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Approved by SLT	September 2026
Approved by Trustees	25/09/2026

Admissions Policy

This policy is relevant to the whole school, including the School's Reception provision within the Early Years Foundation Stage.

It does not apply to the separately operated on-site nursery provision.

Contents

1. History of the School
2. School Aims and Values
3. Principles of the Admissions Policy
4. Application Procedure
5. Parents as Partners
6. Complaints and Concerns
7. Details of the Admissions Process
 - 7.1 Entrance Procedure
 - 7.2 Registration
 - 7.3 Taster Days and Transition Afternoons
8. Review of the Policy
9. Special Educational Needs and Disabled Pupils

1. History of the School

St Peter & St Paul School was founded in 1944 by Miss Elizabeth Branson. The School began in Worksop with six pupils, later moving to Creswell, Eckington and Old Brampton before relocating to Penmore, Hasland in 1978. The new site was officially opened by the late Duchess of Devonshire on 21 May 1979.

In 1997 Brambling House was acquired and the whole School moved to its current site. The late Duchess of Devonshire officially opened the School at Brambling House on 21 October 1997.

Brambling House was built in 1877 for T. P. Wood, a local wine merchant and three-time Mayor of Chesterfield who played a leading role in the creation of Queen's Park. The building first became a school in 1938, when it was acquired by the Board



St Peter & St Paul School

of Education as an open-air school and children's centre. It later became known as the Frank Merrifield School and remained in operation until 1988.

Today, St Peter & St Paul continues to provide independent preparatory education for children from Reception to Year 6. The St Peter & St Paul School Trust is governed by a Board of Trustees, who are also charity trustees and are responsible for the School's strategic direction and effective governance. Day-to-day management is delegated to the Headteacher and Senior Leadership Team.

2. School Aims and Values

The School's Ethos and Values statement is available at:

<https://www.stpeterpaul.co.uk/EthosandValues>

St Peter & St Paul is a child-centred and family-centred school. Pupils from all backgrounds and of all faiths are welcome. The School's Christian values shape its ethos and approach to education.

3. Principles of the Admissions Policy

The School operates a fair and transparent admissions process and does not unlawfully discriminate in deciding who is admitted as a pupil.

Admissions decisions comply with the Equality Act 2010.

The School is a broad-ability, non-selective preparatory school. There is no formal academic entrance examination. Meetings, school visits, taster days and information from a child's current setting help the School understand the child, identify any support or reasonable adjustments that may be needed, and determine whether the School's provision is suitable.

Parents are expected to respect the School's ethos and values and to support its policies and positive learning environment.

As a charitable independent school, the School has regard to its charitable purposes and the Charity Commission's public benefit guidance. St Peter & St Paul is fee-paying, but applications are welcomed from a wide range of backgrounds and information about any available bursaries or fee assistance can be obtained from the School Office.

4. Application Procedure

Applications must be made using the School's registration form. A completed form must be accompanied by the £100 non-refundable registration fee and evidence of the child's identity and date of birth, such as a passport or birth certificate. The School will process this information in accordance with its Privacy Notice.

For Reception entry in the following September, completed applications from siblings of current pupils will be given priority if received by the end of the preceding Autumn



term. Remaining Reception places will then normally be considered in the order in which complete applications were received.

Applications for other year groups and in-year entry may be made at any time and will normally be considered in the order in which they become complete, subject to the availability of places and the individual considerations set out in this policy.

Where a year group is full, the School may operate a waiting list. Reception sibling priority will continue to apply where relevant; otherwise, applicants will normally be ranked by the date on which the application became complete. Inclusion on a waiting list does not guarantee that a place will become available.

5. Parents as Partners

The support of parents in fulfilling the School's aims is vital. The School values positive partnerships with parents and encourages families to participate in meetings, school functions and, where appropriate, the Friends of SPSP parent association.

Clear and respectful communication between home and School is particularly important when difficulties arise or when parents wish to raise a concern. Pupils and families are invited, wherever possible, to attend church services and school assemblies that form part of the School's ethos and identity.

6. Complaints and Concerns

Parents who believe this policy has not been followed should first contact the Headteacher and provide any relevant information. The School may reconsider a decision where material information was not available when the original decision was made.

Concerns about the admissions process may be raised under the School's published Complaints Policy. As an independent school, St Peter & St Paul is not part of the local authority admissions scheme and there is no statutory school-admission appeal against a decision not to offer a place.

The Complaints Policy is available at: <https://www.stpeterpaul.co.uk/Policies>

A paper copy of any School policy can be requested from the School Office by telephoning 01246 278522 during normal school hours.

7. Details of the Admissions Process

The usual point of entry is Reception, from four years of age. Applications are also welcomed for Years 1 to 6 and at any point during the academic year where places are available. Families seeking a place for the following September are encouraged to contact the School early.

Families are expected to visit the School with their child before entry. With parental consent, Reception staff may visit a child in their current nursery or early years



setting. Where a child does not attend such a setting, an alternative meeting may be arranged. Older applicants will normally be invited to a taster day.

The Headteacher, informed by relevant staff, will decide whether to offer a place. A decision will take account of available capacity, information supplied, the School's ability to provide suitable education and support, and any reasonable adjustments that may be required. An offer will be made in writing.

7.1 Entrance Procedure

The School's entrance procedure is non-selective and does not include a formal academic examination. Visits, meetings and taster arrangements are used for familiarisation, to understand the child's educational and pastoral needs, and to plan appropriate support.

7.2 Registration

All applicants for Reception to Year 6 must complete the School's official registration form. The completed form must be accompanied by the £100 non-refundable registration fee and the required supporting documents.

If a place is offered, parents must return the signed Parental Acceptance Form by the stated deadline and pay the £250 placement deposit to secure the place. The deposit will be held and returned or applied in accordance with the Parent Contract and the School's current terms and conditions.

7.3 Taster Days and Transition Afternoons

Registered Reception applicants will normally be invited to transition sessions with their future classmates. Applicants for older year groups will normally be invited to a taster day. Attendance is strongly recommended. If the School considers a meeting or visit necessary before it can complete its consideration of an application, parents will be informed.

Families are invited to meet the Headteacher. A meeting with the School's SENDCo may also be arranged where this would help the School understand and plan for a child's needs.

8. Review of the Policy

The Headteacher and Senior Leadership Team will keep the operation of this policy under review. The Board of Trustees will review and approve the policy at least annually and sooner where changes to legislation, guidance or school practice require it. The current approved version will be published on the School website.



9. Special Educational Needs and Disabled Pupils

St Peter & St Paul welcomes applications from children with special educational needs and/or disabilities and will not unlawfully discriminate in relation to admission. The School will consider each application individually and will make reasonable adjustments for disabled applicants where required by the Equality Act 2010.

Parents should provide full and accurate information at the earliest opportunity, including any education, health and care plan, professional report, medical information or details of current support. This allows the School to understand the child's needs and consider appropriate support and reasonable adjustments.

The School will discuss the child's needs with parents and, where appropriate and with consent, relevant professionals or the child's current setting. Where the School concludes that it cannot reasonably meet a child's needs, it will explain the basis of that decision. The decision will be based on the individual circumstances and after consideration of reasonable adjustments, rather than assumptions about a diagnosis, disability or the age of the School's buildings.

Related policies and legislation

Accessibility Plan and SEND Policy
Complaints Policy
Ethos and Values statement
Parent Contract and current Fees and Charges
Privacy Notice
Equality Act 2010
Children and Families Act 2014 and SEND Code of Practice: 0 to 25 years
Charities Act 2011 and Charity Commission public benefit guidance
UK GDPR and Data Protection Act 2018