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Next Review	May 2024
Approved by SLT	15 th May 2023
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Admissions Policy

This policy is relevant to the whole school including EYFS.

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1.0 History

St Peter & St Paul School was founded in 1944 by Miss Elizabeth Branson. At that time the school was situated in Worksop and had six pupils. Later the school moved to Cresswell and then to the Old Vicarage, Eckington in the 1960s. After Eckington the school moved to Old Brampton situated in the Old School room and the Old Rectory where it stayed until 1978 when the school moved to the site at Penmore, Hasland. It was officially opened by the late Duchess of Devonshire on 21st May 1979.

1997 proved to be the most important year in our school's history. Brambling House was acquired and the whole school was moved here. Again, our patron the late Duchess of Devonshire officially opened the school on 21st October 1997.

Brambling House, is a unique historical gem within Chesterfield. Built by TP Wood in 1877 who was a wine merchant and had his premises where the old Littlewoods store and currently Primark store resides. He was the Mayor of the Borough three times and supervised the founding of his brainchild, Queen's Park to celebrate Queen Victoria's Golden Jubilee. In order to help purchase " Maynard's Meadows" to create the park he held fundraising parties at his home and in the grounds of Brambling House.



Brambling House first became a school in 1938 when it was purchased by the Board of Education to turn into an open-air school and children's centre. It diagnosed and treated children who were experiencing difficulties in school or in their home life. It became known as The Frank Merrifield School after the first Headmaster and remained until it closed in 1988. Today the school continues to thrive and flourish.

The St Peter & St Paul School Trust has a Board of Trustees/Governors and is responsible for; overall governance of the school setting strategic direction and ensuring that the school is run efficiently and effectively by the Headteacher.

The Governors are also Trustees of the Charity of the Trust. As a minimum the Board meets once per term and conduct their work through sub-committees which meet more frequently, may include co-opted members to that committee and report back to the Board. As an Independent School affiliated to IAPS, our mission is to provide an education of the very highest standard. In our school a committed staff maintain and manage the school lands and property and deliver a broad and challenging curriculum with high quality teaching. Our school places a strong emphasis on pastoral care and offer our students exceptional co-curricular opportunities. Our senior leadership team support teachers to work with motivated pupils within a structured and positive environment.

St Peter & St Paul is a child-centred school but we are also family-centred. We are inclusive and we welcome families of all faiths and none, who share the vision and values that inspire our approach to education as set out in our Ethos and Values statement that accompanies this Admissions Policy document.

2.0 School Aims & Values – see our Ethos & Values on
<https://www.stpeterpaul.co.uk/EthosandValues>

3.0 The Principles of the Admissions Policy

St Peter & St Paul School welcomes applicants from all backgrounds and does not discriminate in its admissions procedures. We respect the freedom and rights of all young people though recognise that these must be carefully balanced with the School regulations to protect the school's community and ethos.

Should a candidate be disabled under the definition of the Equality Act 2010 or the Special Educational Needs and Disability Act 2001 then all reasonable special arrangements or adaptations can be considered on request, in relation to the school's Accessibility and SEND policies. Parents of a child who has any disability or special educational needs should provide the School with full details prior to admissions procedure, at registration, or subsequently before accepting the offer of a place.

St Peter & St Paul School is an independent preparatory school and recognises that "all children, regardless of their circumstances are entitled to a full time education which is suitable to their age, ability, aptitude and any special educational needs they may have" (KCSIE,2016)

We ensure compliance with the Schools' charitable purpose and general school admissions guidelines with regard to the Charitable Purpose Act 2014

St Peter & St Paul school is open to everyone in the clear understanding that the school runs on Christian values. Admission is not restricted by financial circumstances – excepting that overall, there has to be a proper balance between income and expenditure such that the continuance of the School will not be financially put at risk.



The school places a strong emphasis on academic development and a positive learning environment for all students, St Peter & St Paul is a broad ability, non-selective school and does not select on academic performance but each child must support and contribute to a positive learning environment for others, and parents must support this.

4.0 Application Procedure

Admission to the school is via application form procedure and accompanied by a non-refundable registration fee and refundable placement deposit (after completion of Year 6), plus a copy of the child's passport or birth certificate.

Places will be reserved for the Reception year entry for siblings of current school pupils until the end of the Autumn term (timing may change subject to demand), prior to them starting the following September. Places are secured by the process above.

From the beginning of the Spring term, all remaining Reception places will be made available on a first come, first served basis.

Places for entry into other years is on a first come, first served basis and is secured by completing the applications procedure above.

Where there are more children than places available, a waiting list will operate and so we encourage prospective parents to make contact early in the admissions process to avoid disappointment.

5.0 Parents as Partners

The support of parents in fulfilling the School's aims is vital. At St Peter & St Paul School we value the partnerships we have with Parents. We encourage Parents to take an active role within the school by attending meetings and regular school functions and or by being a member of the school's SPSP Parents Association (aka Friends of SPSP). Good communication between the school and the home is important to make this partnership meaningful and productive. The quality of communication is particularly important when we encounter difficulties or when parents feel the need to make a complaint.

We invite all of our pupils and wherever possible, our families, to attend our church services and school assemblies which are fundamental to our ethos and identity. We do require all parents to be supportive of the school's ethos, values, traditions and policies. When parents and schools share values and a common vision for education they can work as partners achieve the best results for their children.

6.0 Complaints and Concerns

At St Peter & St Paul we do not distinguish between concerns and complaints. We encourage parents to make contact with us if they are unhappy about any aspect of school life. The Complaints Policy sets out the details of the process in which the School handle complaints from parents.

The Policy is published on the school website <https://www.stpeterpaul.co.uk/Policies>

The processes provide the means for parents to appeal against unfair treatment. A hard copy of any School Policy can be made available by contacting Main Reception on 01246 278522 during normal school day hours.



7.0 Admissions Process

St Peter & St Paul School is a non-selective school. There are no formal academic entry requirements for entry into the school. The school 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, community activities and sport. There are many extra-curricular activities, all of which are important in developing a well-balanced, confident individual.

There is no examination entry requirement, but we do like to meet with all candidates and their families as part of our assessment process for each age group (apart from Reception). It is expected that parents will visit the school with their child prior to entry and, with parental consent, Reception teachers visit the children in their nurseries. If your child does not attend a nursery then a home visit may be arranged. After your visit to school, the formal offer of a place will follow.

The usual point of entry for boys and girls is from four years of age. Applicants for admission should register by April of the year of admission but later applications will be considered if places remain available.

Places may be available during the academic year for all year entries and we welcome applications at any point during the year. Please contact the Bursar for details.

7.1 Entrance Procedures

St Peter & St Paul School operates entrance procedures in accordance with IAPS guidelines.

7.2 Registration (using the School's registration form only).

All applicants to enter from Reception through to Year 6 must complete the School's official Registration Form and sign the school's Parental Acceptance Form. A non-refundable fee of £100 will need to accompany the completed form plus a refundable deposit of £250 which is refundable on the child's completion of Year 6.

7.3 Taster day / Transition Afternoons.

All registered Reception applicants will be invited to attend transition afternoons with their new classmates, older children will be invited to a taster day. Whereas these days are not compulsory they are highly recommended.

All families are invited to meet with the Headteacher and an appointment with the Head of Learning Support can also be made if required.

St Peter & St Paul School is inclusive and a welcoming school. More details of the additional assessments that can help us be more welcoming and prepared for students with Special Education needs, and /or Access needs can be found out about from the School Office.

Review of this Policy.

The latest version of this policy is published on the school website. Following the annual review, the policy may be revised as required and will be re-published at the start of each academic year.



7.4 Special Educational Needs and Disabled Pupils

St Peter & St Paul School does not discriminate in any way regarding entry. The School welcomes pupils with special educational needs providing that its learning support team can offer them the support that they require and cater for any additional needs and that our site can accommodate them.

We welcome pupils with disabilities. However, owing to the historical nature of some of our buildings, we strongly advise parents of children with special educational needs or physical or mental disabilities to discuss their child's requirements with us so that the school can make adequate provision for him/her. Parents should provide a copy of an educational psychologist's report or a medical report if they have one. The school will discuss thoroughly with parents and their medical advisers the adjustments that can reasonably be made for the child if he/she becomes a pupil at the school.

Date last reviewed by the Trustee Board:

A review of this policy, through the Trustee Board and the SLT, is undertaken within 1 year of the last review date.

Signed (Chair of Trustees):

Signed (Bursar):