



Admissions, Scholarships and Bursaries Policy

1. General

- 1.1. Ripley Court School is a co-educational, independent day school for children from 2 to 11 years of age. Our School Motto is 'Non Nobis Solem' (not for ourselves alone).
- 1.2. Deciding on the right school for a child is very important, and the School believes that a personal visit is invaluable. Visits and tours of the School are conducted by the Headmaster or the Registrar, by appointment only. The School also holds regular Open Days and Visitor Mornings. The Headmaster appreciates meeting all children prior to their registration. Please contact the Registrar, Mrs Tracey Mangold, on 01483 225217 or by email registrar@ripleycourt.co.uk to arrange a visit. For families and pupils that are relocating, the Registrar will organise a virtual alternative by telephone or by a Zoom call.

2. Structure of the School

Nursery and Little Court (Pre-Prep)	
Nursery	2-3 years of age
Transition	3-4 years of age
Reception	4-5 years of age
Year 1	5-6 years of age
Year 2	6-7 years of age

Upper Court (Prep)	
Year 3	7-8 years of age
Year 4	8-9 years of age
Year 5	9-10 years of age
Year 6	10-11 years of age

3. Entry Procedure

- 3.1. Ripley Court School provides an education for a broad range of abilities and talents. It is academically non-selective; however, the Headmaster will consider each applicant's suitability to the School's academic environment and whether the School is able to meet the needs of the child. Places are offered at the Headmaster's discretion.

3.2. Entry points

3.2.1. The usual points of entry are in Nursery, Reception and Year 3; however, children may be accepted at other entry points. Please contact the Registrar for details. Children of statutory school age may enter at any point in the school year after a place is offered and has become available. All children in our Nursery automatically have a place for them in Nursery. Similarly, all children in our Transition classes automatically have a place reserved for them in our Reception and onwards through the School. The Registrar will contact parents/guardians at the beginning of the Spring Term to ask them to confirm their child's place in Reception by the end of that half term.

3.3. Registration

3.3.1. The first step to securing a place at Ripley Court School is to register the child/children. Registration forms can be obtained from the Registrar or downloaded from the Admissions page of the School website, and must be completed, signed and returned along with a non-refundable registration fee. Details of the current fees are available on the School website.

3.3.2. Where no place is available, the Registrar will inform parents/guardians and offer the opportunity for the child's name to be added to the waiting list. If a place has not become available by the preferred entry date, it is the parents'/guardians' responsibility to inform the Registrar if they wish to remain on the waiting list.

3.3.3. Parents/guardians will be required to provide evidence of their child's date of birth and nationality. The School is required to take a photocopy of these documents (e.g. Birth Certificates, Passports and Residence Permits) and to retain it in order to comply with its legal duties. Any court orders, adoption certificates, school reports and Educational Psychologist reports should be made available to the Admissions Team on registration. The School will require access to any relevant reports and information from the child's current setting/school and will actively seek these if not provided.

3.4. Taster Sessions

3.4.1. For pupils entering Nursery or Transition - Children spend time to "stay and play" in the Nursery. Parents/guardians stay to allow children to settle and then leave for the remainder of the time. At the end of the period, the Nursery staff provide informal verbal feedback to parents/guardians. Detailed feedback will then be shared with staff internally before a decision on whether an offer of a place is to be made or not.

3.4.2. Pupils joining Reception in September are invited to attend monthly, themed stay and play sessions. Children entering Reception in-year, are invited to spend a morning or an afternoon with the class in advance of them starting.

3.4.3. Children entering Year 1 or above are invited to a taster session, which may be a morning, afternoon or full day. Children will complete some class work and participate in the scheduled lessons for that day. Where appropriate, the child may work with a member of the Learning Support Department.

3.4.4. Children in Years 3-6 are preparing for Senior School entrance examinations and it is therefore of the utmost importance that new pupils are assessed as being able to work at the level of the class as a whole. Their taster session will include:

- Spending time with the child's future year group;
- Assessments in literacy and numeracy designed for their age group;

3.4.5. In the rare circumstances, where a 'school day' taster is unavailable (such as when pupils are 'off-timetable' or during the school holidays), the School will endeavour to make alternative arrangements to enable the School to assess pupils' abilities and social skills.

3.5. Offers and Deposits

3.5.1. When a written offer of a place is made, a deposit and signed terms and conditions must be returned within a stated deadline. Failure to do so is a breach of the School's offer conditions. All paperwork must be returned by the deadline stated in the offer letter and failure to do so may result in the offer being withdrawn. The School is not obligated to remind parents to submit paperwork. The School's Terms and Conditions must be signed by both parents/guardians, or an explanation given where these are signed by one parent or guardian.

3.5.2. The deposit is retained by the School and reimbursed, subject to any agreed deductions, once the child has left the school. Should the place ultimately be declined, the deposit will not be returned.

4. Funding for 3 and 4 year olds

4.1. Universal Funding

4.1.1. All eligible children can claim up to the full 15 hours of Early Years Funding Entitlement a week at Ripley Court School depending on the number of sessions. Universal funding will only apply to afternoon sessions. A minimum attendance of at least 3 sessions (9 hours) is required (with a morning session classed as 1 session and a full day as 2 sessions). Fees will usually exceed the amount of money contributed via the funding scheme and the balance of fees must be paid by the parent/guardian.

4.1.2. In order to receive the Early Years Funding Entitlement parents/guardians must complete the funding form issued at the start of each term by the stated deadline. If the form is not completed by the stated deadline a fee invoice will be issued to parent/guardians for the missing funding and this invoice must be paid in full.

5. Safeguarding records

5.1. Safeguarding information will be requested from the child's previous school or setting prior to joining the School. This is required as part of the Government's key child protection strategy and follows the requirements set out in Keeping Children

Safe in Education (KCSIE). This information will be kept confidential and will only be requested once an offer of a place has been accepted.

6. Equal treatment

- 6.1. We welcome children from all ethnic groups, backgrounds and creeds. The School encourages applications from candidates with as diverse a range of backgrounds as possible. This enriches the School community and is vital in preparing pupils for today's world. Human rights and freedoms are respected but must be balanced with the lawful needs and rules of the School community and the rights and freedoms of others. All candidates for admission will be treated equally, irrespective of their, or their parents'/guardians' race, colour, language, religion, political or other opinion, national or social origin, association with a national minority, orientation, property, birth or other status.
- 6.2. Bursaries are offered to pupils that meet the School's admission and bursary criteria. The provision for bursaries is described in Section 9 below.

7. Special Educational Needs and Disabilities (SEND)

- 7.1. Ripley Court School does not unlawfully discriminate in any way regarding entry. The School welcomes pupils with disabilities and/or special educational needs, provided it can meet their needs, cater for any additional needs and that the site can safely accommodate them. This will be ascertained during the School's admissions process. Ripley Court aims to ensure that all its pupils, including those with disabilities and/or special educational needs, are provided with a safe and inclusive environment in which to learn.
- 7.2. Parents/guardians must declare any medical or educational history that may be relevant and provide copies of any Educational Psychology or medical report with the Registration Form. Failure to do so will be in breach of the terms and conditions. The School will assess the child's needs and consult with parents/guardians about the adjustments which can reasonably be made to ensure, for example, that the education offered can be accessed and that the health and safety of all pupils is assured.
- 7.3. There may be exceptional circumstances in which Ripley Court reserves the right to decline a place at the School for reasons relating to a child's disability. For example, if, despite reasonable adjustments it is felt that a prospective pupil is not going to be able to access the education offered, or it is considered that their health and safety or those of other pupils or staff may be put at risk.
- 7.4. If at any time it becomes apparent that the child's needs are greater than first thought, or beyond the capabilities of the school, or causing a detrimental effect on other children, the Headmaster reserves the right to ask the parent/guardian to re-locate their child to a more suitable school.

8. Scholarships

8.1. In rare cases, children may be considered for a scholarship in Year 3; however, scholarships are more commonly awarded from Year 5, when pupils' talents and strengths become more evident. More often, scholarships are offered after a pupil has completed at least one term at Ripley Court School, allowing specialist department heads the opportunity to get to know the child before making a recommendation to the Headmaster for a scholarship award. Scholarships are not always accompanied by significant fee remission but instead serve as a recognition of exceptional talent. Pupils can be considered for scholarships whether they are already at the School or joining as new entrants. Scholarships may be available for pupils who demonstrate particular promise in:

- Academic subjects
- Art
- Dance
- Drama
- Music
- Sport

8.2. Purpose of Scholarships

8.2.1. Scholarships are designed to reward excellence and to celebrate exceptional talent. In recognition of achievement, the scholar may be offered a reduction in the fees throughout his/her time at the School. A scholarship may be withdrawn in accordance with the terms upon which it is made. Full details of the arrangements will be sent to all who express an interest. The parents of scholars may also apply for bursarial help. All scholars will be expected to maintain an interest in their areas of achievement throughout their time at Ripley Court School, in addition to making satisfactory academic progress and upholding the high behavioural standards of the School

8.3. Academic Scholarships

8.3.1. Candidates are selected from the most outstanding performers either in School or through the admissions process.

8.4. Art Scholarships

8.4.1. Art scholarships are offered where there is significant potential in art, with, possibly, a submission of a portfolio of work and/or on references from specialist teachers.

8.5. Dance, Drama and Music Scholarships

8.5.1. These scholarships are awarded to outstanding performers with exceptional ability. Candidates may submit a specialist reference from their current Head and their current Head of Music where relevant. They will be required to demonstrate their skills, or play their instrument, in a performance.

8.6. Sports Scholarships

8.6.1. Sports scholarships are awarded to children who show a good all-round ability in sport and who have achieved a high level of competence in one or more sports, or who demonstrate significant potential. The child will be assessed by the Head of Sport and will be expected to demonstrate qualities of leadership and team play of a very high order. A specialist reference from their current Head of Sports, sports club/team manager may also be submitted in support.

9. Bursaries

9.1. A limited number of means-tested bursary awards are available, usually for pupils aged seven and above, although some exceptions may be made in exceptional circumstances. Bursaries are offered for a limited period of 12 months at a time and both parents/guardians are required to provide proof of their income and assets. The family is required to provide up-to-date information about its circumstances for every year that their child attends the School and continues to seek a bursary award. Levels of support may vary with fluctuations in income or wealth. A bursary may be withdrawn in accordance with the terms on which it is made or otherwise in accordance with the School's Terms and Conditions.

10. Overseas Applicants

10.1. Ripley Court School welcomes overseas pupils however they must be legally resident in the UK. Attendance at the School is not a basis for application for the parent's residence in the UK. All applicants will be asked to provide a copy of their child's birth certificate and, if necessary, their passport. Visas proving right to residency in the UK will be requested for non-UK citizens. The School does not provide visa sponsorship for pupils.

11. Fluency in English

11.1. In order to cope with the academic and social demands of Ripley Court School, it is helpful if children are good English speakers, although it is our experience that younger children with developing English will quickly learn the language through immersion. Further details are available in our EAL (English as an Additional Language) Policy.

12. Religious Beliefs

12.1. Ripley Court School welcomes applications from prospective pupils of all faiths and of no faith. Although we have a Christian ethos, we do not select for entry on the basis of religious belief, and all religions are embraced and celebrated.

13. Additional Factors

13.1. If the School is oversubscribed and we have to decide between two or more candidates who meet our admission requirements after all appropriate allowances and special considerations have been given, we may give preference to:

- Siblings of an existing Ripley Court pupil
- Children of current Ripley Court Staff
- Children of current Reed's Staff
- Date of submission of application.

14. Terms & Conditions

14.1. Copies of the School's contractual terms and conditions are made available to parents as part of the admissions process.

15. Records and review

15.1. Applicants' details will be held on file with due regard to data protection legislation and the School's data retention policy and privacy notices. The School will not hold parent's personal data, or the personal data of their child/children for longer than is necessary for a lawful purpose. This will generally be no more than six months following an unsuccessful application. Reasons to retain data for longer might include, for example, if parent's have expressed an interest in re-applying at a later date, or to deal with any ongoing matters or queries arising from the application. The School shares data with the Local Authority in accordance with legislation relating to children of statutory school age.

Compiled by: Registrar and Director of Studies & Head of Maths	Revision Number: 7 (Autumn Term 2025)
Approved by: Education & Pastoral Committee	Next Revision date: Autumn Term 2026

Revision History Table

Revision Number	Section/Paragraph number	Amendments
7 – Autumn 2025	Whole document	References to 'Headmistress' updated to 'Headmaster'
	1.1	Change of age range from '3 to 11' to '2 to 11' to match GIS data (Ripley Court School - GOV.UK)
	2	Amend table to show Nursery '2-3 years'
	3.2.1	Added requirement for parents to confirm their child's place in Reception by Spring Half Term. Added that Nursery pupils have a space automatically reserved for them in Transition.

	3.4.1	Update to advise informal verbal feedback is given before internal discussions regarding the offer of a place.
	3.4.5	New
	4.1.1	Add sentence regarding Universal funding only being available for afternoon sessions.
	4.2	Extended Funding section deleted
	5.1	Amended to include reference to KCSIE
	8.1	Rewritten to reflect current requirements
	9.1	Add 'usually' to first sentence
	10.1	Final sentence added.
	11.1	Change 'rudimentary' to 'developing'
	13.1	Final bullet point added