



# Pownall Hall School

## Admissions Policy

*This is a whole school policy and applies to the admission of EYFS children to Pownall Hall School.*

### 1. Introduction

Pownall Hall School is a co-educational independent school for pupils from ages 6 months to 11 years. 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 will visit our school, meet our Headmaster, our staff and pupils and see the school in action. We hold a number of open events, which give a general introduction to the school, and details of these events are published on our website. We are very happy to welcome prospective parents and their children at other times and are delighted to show them around. Please contact our office on 01625 523141 or e-mail: [admissions@pownallhallschool.co.uk](mailto:admissions@pownallhallschool.co.uk) to arrange a visit.

### 2. The Entry Procedure

Our selection process is designed to identify pupils who are able to benefit from our balanced and well-rounded education and will make a positive contribution to the life of the school. We admit pupils from the age of 6 months into our Robin Room. We may have vacancies at other age groups through the school year and suggest that contact is made with the office for details.

Applicants for admission should register in the year preceding the desired year of admission. (The registration form is at the end of this document).

### 3. The Assessment Process

The aim of the process is to identify potential and discover if a pupil will fit in happily at Pownall Hall School. We are looking for well-rounded, self-motivated, hard-working and interested pupils who will benefit from what the school has to offer. The school has strong traditions in academics, music, drama, art, community activities and sport. There are many extra-curricular activities, all of which are important in developing a well-balanced, confident individual.

For entry, we do not use summative assessment for children who are below the age of 3 years, but we do check against the Development Matters Guidance and we want children to visit with a parent and spend some time within the setting so that staff can observe them and comment on their suitability for a place at Pownall. We do ask children in older age groups to spend a day or preferably two in school with their prospective class, in order to allow teachers to test them both cognitively and with regard to Maths and English, also to observe their reactions and motivation, focus and individual/group contributions. They are made to feel very welcome. If several children request limited places, then the places are offered on merit.

### 4. Sibling Policy

Most siblings join us at Pownall Hall School and we welcome this. However, admission is not automatic and there may be occasions where we judge that a sibling is likely to thrive better in a different school environment. We also ask that parents reserve places in good time.

### 5. Equal Treatment

Our aim is to encourage applications from candidates with as diverse a range of backgrounds as possible. This enriches our community and is vital in preparing our pupils for today's world. Bursaries are offered in order to help as many children as possible who meet the school's admission criteria to attend the school.

Pownall Hall School is committed to equal treatment for all, and is non-discriminatory, in line with the Equality Act (2010). All applicants for admission will be treated equally, irrespective of their or their parents' race, culture, language, religion, national or social origin, association with a national minority, disability, sexual orientation, political or other opinion, property, birth or other status. Our provision for bursaries is described below.

## 6. Special Needs

Pownall Hall School welcomes children from all backgrounds, including children who have physical, learning or sensory impairment. In receipt of an application from a pupil with specific needs, we will consider whether the school is able to fully meet their needs and allow them to access the whole curriculum. We will also take into account the impact that their specific difficulties may have on other pupils and consult with parents, teaching staff and external agencies if appropriate.

We welcome applications from pupils with special educational needs, providing that our Learning Support Department can offer them the support that they require and with reasonable adjustments made, they are able to access our accelerated curriculum and thrive at Pownall Hall. We welcome pupils with physical disabilities, provided that our site can cope with them. However, parents of children with special educational needs or physical disabilities must discuss their child's requirements with the Headmaster, Key Stage Manager and specialist SEND team, so that where possible to do so we can make reasonable and adequate provision for him/her. Parents should provide a copy of an Educational Psychologist's report or a medical report to support their application for a place if special provision is required at the point of entry. We will discuss, realistically, the adjustments that the school can reasonably make for the child with parents and the child's medical advisers before and if he/she becomes a pupil at the school. The school will endeavour to provide the appropriate learning environment in which the child can make progress.

## 7. Bursaries

Our bursary programme is designed to make it possible for as many children as possible to take up a place here. The level of support varies according to parental proven need.

Bursaries are always offered for 12 months at a time. The family is required to provide fresh information about its circumstances for every year that their child attends the school. Levels of support may vary with fluctuations in income.

Further information on bursaries may be obtained from the Business Manager.

## 8. Religious Beliefs

Although Pownall Hall School has Christian roots, we do not select for entry based on religious belief, and we offer the opportunity for children of all faiths to attend. However, parents should be aware that we prefer that all children take part in assemblies and wear the school uniform.

## 9. School's Contractual Terms & Conditions

Copies of the School's Terms and Conditions are made available to parents as part of the admissions process.

## 10. Complaints

We hope that you and your child do not have any complaints about our admissions process, but copies of the School's complaints procedure can be found on our website or sent to you on request. Parents can make a complaint to ISI should they wish – 020 7600 0100 [complaints@isi.net](mailto:complaints@isi.net)

## Monitoring and Review

This policy will be monitored by the Headmaster and Business Manager and reviewed annually.

**Presented to Governors for approval**

**April 2026**

**Signed:**

*Mrs Eileen MacAulay, Chair of Governors*

*April 2026*

**Revision Log**

<b>Date</b>	<b>Changes Made</b>	<b>Version No</b>
Sep 2008	Created	V1
Nov 2009	Reviewed	V2
Jan 2010	Reviewed	V2.1
Dec 2010	Reviewed	V3
May 2012	Reviewed	V4
Jun 2013	Reviewed	V5
Mar 2014	Reviewed	V6
May 2015	Reviewed	V7
May 2016	Reviewed	V8
May 2017	Reviewed	V9
May 2018	Reviewed	V10
Feb 2019	Reviewed	V10.1
May 2019	Reviewed	V11
May 2020	Reviewed	V12
May 2021	Reviewed	V13
May 2022	Reviewed	V14
May 2023	Reviewed	V15
May 2024	Reviewed	V16
April 2025	Reviewed - 7. Bursaries shortened paragraph, T&CS in Appendix - deposit refunded after completion Form 6 - added "on request"	V17
April 2026	Reviewed – no amendments	V18

**Next Review: April 2027**

# Appendix 1

## Pownall Hall School

Carrwood Road  
 Wilmslow  
 Cheshire  
 SK9 5DW



### Registration Form (to be completed by parent or guardian)

PLEASE USE BLOCK CAPITALS

Surname of child: \_\_\_\_\_

First names (in full): \_\_\_\_\_

Name generally used: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Boy: \_\_\_\_\_ Girl: \_\_\_\_\_ Non-Binary: \_\_\_\_\_

Nationality: \_\_\_\_\_ Languages: (Home) \_\_\_\_\_ (Others) \_\_\_\_\_

Proposed date of admission (term and year): \_\_\_\_\_

#### Parents' Details

	Parent/Guardian	Parent/Guardian
Title:	_____	_____
Name:	_____	_____
Address:	_____	_____
	_____	_____
Postcode:	_____	_____
Occupation:	_____	_____
Nationality	_____	_____
Home Tel:	_____	_____
Work Tel:	_____	_____
Mobile:	_____	_____
Email:	_____	_____

**Full name and address of Guardian, if applicable.** \_\_\_\_\_

Please mention here the names of any other members of the family attending the school or registered for entry, or any other connection with the school: \_\_\_\_\_

#### Present School

Name and address of present school or nursery (with date of entry): \_\_\_\_\_

**Name of Headteacher:** \_\_\_\_\_

Are there any circumstances relating to your child of which the school should be aware? NO / YES

If 'YES' please give details here or ring the Headmaster.

## Declaration

We request that the name of the above-named child be registered as a prospective pupil. We will pay the non-refundable Registration Fee of £60 (by bank transfer to Pownall Hall School Trust Ltd)

We understand that:

1. registration of our child as a prospective pupil does not secure our child a place at the School but does ensure that our child will be considered for selection as a pupil at the School;
2. the School may process personal data about our child, including sensitive personal data such as medical details, for the purpose of administering its list of prospective pupils and administering its selection procedures and we consent to the processing of our child's personal data (including sensitive personal data) for these purposes;
3. in the event that our child is offered a place at the School, such an offer will be subject to the School's terms and conditions, which will bind us in the event that we accept the place.

**First signature:** \_\_\_\_\_

Name in full: \_\_\_\_\_

Relationship to child: \_\_\_\_\_

Date: \_\_\_\_\_

**Second signature:** \_\_\_\_\_

Name in full: \_\_\_\_\_

Relationship to child: \_\_\_\_\_

Date: \_\_\_\_\_

## Terms and Conditions

1. A registration fee of £60 is payable by bank transfer with this application and is not refundable (details from the School Office).
2. A deposit of £500 is payable on entry into the school. Failure to pay the deposit will result in cancellation of registration. The deposit will be credited against the pupil's final account in Form 6 on request. In the event of the pupil leaving the school before then, any credit of the deposit (or part of it) against the final account will be at the absolute discretion of the governors. No refund will be made in respect of any part of the deposit not used for such credit.
3. The Governors shall be entitled at their absolute discretion to vary the fees from time to time. Without fettering this discretion in any way, fees are normally reviewed annually with increases taking effect in the September term. Whilst the Governors will endeavour to give as much advance notice as possible of fee increases, there is no obligation on them to give a full term's notice of any increase.
4. Unless otherwise agreed in writing, all fees are due and payable on or before the first day of term.
5. Interest will be charged monthly on overdue accounts at 2.5% per month or at such other rate as the Governors shall from time to time prescribe. A pupil whose fees have not been paid may, at the absolute discretion of the Headmaster, be excluded from school until payment has been made.
6. No reduction in fees can be given in the event of absence of the pupil for whatever reason.
7. A full term's notice in writing must be given on or before the first day of term to withdraw a pupil, or a full term's fees must be paid in lieu of notice. This also applies to the cancellation of extras.
8. All parties will observe the rules and regulations of the School and any amendments to them which may be made from time to time.