



Fairfield
Prep School

Fairfield Prep School Admissions Policy

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1. Introduction

This policy sets out the key details, process and requirements for those considering admission to Fairfield Prep School (Fairfield).

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 the Independent Association of Prep Schools (IAPS).

The Admissions Policy addresses the admission procedure for entry into all year groups at Fairfield Prep School, as well as the process and requirements when moving through the School or up to one of the LSF Senior Schools.

2. Scope

Fairfield welcomes applications for admission from pupils irrespective of race, nationality, colour, ethnic or national origin, religion or belief, disability, or previous educational background. Applications are considered fairly and consistently, in accordance with the School's admissions criteria.

Fairfield takes seriously its responsibilities to promote equality of opportunity, prevent unlawful discrimination, and make reasonable adjustments for pupils with disabilities where appropriate. The School is committed to complying with the Equality Act 2010 and its duties in relation to special educational needs and disabilities.

The only restrictions Fairfield places 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.

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 any visits to Fairfield within the entrance assessment process (see 3.2) and, for entry into Years 1-6 also, the reference provided by the existing school.

3. Admission Procedure

3.1 Registration

An electronic application form must be completed and returned prior to the entrance assessment, together with a non-returnable Registration Fee. The Registration Fee is not required for children who are enrolled at the LSF

Nursery; however an electronic application form must be completed.

Applications must be submitted online, by visiting <https://lsf.org/fairfield/admissions/apply>. For more information on application submissions, contact Fairfield's Admissions Manager by emailing fairfield.admissions@lsf.org, or by calling 01509 283808. Fairfield reserves the right to request a copy of a child's birth certificate where appropriate.

Fairfield welcomes applications from pupils with Special Educational Needs and/or Disabilities (SEND), provided the School can meet their educational needs and make any reasonable adjustments required.

Parents are required to disclose details of any special educational needs, disabilities, relevant requirements and supporting documentation, including diagnostic reports where available, at the time of application and before the admissions assessment. This enables the School to understand each child's needs and consider appropriate reasonable adjustments to support their participation in the admissions process. Further information about the School's approach to supporting pupils with SEND can be found in the School's SEND Policy, which is available on the Fairfield website.

3.2 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; therefore, children will be invited to visit Fairfield for a school-based assessment.

It is the responsibility of the parents/guardians of applicants to inform their child's Head/Nursery Manager of any upcoming absences due to their child attending a Taster Day or an Entrance Assessment at Fairfield.

Admission to Fairfield within Years 1 and 2 follows an assessment process to evaluate skills in numeracy and literacy and the potential for learning. All assessment paperwork is set at academic ability levels appropriate for the age group within Fairfield and these assessments should be seen as a positive opportunity for children to show their ability in these academic areas.

Admission to Fairfield within Years 3 - 6 provides 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 assessment paperwork is set at academic ability levels appropriate for the age group within Fairfield and these assessments should be seen as a positive opportunity for children 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 successful completion of the entrance assessment process in the January prior. However, it is possible for children to sit an entrance assessment at an alternative time. Sessions are held

throughout the course of each term at the discretion of the Head and subject to available places.

Additionally, children are able to join Fairfield at any point throughout the academic year, subject to availability and at the Head's discretion. Parents/guardians who would like their child to be admitted to Fairfield in this way are required to follow the normal procedure by completing the necessary application form before their child's application can be considered.

3.3 Selection and Place Offers

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 Head 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/guardians.

Children are assessed only once within 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/guardians as soon as all the assessments have been completed and school references (if required) have been received. This would normally be within five working days after the initial assessment. However, decisions from the assessments carried out in January may be given within two to three weeks.

3.4 Acceptance of Place Offers

The parents/guardians of successful candidates will be sent a copy of the Foundation's Terms and Conditions and will be required to sign and return the Acceptance Form, complete all required admission documentation and pay the deposit by the deadline stated in the offer letter.

If the deposit is not received by the stated deadline, the offer of a place may be withdrawn.

The Foundation reserves the right to withhold admission where there are outstanding financial obligations to a pupil's current or previous school.

Deposits will be returned at the end of the child's education within the Loughborough Schools Foundation, providing all Foundation property is returned in an acceptable condition, and for those that are of legal school age leaving the Foundation, the required notice period of at least one whole term has been adhered to.

3.5 Reserve List

Where the number of applications exceeds the number of places available, a

reserve list may be maintained. Parents/guardians of children placed on the reserve list will be informed accordingly and advised that a place may become available should an offered place be declined or a pupil withdraw from the relevant year group.

Places are offered from the reserve list in accordance with the Foundation's admissions criteria and admissions process. All children included on the reserve list will have successfully met the entrance requirements and admissions criteria for entry.

3.6 Pre-school Admissions

Children are eligible to start in Fairfield's Pre-school from the day on which they turn three years old, subject to places being available.

On receipt of a Pre-school application, all prospective children will be offered a pre-entry assessment visit to the School at a mutually convenient time, ahead of their preferred start date. Pre-entry assessments for Fairfield's Pre-school are titled 'Stay and Play' sessions.

Prospective children will have the opportunity to spend time within the Pre-school unit, to enable designated members of staff to gauge their level of skill, development and readiness for Pre-school. During a Stay and Play session, prospective children will be presented with a variety of activities to explore.

The assessment team carrying out the session 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. Observations made by staff during the Stay and Play session will be considered before deciding whether to offer a place.

If staff members carrying out the session are not able to proceed with all activities or complete the session fully due to a prospective child being unwell or distressed, another Stay and Play session on an alternative date may be offered, or, in some instances, parents/guardians will be informed that a place within Fairfield's Pre-school cannot be offered.

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 Pre-school unit
- emotionally ready to be left with other adults on a regular basis.

Should the offer of a place for a child be deferred to a later start date than originally requested, the child may be returned to the official Reserve List and in some circumstances, depending on the length of time passed after the Stay and Play session, will be considered as a new applicant.

3.7 Progression from Pre-school to Reception

A separate Reception entrance assessment is not required for children moving from Pre-school to Reception, providing they have joined Fairfield's Pre-school ahead of, or within the September prior to their progression up to Reception and will therefore complete at least one academic year within Fairfield's Pre-school. An assessment is not required as academic criteria, attitude to study and behaviour will be assessed by ongoing observations whilst in the Pre-school unit.

Parents/guardians of those who will be considered within the automatic offer process will be notified by the end of the Autumn term as to whether an offer of a Reception place for the following September has been made to their child or, if further consideration is required. Reception place offers are dependent on the admissions criteria specified.

If a Pre-school application is submitted for a child within the academic year (post September) and they would therefore not complete a full academic year within Pre-school ahead of progressing up to Reception, it is likely that a separate Reception entrance assessment will be required.

In the event that a Pre-school place becomes available for a child on the waiting list after they have completed a Reception Entrance Assessment and have therefore received a Reception place offer for the forthcoming September, the requirement for a Stay and Play session to be carried out for entry into Fairfield's Pre-school will be waived.

3.8 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 Head, a child has not attained a sufficiently high standard of work or conduct, to benefit them from continuing their education in Year 3.

3.9 Progression to The LSF 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, should they wish to.

4. Confidentiality and Record Keeping

All information provided to The Loughborough Schools Foundation will be treated as confidential and stored securely within the Foundation's databases. All records will be managed in accordance with the School's data protection and record retention policies.

5. Publication and Availability

This policy is made available to parents/guardians of pupils and prospective pupils via the School's website. A hard copy is available on request.

This policy will be reviewed every two years or earlier if significant updates are required.