

PORT · REGIS

POLICY NAME	Admissions Policy	POLICY OWNER	Stephanie Fone Head of Admissions
APPROVED BY	Marketing & Admissions Committee	DATE APPROVED	May 2026
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Admissions Policy

General

Port Regis is a co-educational independent school for pupils aged 2 to 13. The school has over 300 pupils, of whom over half are boarders. 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 visit Port Regis. We usually hold an Open Morning each term, which gives 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 Head of Admissions, Stephanie Fone, on +44(0)1747 857914 or email admissions@portregis.com to arrange a visit. If it is not possible to hold open events or arrange School visits because of circumstances beyond the School's control, then the School publishes on its website, www.portregis.com, the alternative arrangements in place.

The Entry Procedure

Port Regis is an academically selective School. Selection is based upon academic merit which is assessed through an entry examination, an interview at the School, references and other relevant information from the candidate's previous School. Our selection process is designed to identify pupils who are able to benefit from our balanced and well-rounded education and to make a positive contribution towards the life of the School.

The usual points of entry are from four years of age/Reception, and at seven years of age /Year 3. However, we admit pupils at other ages. Please contact the Head of Admissions for details.

Applicants for admission should register by December of the year preceding the desired year of admission. The School's Registration Form is available from the Head of Admissions

Equal Treatment

Port Regis' 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. A number of bursaries are available in order to enable as many as possible who meet the School's admission criteria to attend the School. The School's provision for bursaries is described below.

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

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 a school place.

Special Educational Needs

Port Regis does not unlawfully discriminate in any way regarding entry. The School welcomes pupils with disabilities and/or special educational needs, provided we can 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 - to the extent reasonable - ensure appropriate provision for them.

Parents are required to provide with the Registration Form full details of all relevant information about their child, any reports (including any educational psychologist reports, medical reports 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 Plan (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 that 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 significant 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 that 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.

The Assessment Process

The aim of the process is to identify potential. Port Regis 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, art, drama, craft, technology and sport. There are many extra-curricular activities, all of which are important in developing a well-balanced, confident individual.

No specific preparation for our entrance procedure is needed; all candidates start on an equal footing, with opportunities to display their academic aptitude and extra-curricular skills. Assessment for Reception and below is based on observing informal play in small groups.

All other candidates for entry sit papers in Verbal Reasoning and Non-Verbal Reasoning which are designed for their age group. International candidates also sit a paper for maths and English, both of which are EAL specific. We interview all candidates as part of the assessment process for each age group apart from Reception and below.

Sibling Policy

Most siblings join us at Port Regis. 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.

Bursaries

Port Regis's bursary programme is designed to enable as many as possible of those who meet Port Regis's entry criteria to take up a place here. The School offers a number of means-tested awards annually to entrants at the usual points of entry, where the parents have indicated on the Registration Form that they require financial support. The level of support varies according to parental need.

Bursaries are normally offered 12 months at a time. The family is required to provide fresh financial 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 practice is to allocate its entire available bursary funding on entry. 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.

Further details about our bursary policy can be obtained from the Bursar.

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 (Parent Contract).

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 is granted).

Overseas Applicants

We welcome overseas pupils, who can study at Port Regis as a boarder provided that they have a legal right to enter, live and study in the UK and that they have an Aegis accredited Guardian.

Fluency In English

Pupils must have sufficient English to be able to cope with the academic and social demands of Port Regis. Tuition in English as an Additional Language (EAL) can be arranged at the parents' expense.

Religious Beliefs

Port Regis welcomes applications from prospective pupils of all faiths and no faith.

Although Port Regis has Christian roots, the School does not select for entry on the basis of religious belief, and it offers the opportunity for Jews, Hindus, Muslims and others to practise their own faiths. However, parents should be aware that there is compulsory Saturday morning school from Year 5 to Year 8 and optional school for Year 3 and Year 4. All pupils are expected to attend the morning assembly and events such as the annual Carol Concert and Remembrance Day Service.

School's Terms and Conditions (Parent Contract)

The terms upon which the School educates each pupil are set out in the School's Terms and Conditions (Parents Contract) which are on the School's website and will be made available to parents as part of the admissions process.

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.

Records and Review

Applicant's 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. This will generally be no more than six months following an unsuccessful application but reasons to retain personal data longer might include: 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.

Pre-Prep Admissions Policy

The Pre-Prep Department of Port Regis School, including EYFS, provides a co-educational environment for children from age 2 to 7, in the following class groups – Nursery, Pre-School, Reception, Year 1 and Year 2.

The Pre-Prep Entry Procedure

The Entry Procedure for Pre-Prep candidates does not involve a formal assessment, however other paragraphs mentioned beforehand headed ‘Equal Treatment’, ‘Special Educational Needs’, ‘Information Sharing’, ‘Sibling Policy’, ‘Religious Beliefs’, ‘School’s Terms & Conditions (Parent Contract)’, ‘Complaints’ and ‘Records and Review’ apply equally to Pre-Prep. Bursaries are not normally available to children in the Pre-Prep.

Prospective parents are invited to visit the whole school with their child, meeting both the Headmaster, and the Head of Pre-Prep. A copy of a previous school or Nursery report is also required as appropriate along with evidence of the Health Visitor’s two year old check.

Children may join the Nursery from the day they turn two years old and will normally progress to the Pre-School in the term after their third birthday. Attendance is based on sessions – morning and/or afternoon (with or without lunch). We recommend that very young children start with half day sessions, adding sessions in the week and extending to full days when they are ready.

The Nursery follows the guidance and statutory guidelines of the Early Years Foundation Stage 2017.

It is assumed that Pre-School children will progress to the Reception Class, which also follows the EYFS 2024 guidelines, and then to Years 1 and 2. In some cases, where a child may find it difficult to access the Reception curriculum, the Head of Learning Support may discuss additional support or alternative options. The notice period for the Cottage Nursery and Pre-School is one term, in line with the rest of the School. New children may join the Reception Class in the September after their 4th birthday.

Transfer from Pre-Prep to Prep School

It is expected that children entering Pre-Prep will continue their education at the Prep School, taking regular internal forms of assessment throughout their time in Pre-Prep before entering Year 3.

If during your child’s progression through Pre-Prep they present with any special educational needs these will be addressed as under the Special Educational Needs paragraph on page 2 of the Prep School Admissions policy.

Parents of Pre-Prep children in Year 2 are invited to a meeting in the Prep School prior to the Year 3 entry in the September to ensure that the transition process runs smoothly for the pupils and their families.