is sent out. Parents may then call to make an appointment to view the School or Nursery and to have an interview with the Headmaster, Head of the Preparatory School or the Nursery Manager, as appropriate. Those who are interested in the Senior School are encouraged to bring their child with them and to allow them to participate in the discussion with the Headmaster. There is also the opportunity to consult with the Admissions Team about practical arrangements such as the routes of the School buses and uniform supply.

The usual points of entry for School are from 4 years of age (Reception), at 11+ (Year 7) and 16+ (Lower Sixth). We also accept applications for entry at other ages subject to places being available. Please contact the Admissions Team for details.

Applicants for admission at the start of an academic year should register by the end of November of the year preceding the desired year of admission. Registration is by completion and return of the Application Form, along with the registration fee, as specified on the fees schedule.

The Assessment Process

The aim of the process is to identify potential. We are 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, debating, community activities 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, with identical opportunities to display their academic aptitude.

Nursery

To apply for a Nursery place, families may request an appointment with the Nursery Manager to discuss their requirements before completing an application form. A letter is then sent confirming when a place will be available. Where applications exceed the number of places available, a waiting list is created for each Room and the following criteria apply in priority order:

- Babies and children of parents who work at The Peterborough School and the Peterborough School Nursery.
- Siblings of children who are attending The Peterborough School at the time of admission.
- Siblings of babies and children who attend the Nursery.
- Babies and children who require full time places at the Nursery.

The date of the application will also be considered when allocating places. The number of children is strictly regulated so that the maximum permitted in each Room is not exceeded.

The Nursery Manager monitors closely the development of Pre-school children and works with the Head of the Preparatory School to ensure a smooth transition. Nursery children have to be separately registered for Reception Class by the completion of a School Application Form, but the



additional registration fee is not applicable. Children spend a morning during the year preceding entry with the Reception Class to familiarise themselves with the classroom environment. Should any child not be ready for the next step, the Nursery Manager will advise parents of alternative options. The overall School requirement remains that children must meet the standards commensurate with the ethos to which the School aspires and continue to do so throughout their time at School.

Nursery children will be advised of a date for their familiarisation morning in the Spring term preceding entry to the Reception Class in September. The Head of the Preparatory School will contact parents to provide feedback after this visit. Children also attend the formal Familiarisation Day in the June prior to starting School in September.

Preparatory School

Suitability for admission to the Preparatory School is decided by the Head of the Preparatory School, in consultation with Key Stage Leaders and appropriate Form Tutors. Children will spend a day with their peers, during which time their academic and behavioural suitability for entry is assessed. Children applying for entry who are currently in Years 1 to Year 6 are also asked to sit age-appropriate tests in order to ensure their academic ability will allow them to flourish in the Senior School. The Head of the Preparatory School will ask to view the latest school report and will request a reference from their current school. Parents are informed as soon as possible of their children's performance.

Senior School

Candidates for entry into Year 7 sit Entrance Tests in the form of online Adaptive Admissions Tests in the January prior to proposed entry the following September (the tests will cover questions in Verbal Reasoning, Non-verbal Reasoning, Mathematics and English).¹ A reference from the applicant's current school is also requested prior to Entrance tests Day to assist in making a decision as to whether they would benefit from an education at The Peterborough School.

Academic, Music, Drama, Art and Sport Scholarships are available for applicants for entry into Year 7. Woodard All-rounder Scholarships are also available at the Headmaster's discretion. Please see the separate section on Scholarships.

Parents are informed within two weeks of the Tests whether their child has been successful. Almost all successful applicants are pupils who will achieve the 'expected level' or above at the end of Year 6. However, on receipt of good reports from their primary or preparatory schools, places may be offered to those with minor learning difficulties, such as mild dyslexia. Occasionally, places are offered under review during the first three years of the Senior School; in these rare cases, the School will inform parents as soon as possible in the event of their child being unable to cope with the academic demands. While there is an Individual Learning Department, the School is not equipped to meet the needs of those with severe learning difficulties.

Applicants to join the School in Years 8-11 are assessed by scrutiny of their two most recent school reports and a reference from their current school. Upon registration, applicants are invited into School to sit online Cognitive Ability Tests (CATs) and experience taster lessons with the appropriate year

¹ Current school pupils in Year 6 do not sit the entrance exams but automatically progress to Year 7, unless their parents have been advised that the Senior School will not suit their academic ability. Pupils for Year 7 can apply for scholarships and bursaries in accordance with this policy. Parents will be asked to confirm to the Admissions Team which if any scholarships they wish their child to compete for.



group at a mutually convenient time. Parents are informed of their child's performance as soon as possible after the tests have been taken, which is usually within three days.

Sixth Form

Applicants to join the Sixth Form are assessed by successful interview and scrutiny of references or reports from their current schools. Our offer of places into the Lower Sixth is usually conditional upon a candidate achieving a minimum of six GCSEs at grade 5s or above, to include a minimum of three grade 6s. Subject specific criteria also apply.

Pupils currently in Year 11 progress automatically into the Sixth Form, provided they meet the minimum entry requirements, as above.

Sibling Policy

Most siblings join us at The Peterborough School. However, admission is not automatic, and there may be occasions where we judge that a sibling is likely to thrive better in a different academic environment.

Senior School Scholarships

Scholarships are designed to reward excellence and to celebrate exceptional talent. 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.

Current pupils in Year 6 who will transfer automatically to the Senior School need not sit the Entrance Tests if they wish to compete for Drama, Music, Sport, Woodard All-rounder or Hannah Warner Scholarships.

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.

- We offer a range of academic scholarships worth between 10% and 30% annually in tuition fee remission awarded to pupils entering Year 7 on the basis of their performance in the Entrance Tests. Academic Scholarships are awarded to pupils who gain the highest overall marks in the Entrance Tests.
- Music scholarships are awarded to outstanding musicians who play any instrument or sing with exceptional ability. Three Music Scholarships, worth 10% of tuition fees annually plus a weekly music lesson, are awarded each year and are open to all pupils entering Year 7. Pupils should ideally have achieved Grade 3 ABRSM (or equivalent) or above. Those who apply for the Music Scholarships audition in front of the Head of Music during the afternoon of the Entrance Tests. They will be expected to demonstrate enthusiasm for and commitment to music and will be expected to make a contribution to the musical life of the School throughout their time at the School.
- The Drama Scholarship is awarded to a student entering Year 7 who demonstrates exceptional promise and ability in Drama. The Scholarship is worth 10% of annual school fees and includes a weekly Speech and Drama lesson and tenable until the end of Year 11. It is reviewed for Sixth Form and continuation of the award is dependent upon the Scholar continuing with their study of artistic subjects at A Level. Those who apply for drama scholarship should exhibit a strong talent for performance and creative expression. Candidates must submit evidence of



their performance history and will be auditioned by the Head of Drama and will be asked to perform a prepared monologue, complete an improvisation task and answer questions about their chosen monologue and their broader interest in drama.

- The Hannah Warner Scholarship is awarded to a child wishing to enter Year 7 who shows outstanding promise in art and design. It is worth 12.5% annually in tuition fee remission and tenable until the end of Year 11. It is reviewed for Sixth Form and continuation of the award is dependent upon the Scholar continuing with their study of artistic subjects to A Level. Those who apply for the Hannah Warner Scholarship are required to bring evidence of their work on the day of the Entrance Tests and to discuss it with the Head of Art. This session will comprise a practical element and an interview with the Head of Art.
- Sports scholarships are awarded to outstanding, all-round pupils who have achieved a high level of competence in one or more sports. Two Sport Scholarships are available for pupils entering Year 7 who are playing or competing at County level or above. The Scholarships, worth up to £1000 annually as a grant, are awarded to further the recipient's ambition in sport and may be used for a number of different activities including coaching in one or more sports, equipment, sports summer camps etc. Those who apply for the Sport Scholarship will meet with the Head of Sport on the day of the Entrance Tests and be asked to provide evidence of their excellence in sport via completion of an application form.
- A small number of Woodard All-rounder Scholarships are available to students who combine a strong academic performance, as indicated on entrance assessments, with clear potential in one or more of the following categories: creative arts (music, drama, dance, art), sport or leadership. Woodard All-rounder Scholarships are awarded at the Headmaster's discretion to pupils in Year 7 and those joining in other Senior School year groups. An application form is available upon request.
- A number of Academic Scholarships are available to pupils entering the Sixth Form. Sixth Form Academic Scholarships are available to pupils currently attending The Peterborough School in Year 11 and candidates applying from other Schools. Those applying for Sixth Form scholarships will be assessed by academic reference, GCSE predictions, and an interview with the Headmaster or Head of Sixth Form. Scholarships will be awarded to those pupils who demonstrate outstanding academic potential for success at A Level and beyond.
- The Sixth Form 125 Anniversary Scholarships are offered in addition to the Academic Scholarships and include a means test, which, depending on the strength of the application and a financial assessment, may reduce fees by up to 100%, providing an opportunity for students to study in the Sixth Form who would otherwise not be able to because of affordability.

Further details of the benefits of each scholarship and the associated conditions are available upon request.

Only those who pass the Entrance Tests will be eligible for the Drama, Music, Sport or Hannah Warner Art Scholarships, but these are open for competition to all applicants.

Scholarships are held on conditions of academic progress, good behaviour and that the pupil remains at the School until the Upper Sixth year has been completed, or Year 11 for the Hannah Warner Scholarship. Early withdrawal of a pupil from School will result in recovery of the whole scholarship awarded.



School Bursaries

The Governors of The Peterborough School are committed to broadening access to the School by offering to eligible parents/guardians means-tested financial support towards the payment of school fees. Such support is known as a Bursary and these may be awarded in the form of a remission of up to 100% on tuition fees payable, depending on the financial, compassionate or other pertinent circumstances of applicants. Parents should contact the Bursar to discuss support and will need to register for a School place prior to this discussion.

Requests for financial support usually fall into two categories:

- Applicants to the Senior School², where a place has been offered but parents/guardians are unable to fund the tuition fees.
- Existing pupils where a change in parents/guardians' circumstances has resulted in difficulty in meeting tuition fees and may result in the child being withdrawn.

Bursary Awards to Preparatory pupils are only made in compassionate circumstances. Requests for Bursaries in these circumstances should be made to the Bursar.

Additionally, existing bursaries will be re-assessed during the academic year if parents' circumstances change unexpectedly for the worse.

Awards are made on the basis of The Peterborough School's Scale of Awards, which sets out award levels in relation to a family's financial circumstances. The Scale of Awards is reviewed and revised annually by the Bursar, to reflect any changes in fee costs. Though awards are generally tied to this scale, they may be varied upwards or downwards depending on individual parents'/guardians' circumstances (e.g. their savings, investments and realisable assets, as well as their income, the size of their family, any other persons dependent upon them and like factors), compassionate or other pertinent considerations. Bursary awards are subject to repeat testing of parental means each year and the level granted may be varied, depending on parental circumstances. Bursaries are awarded on the understanding that pupils will remain in the School to the end of the Upper Sixth, subject to satisfactory educational progress. Early withdrawal of a pupil from School will result in recovery of the whole bursary awarded unless extenuating reasons can be provided e.g., relocation away from the area.

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

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 to study at The Peterborough School. The School does not provide boarding accommodation and therefore it is a requirement that a relative or guardian is available to provide residential accommodation during term-time and any holidays when the student remains in

² Bursaries are not, under normal circumstances, awarded to pupils in the Preparatory School.
15a Admissions Policy 0925 Final



the UK. It is a requirement that, where pupils are not staying with a close relative, the School informs the local authority that they will be providing accommodation for pupils. Parents of overseas pupils should appreciate that The Peterborough School does not run a short-term study programme and expects overseas pupils to finish a complete course of study.

Fluency in English

In order to cope with the high academic and social demands of the School, pupils must be fluent English speakers. Normally pupils should have been educated in the English medium for a number of years before coming to the School. Tuition in English as an Additional Language (EAL) can be arranged at the parent's expense.

Religious Beliefs

The Peterborough School welcomes applications from prospective pupils of all faiths and of no faith. The Peterborough School is an integral part of the Woodard Corporation, supporting the tenets of the founder, Nathaniel Woodard, and exists to educate young people based on Christian principles. Parents should be aware that there is a weekly Chapel service³, which all pupils aged 4 to 18 are required to attend. In addition, there are other services which pupils are required to attend.

School's Contractual Terms & Conditions (Parent Contract)

The terms upon which the School educates each pupil are set out in the School's Parent Contract which are on the School's website and will be made available to parents as part of the admissions process. Once a place is offered, parents accept a place by returning a signed copy of the Parent Contract Acceptance Form and fees deposit within the time period stated in the offer letter. The Parent Contract Acceptance Form is sent with the Terms and Conditions. The School cannot guarantee to hold the place offer open longer than the specified time period.

In accepting a place offered by the School parents are entering into a contract with the School. A full term's notice, (or a term's fees in lieu of notice), must be given by parents or guardians when it is intended to withdraw a pupil or rescind the acceptance of a place offered to a pupil, whatever the reason. This notice should be received by the Headmaster in writing, on or before the first day of term⁴.

Complaints

The School's Complaints Procedure is on the School's website and can be sent to prospective parents on request. The Complaints Procedure is not available for use by prospective parents.

We hope that you and your child do not have any complaints about our admissions process. However, should a parent wish to complain about an admissions decision, parents should send their written appeal to the Headmaster who will consider how best to respond, which will usually be in writing.

Records and Review

Applicants' details will be held on file with due regard to data protection legislation. Please see the School's Privacy Notice for further information about how the School collects, uses and processes personal data.

The School will not hold the personal data of you or your child for longer than is necessary for a lawful purpose[and in accordance with our Retention of Records. This will generally be e.g. no more than 6

³ Eucharistic for Senior School pupils.

⁴ Term dates are available upon request, on the School's website and in the Parents' Handbook.



months following an unsuccessful application, but reasons to retain personal data for longer might include: e.g. if the parents express an interest in the candidate re-applying for any reason at a later date; or to deal with any ongoing matters or queries arising from the application.