



FAIRFIELD PREP SCHOOL

Admission Policy

1. Introduction

Fairfield Prep School is an independent day school for boys and girls aged between 3-11. The school belongs, along with Loughborough High School and Loughborough Grammar School to The Loughborough Schools Foundation (LSF), a family of schools situated on a single campus in Loughborough. Fairfield is a member of IAPS.

Our aim is to recruit individuals who will benefit from, and contribute to, all aspects of life at Fairfield Prep School, embracing and enriching the academic standards and busy, diverse extra-curricular programme in accordance with the ethos of Fairfield.

Fairfield is pleased to receive applications for admission from pupils irrespective of race, nationality, colour, ethnic or national origin, religion or creed, disability, or previous educational background. All applications are treated equally. In particular, Fairfield takes seriously its responsibilities to ensure compliance with the Special Educational Needs and Disability and Equality Acts.

The only restrictions we place on entry are those of academic ability, behaviour, and numbers. It is our wish to allow all successful candidates to have a place at Fairfield Prep School, although this is not always possible when demand exceeds the number of places available.

2. The Procedure

(a) Registration

An electronic application form must be completed and returned prior to the entrance assessment, together with the non-returnable registration fee. Applications must be submitted online, by visiting <https://lsf.org/fairfield/admissions/apply/>. For more information on application submissions, contact Fairfield's Registrar by emailing fairfield.admissions@lsf.org, or by calling 01509 283808. Please be aware that Fairfield reserves the right to request a copy of a child's birth certificate.

Admission to Fairfield is dependent upon two factors; firstly, a prospective pupil must meet, through their results in the entrance assessments*, the academic criteria required to meet the educational standards of Fairfield; secondly, Fairfield must be satisfied that a pupil's attitude to study and behaviour are commensurate with the ethos of Fairfield. This will be assessed through a pupil's attitude and behaviour during the entrance assessments and, for entry into Years 1-6 also, the reference provided by the existing school.

**A separate entrance assessment is not required for children (who joined Fairfield Kindergarten prior to October half term), moving from Kindergarten to Reception, as academic criteria, attitude to study and behaviour will be assessed by ongoing observations whilst in the Kindergarten Unit.*

(b) Kindergarten Admissions

Children are eligible to start Kindergarten on the day on which they have their third birthday, subject to places being available. Should the offer of a place be deferred by a parent after the child's third birthday, the child's name will be returned to the official waiting list and will be

considered as a new applicant. Places are allocated according to availability as specific days cannot always be guaranteed.

Fairfield is only able to offer places to children who are:

- able to attend a minimum of three full days per week in the Kindergarten unit
- emotionally ready to be left with other adults on a regular basis.

On receipt of the application form, all children will be offered a pre-entry assessment visit to the Kindergarten unit at a mutually convenient time ahead of their start date. Prospective children will have the opportunity to spend a session within the Kindergarten unit to enable the designated members of staff to gauge their level of skill development and readiness for Kindergarten.

During their pre-entry assessment, prospective children will be presented with a variety of activities to explore. We will be specifically looking for children who have the language skills appropriate to their age, suitable concentration levels, but more importantly are eager and ready to learn.

The Kindergarten assessment team will consider the observations made by staff during the pre-entry assessment visit before deciding whether to offer a place.

Parents of children who join Fairfield Kindergarten prior to October half term will be notified by the end of the Autumn term of an offer of a reception place for the following September. Reception place offers are dependent on the criteria specified in Section 2, Paragraph 2.

In the event that a Kindergarten place becomes available for a child on the waiting list after they have completed a Reception Entrance Assessment and been made a Reception place offer for the forthcoming September, the requirement for a pre-entry assessment visit to the Kindergarten will be waived.

c) Entrance Assessments: Reception to Year 6

Admission to Fairfield in Reception follows an assessment process to evaluate every child's potential for learning. This is undertaken on a one-to-one basis in the school setting.

Admission to Fairfield in Year 1 and 2 follows an assessment process to evaluate skills in numeracy and literacy and the potential for learning. All the work is set at academic ability levels appropriate for the age group within Fairfield and these assessments should be seen as a positive opportunity for your child to show their ability in these academic areas. Children will be invited into School for a school-based assessment.

Admission to Fairfield in Years 3-6 is an opportunity for Fairfield to assess children's abilities in the core subjects of Mathematics and English along with some measures of general ability. All the work is set at academic ability levels appropriate for the age group within Fairfield and these assessments should be seen as a positive opportunity for your child to show their ability in these academic areas.

Children can enter Fairfield in any year group, subject to places being available. The usual process of entry is for children to take up their place at the start of the Autumn term following the entrance assessment in January.

Should a family move into the area at short notice or have another reason for their child not having taken the entrance assessment in January, it is possible for their child to sit an entrance assessment at an alternative time. Sessions are held throughout the course of each term at the

discretion of the Headmaster and subject to available places. Parents who would like their child to be admitted to Fairfield Prep School in this way are required to follow the normal procedure by completing the necessary application form before their child's application can be considered.

d) Additional Information

Any Special Educational Needs are taken into account when applying for entry. Parents must apply for a place by submitting the required details on the application form and providing an up-to-date report from an Educational Psychologist stating the special needs of the pupil.

A designated member of staff will contact the child's current school/early years setting to request further information and will, depending on the content of the Educational Psychologist's report, make appropriate access arrangements for the entrance assessment.

We will request reports from a child's current school or early years setting. We expect parents to inform their child's Head Teacher/Nursery Manager of their intention to enrol their child for our Entrance Assessment Day.

e) Selection

The final selection of candidates takes into account not only the entrance assessment performance, but also all the other available data and is made by the Headmaster after consultation with the relevant staff.

We do not publish details of results and, in accordance with the Data Protection Act 2018, (Schedule 2, Part 4 (25)) we are not required to provide examination scripts to parents.

Children are assessed only once each academic year. If children are unsuccessful in this attempt, they can reapply to sit the entrance assessment in the following year and subsequent years if they so wish.

Fairfield notifies parents as soon as all the assessments have been completed and school reports received. This would normally be within five working days after the initial assessment for Year 1-6. Decisions from the Reception assessments in January will normally be given within two to three weeks.

f) Acceptance

The parents of successful candidates are sent a copy of the Terms and Conditions for The Loughborough Schools Foundation and are required to sign the Acceptance Form and pay a deposit by the deadline for the acceptance of places. In the event of this deposit not being received, the offer of a place will be withdrawn.

Deposits will be returned at the end of the child's education at Fairfield, providing the required notice of one term has been given. We are not able to admit a pupil until all financial obligations to any other school have been met.

g) Reserve list

There is, on occasion, a small reserve list produced for children where pupil application numbers exceed places available. The parents of these children are informed that a place could be offered at a later date, were a parent to withdraw a previous acceptance and a place therefore become available. All children on the reserve list will have met our academic criteria.

3. Progression from Pre-Prep to Upper Prep

For all children who join Fairfield in Reception, transfer from Year 2 to Year 3 is automatic, unless in the opinion of the Headmaster, a child has not attained a sufficiently high standard of work or conduct, to benefit them from continuing their education in Year 3.

4. Admission to the Senior Schools

All Fairfield pupils who join Fairfield before the start of Year 6 are guaranteed a place at one of the Foundation Senior Schools, if they are on track to meet the entry threshold for Loughborough Grammar School or Loughborough High School. Pupils who are not on track or have joined Fairfield in Year 6 will be required to sit the 11+ Entrance Assessment at the respective Senior School within the Foundation.

Review

Updated March 2025