Admissions Policy
Including EYS

Packwood
Part of the Shrewsbury School Family

Introduction
Packwood School is an independent preparatory boarding and day school for boys and girls aged 3–13. The School offers full boarding from Year 3 (age 7) and provides flexi boarding options for day pupils. Detailed information about Packwood can be found on the School's website but we encourage prospective families to visit us as this is an invaluable step to helping parents and children gain a genuine sense of Packwood's community, values and approach.

The admissions process may begin at any time after birth through the Admissions Office admissions@packwood.school

Points of Entry
Packwood welcomes children of all broad range of abilities and backgrounds. The principal points of entry are Reception, Year 3 and Year 7. Children may also join in other year groups where space allows. Children in the **Pre-Prep (Reception to Year 2)** are automatically eligible to progress into the Prep School, subject to a continued positive attitude towards learning and school life. If, in exceptional circumstances, a Pre-Prep child would not be suited to the main school, parents will be advised of suitable alternatives in good time.

Registration
Following an enquiry, parents receive a registration pack. On receipt of the completed registration form and non-refundable registration fee, the child's name is placed on the firm or waiting list for the appropriate year group, and written confirmation is sent to parents.

Personal Visit
We are delighted to welcome families to visit the School for a meeting with the Head and to tour the facilities. This allows the School to learn about the child's interests, educational background, and any additional needs, and provides parents with an opportunity to discuss the day, boarding and flexi boarding options available.

Offer of a Place
Offers of places are made by the Head following a visit and review of registration information and supporting documentation including current school reports. To confirm acceptance, parents must complete and return the digital Offer Acceptance Form and pay the deposit within 2 weeks of the date of the offer letter. This deposit is held against the final term's fees. The Offer Acceptance Form **must be signed by all individuals** with parental responsibility and confirms agreement to the School's Terms and Conditions.

Induction and Familiarisation
Families who have accepted a place will receive the Parent Handbook either as hard copy or in digital format prior to joining. This is a comprehensive document which outlines pastoral arrangements, uniform requirements, and practical details about school life. New pupils and their parents are invited to re-visit the school, to meet with staff and the boarding team to ensure they have a positive start to their Packwood journey.

During the term before each child starts, he/she will attend a New Children's Day and/or taster day, during which he/she will spend the morning completing various assessments (English, Maths, Reading,

and Verbal Reasoning) for Form-placing purposes. This occasion also provides each child with the opportunity to meet future friends.

Children joining Reception will join various 'Stay and Play' Sessions with our Reception teacher. These sessions are for parents and children to familiarise themselves with their new surroundings and peers.

Entry into Later Year Groups
Places may be available for entry into Years 4–8. In such cases, informal assessments in English and Mathematics may be arranged to help the School understand each child's academic profile and identify any additional support that might be required. These assessments are **not selective** but ensure the child is well placed to thrive and fully engage with Packwood's curriculum.

Admission at any stage is at the discretion of the Head, who will consider each child's best interests and the overall balance of the year group.

Pupils with Special Educational Needs and Disabilities (SEND)
Packwood welcomes pupils with disabilities and/or special educational needs, provided that the School can offer the level of support required and that the pupil will be able to access and benefit from the curriculum.

Parents are asked to share any relevant reports, such as Educational Psychologist, medical or specialist assessments, at the time of registration. This ensures that the School can assess whether it can reasonably meet the child's needs and make appropriate arrangements for their care and education.

The School will work in partnership with parents (and any relevant professionals) to consider any reasonable adjustments that can be made to enable the pupil to thrive. Parents are encouraged to contact the School at the earliest opportunity if reasonable adjustments are required during the admissions process.

Right to Decline an Application
While Packwood is a non-selective school, the Head reserves the right to decline an application where, after careful consideration, it is determined that:

- The School cannot meet the child's learning support or pastoral needs effectively; or
- The child would be unable to access and benefit from the curriculum.

Such decisions are made only after full consultation with parents and, where appropriate, with external professionals. The School's priority at all times is to ensure that every pupil placed at Packwood can flourish academically, socially, and emotionally within the School's environment.

Equality and Diversity
Packwood is committed to equal treatment for all pupils and welcomes applications from children of all backgrounds, regardless of race, ethnicity, religion, disability, sexual orientation, or social background. We believe that a diverse community enriches the educational experience for all pupils and prepares them for life beyond school.

The school does not permit gender, pregnancy or maternity, race, religion and belief, cultural background, linguistic background, sexual orientation, gender reassignment, SEN and disability to be used as a criterion for or against admission. Although Packwood is a Christian foundation, we do not select for entry on the basis of religious belief and we welcome students of all faiths or none.

Overseas Applicants

Packwood welcomes applications from overseas families, provided that the admissions process for overseas applicants is met and a valid student visa is issued prior to travel to the UK to join Packwood. All pupils must have the legal right to live and study in the UK. The School can, where appropriate, sponsor a Child Student Visa. Further details may be obtained from the Admissions Office. Overseas applicants must have suitable guardianship arrangements in place with a UK-based guardian.

Should a pupil in receipt of a CAS / Child Student Visa leave Packwood, the school will notify the UK Border Agency within ten days of the pupil leaving.

Fluency in English

To ensure full access to the curriculum and life at Packwood, pupils are expected to have a sufficient command of spoken and written English before joining. Where appropriate, English as an Additional Language (EAL) support may be arranged, and any associated costs will be discussed with parents in advance.

Bursaries

The Governors of Shrewsbury School are committed to broadening access and ensuring that children who would thrive here are not prevented from attending for financial reasons. Means-tested bursaries may be available for both new entrants and existing pupils, subject to annual review.

Details of the School's Bursary Policy are available on the website, and further information may be obtained from the Bursar.

Withdrawal of a Place Prior to Entry

The School reserves the right to withdraw an offer of a place if:

- A pupil's behaviour gives cause for concern after the offer has been made;
- It becomes apparent that relevant information (such as medical or educational reports) was withheld; or
- Fees or deposits are not paid in accordance with the Terms and Conditions.

Complaints

In the unlikely event that parents wish to make a complaint about the admissions process, the matter should first be raised informally with the Admissions Office. If it cannot be resolved informally, the School's Complaints Policy provides a formal route for consideration.

Records and Data Protection

All information relating to applicants is handled in accordance with applicable data protection legislation and the School's Privacy Notice and Retention Policy. Personal data of unsuccessful applicants will not be retained longer than necessary.

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