

PLYMOUTH COLLEGE
ADMISSIONS POLICY
Including Early Years Foundation Stage



Last reviewed:	September 2025
Next review date:	September 2026
Responsibility:	Head

The Admissions Policy is founded on the educational aims and ethos of Plymouth College.

Admission

Whilst admission to Plymouth College is at the discretion of the Head, the school treats every application for admission in a fair and equal way in accordance with this policy and the School's Equal Opportunities Policy. The School invites and accepts applications from, and admits, all prospective pupils irrespective of their race, ethnicity, gender, disability, religion or belief (or lack of religion or belief), cultural or linguistic background, sexual orientation, gender reassignment, pregnancy, maternity or, as laid out in detail in our Equal Opportunities Policy, special educational needs or disability.

Prospective parents should contact the Admissions Department to arrange to meet the Head and other key staff and tour the school. Parents are encouraged to bring their children with them. If a pupil is registered for the School, a form has to be completed and a fee paid. Parents must inform the School when submitting the Registration Form of any special circumstances relating to their child that may affect their child's performance in the admissions process and/or ability to participate fully in the education provided by the school, including any health and/or learning issues/difficulties.

The School keeps a detailed electronic Admissions Register which is downloaded monthly from our information management system. These records are retained for at least three years after the date of the last entry on the register in question.

Preparatory School (including Early Years Foundation Stage)

The Preparatory School has a largely non-selective admissions policy throughout. Where English is not the first language, provision can be made subject to age, ability and requirement. Children joining Pre-School will be admitted after their third birthday. We will consider applications from pupils who wish to start prior to their third birthday, and who are ready for the Pre-School setting, if their third birthday falls close to the start of a new term. A child starting in Reception class in September will have had their fourth birthday by the 31st August prior to joining school. At all ages, parents may register a child to join school in advance. In this case, parents complete a registration form and pay a registration fee. The Admissions team will then contact them to invite the child in for a taster day (or session depending on age) during the term before their planned entry.

Pre-School children will spend 2 hours in school prior to an offer being made. All other pupils will normally be expected to spend at least half a day in school prior to an offer being made; this may be longer depending on personal circumstances. The time will be spent in a class appropriate to the child and during the day they will be encouraged to play a full part in the curriculum. They may also undertake assessments in English and Mathematics. Throughout the day, the form teacher / subject teachers will monitor the participation and performance of the child to assess their suitability for and compatibility with the School. Any concerns that arise about a child will be discussed with parents and another taster period can be arranged if it is felt desirable. Any information derived from the taster day will enable teachers to prepare work as required, or help the School place the child in appropriate sets in Years 5

and 6. After the visit, the Prep Admissions team will liaise with teachers and a verbal offer of a place at this time may be made. However, where the child has previously been in an educational setting, all offers of a place will be made subject to satisfactory references being taken up.

Senior School

At 11+ there are tests in English and Mathematics. A report from the Head of the candidate's schools is also usually required. In Years 8-11, entry is usually assessed by the School's own examination. Again, a Head's report is necessary. At 16+, entry is dependent upon GCSE results (or equivalent) and interview, reports and the successful completion of any tests required. In order to cope with the high academic and social demands of the School, pupils should ideally be fluent English speakers but tuition in English as an Additional Language (EAL) can be arranged where appropriate and at the parent's expense.

At both the Prep and Senior school, pupils requiring learning support may also have an interview with the Head of the Learning Support department and the School may also require a relevant report from a registered Educational Psychologist. The school will seek to cater for pupils with such characteristics. Only in cases where a pupil's needs would not be met by our teaching ratios, resources, facilities or curriculum would we consider not admitting a child. In such rare cases we offer clear advice to parents as to where they might look for a suitable educational establishment.

Scholarships & Financial Assistance

At the very heart of our ethos at Plymouth College is the notion that this is a place 'Where Everything Is Possible'. We pride ourselves on identifying pupils' talents and then, using our expertise and experience, creating an environment in which pupils are nurtured and supported so that they are able to realise the full extent of their talents. Indeed, we want them to redefine their potential – to achieve more than they thought possible. And we want them to do so whilst they flourish academically, intellectually, emotionally and socially.

Our programme of awards, scholarships and financial assistance aims to support the admission to the School of talented pupils who demonstrate potential for excellence, whether their exceptional qualities are academic, in sport, in performing or creative arts or in a wide range of other activities. We offer a range of awards, from honorary scholarships that afford considerable status but hold no financial value, to scholarships and awards offering remission on school fees. We also recognise pupils with multiple talents with all-rounder awards. Very importantly, we regard ourselves as a progressive, inclusive community so, at a time when social cohesion and mobility is more important than ever, we also offer financial assistance, in the form of as many means-tested bursaries as we are able to sustain, so that talented pupils who otherwise would not be able to afford to do so may access the fantastic education we have to offer. Awards are offered to boys and girls joining Plymouth College senior school both at 11+ and 13+, as well as in the Sixth Form. In addition to academic scholarships, there are awards in Art, Drama, Music and Sport (and individually in Swimming and Fencing) and candidates may be considered for awards in more than one category. All awards are index-linked, renewed annually and for the duration of the pupil's time at Plymouth College, subject to satisfactory progress, conduct and participation.

Further details may be found on our website, in related policy documents and on request from admissions@plymouthcollege.com.

The School's admissions literature, policy, examinations and procedures (including access to scholarships and bursaries) are reviewed on an annual basis.

Concerns or Complaints

If prospective parents have any concerns, complaints or queries about the admissions process, they should address these concerns in writing to the Head.

*Plymouth College is part of the Galaxy Global Education Group. The College is managed by the Schools Management Board of the Galaxy Global Education Group (*which is responsible for Group Governance and Local Advisory Board Liaison, Co-ordinating Learning Initiatives & Setting Group KPIs, Regulatory Compliance, Safeguarding Oversight & Student Voice*). The Local Advisory Board (LAB) is an advisory sub-committee of the Galaxy Global Education Group Schools Management Board, providing local insight, support, and challenge to the school's leadership in regards to educational standards and school improvement, safeguarding and welfare, community and stakeholder engagement, compliance and reporting. The Chair of the LAB is appointed by the Chair of the Schools Management Board and the LAB is composed of 3-4 local members appointed by the Chair of the Schools Management Board (with whom formal governance authority rests) and approved by the Board of Directors of the Galaxy Global Education Group.