

# **Sapientia Education Trust**

## **Wymondham College Prep School**

### **Admissions Policy for September 2026**

for

### **Boarding in Underwood Hall**

#### **INTRODUCTORY STATEMENT**

Wymondham College Prep School is a school for day and boarding pupils, serving the Wymondham area for its day places but drawing its boarding community, regionally, nationally and internationally. It opened in 2020 for day students and opened for boarders in 2021.

It is run by Sapientia Education Trust (SET), a Norfolk based Multi-Academy Trust that runs 15 other state schools in Norfolk and Suffolk. The school shares a site and has close links with Wymondham College which has a well-established reputation for excellence. The Trust vision is to provide a world-class education locally. Sapientia Education Trust (SET) is the Admission Authority for Wymondham College Prep School, but this policy is administered by the School on behalf of SET.

The Governing Body are committed to providing an education which combines a strong academic start to school life, exceptional extra-curricular activities and with the benefits of strong links with the local and regional community. In order to be eligible for admission to the School, prospective students (or their parents/carers) – including those who will be Boarders in year 5 and Year 6 - must have full UK citizenship or have other legitimate residential status within the UK which confers the right to education at public expense.

The School offers day places without reference to the gender of the applicant and this is also the case, as far as is possible, for boarding places. However, the School is not obliged to admit any student as a boarder if accommodation appropriate to the pupil's gender is not available

Pursuant of their duty to safeguard and promote the welfare of all boarders under section 87 of the Children Act 1989, Sapientia Education Trust will not admit any child to Wymondham College Prep School as a boarder unless he/she has satisfied the School that he/she is suitable to board.

In line with Section 1.40 of the School Admissions Code the school will interview applicants to assess suitability for boarding, but such interviews will only consider whether a child presents a serious health and safety hazard to other boarders or whether they would be able to cope with and benefit from a boarding environment. Further details of this process are outlined below.

**Boarding:** All boarders have 24-hour provision during term time (but not holidays or exeat weekends) but may return home on any weekend.

Boarding provision is subject to the College Boarding Agreement and a fee is payable by parents. Parents who are entitled to claim Working Tax Credit are able to claim the boarding fee against the childcare element of their tax credits.

## **ADMISSION NUMBERS**

The school has an admission number of 16 boarders for entry into Year 5 in September 2026.

The Trust sets separate admission numbers and determines different admission arrangements for Boarders and Day Students, in accordance with Section 1.43 of the School Admissions Code.

## **APPLICATION PROCESS**

All applications for boarding places should be made directly to the school using the form at [www.wymondhamcollegeprepschool.org](http://www.wymondhamcollegeprepschool.org)

The closing date for applications is 15 January 2026

It is possible to apply after this date, but please be aware that your application will be considered after all of the on time applications.

Suitability to board interviews will take place between 1st February 2026 and 31<sup>st</sup> March 2026.

Offers will be made on 16 April 2026

Candidates for boarding places are assessed to determine their suitability for boarding. This assessment includes the following:

- An interview
- A reference, where appropriate, from the candidate's present school and/or a previous school where the candidate is not currently at school or has recently changed school
- Consideration of any other information that the parent/carer of the candidate may wish to provide to support the candidate's application or which may be provided at the request of the parent/carer by another person

- Information provided by a Local Authority (or equivalent authority outside England and Wales), where relevant.

In determining whether or not a candidate is suitable to board, the School has regard to the following questions:

- Does the candidate wish to board?
- Does the candidate have experience of staying away from his/her parents/carers whether or not he/she is currently a boarder?
- Does the candidate show evidence of self-reliance and independence?
- Does the candidate show evidence of understanding and relishing the challenges of a communal life?
- Does the candidate show understanding of the responsibilities of a member of a boarding community?
- Is there any medical or psychological reason why boarding would not be appropriate, or any need that could not be met by reasonable adjustment to the boarding accommodation, routine and practice?

The School will inform the parents of applicants whether or not their son/daughter is considered suitable for boarding as soon as possible after the process has been completed. Candidates who are considered suitable for boarding are then allocated places according to the published oversubscription criteria.

### **Oversubscription criteria**

When the school is oversubscribed, after the admission of pupils with an Education, Health and Care plan or a Statement of Special Educational Needs naming the school, priority for admission will be given to those children who meet the criteria set out below, in priority order:

- 1. FIRST PRIORITY** is given to candidates who are looked after by a Local Authority in England and Wales in accordance with section 22(1) of the Children Act 1989(b) at the time the application is made and those who were looked after but ceased to be so because they were adopted or became subject to a residence order or special guardianship order
- 2. SECOND PRIORITY** is given to children of members of the UK Armed Forces who qualify for Ministry of Defence financial assistance with the cost of boarding fees.
- 3. THIRD PRIORITY** is given to candidates who satisfy the Academy Trust that they have a significant degree of boarding need as defined in the Academy policy.

**4. FOURTH PRIORITY** is given to siblings<sup>1</sup> who at the time of admission are boarding students at the school or at Wymondham College.

**5. FIFTH PRIORITY** is given to children of staff (includes support and teaching staff on a permanent contract) at the school where the member of staff is the legal parent / guardian of that child and:

- (i) been employed at the school for two or more years at the time at which the application for admission to the school is made, or
- (ii) have been recruited to fill a vacant post for which there is a demonstrable skill shortage.

Remaining boarding places are allocated on the basis of a random lottery conducted by the school.

### **BOARDING NEED**

In determining whether or not they consider that a particular candidate has boarding need, the Academy Trust will have reference to the following guidelines.

In each case, it is the responsibility of parents/carers to provide the information required to enable the Academy Trust to make a determination. In particular, the names and contact details of a person from whom the School may seek corroborating evidence must be given. This person must be appropriately qualified to provide the corroborating evidence as shown below.

Determination of boarding need is at the discretion of the School.

The School may consider that a candidate has boarding need if:

1. He/she satisfies at least ONE of the following criteria in that:

		Appropriate person to provide corroboration
A	His/her main parent/carer is, or will be at the date of admission, a member of HM Armed Forces liable for deployment overseas or frequent changes of posting within the UK.	Commanding Officer or other authorised Service Officer

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<sup>1</sup> Siblings are defined as a brother or sister sharing at least one parent and who is normally resident at the same address. This includes adopted children and those living in the same home under a recognised fostering arrangement.

B	His/her main parent/carer is, or will be at the date of admission, serving with or for the Foreign and Commonwealth Office or other UK Government Department on terms which may include either deployment overseas or frequent changes of posting within the UK.	Line Manager or Head of Department/Service
C	His/her main parent/carer is, or will be at the date of admission, serving with or for an institution of the European Union, United Nations or other international body of which the United Kingdom is a member.	Line Manager or Head of Department/Service
D	His/her main parent/carer is, or will be at the date of admission, employed by a UK based company which requires the parent to travel overseas or be resident overseas for a period of more than one month per year.	Line Manager or Head of Department/Service
E	He/she is the subject of a voluntary agreement between the Academy Trust and a Local Authority or Charitable Trust to provide a boarding place for reasons of boarding need.	LA Lead Professional or Trust Officer
F	His/her home is in a remote rural location and appropriate education is not available within a reasonable daily travelling distance.	Current Headteacher or LA Officer
G	His/her home is in a remote rural location and he/she lacks social interaction with children of the same age and/or gender.	Current Headteacher or LA Officer

**OR**

2. He/she satisfies at least TWO of the following criteria in that:

		Appropriate person to provide corroboration
A	He/she is in the care of a grandparent or other person, whether or not a relative, other than his/her natural parent, step parent or adoptive parent.	Teacher, Medical Practitioner, social worker or other professional person who knows the family
b	His or her main or only carer has been the victim of a serious crime or reasonably fears that he/she may become the victim of a serious crime.	Police Family Liaison Officer or social worker

C	His or her main or only carer has been diagnosed with a medical or psychological condition which is life threatening or which seriously impairs the carer's ability to care for the candidate.	Medical practitioner or social worker
D	His or her main or only carer also has the main responsibility for the care of another member of the candidate's close family or household who has been diagnosed with a serious medical or psychological condition and the care of whom seriously impairs the carer's ability to care for the candidate.	Medical practitioner or social worker
E	His or her home circumstances prevent social interaction with children of the same age and/or gender.	Teacher, Medical Practitioner, social worker or other professional person who knows the family
F	He/she is homeless.	Teacher, Medical Practitioner, social worker or other professional person who knows the family.
G	His/her main or only carer is a lone parent/ carer.	Teacher, Medical Practitioner, social worker or other professional person who knows the family

### **Tie-break**

If a tie-break is necessary to determine which child is admitted, places will be allocated by random allocation.

### **Late applications**

All applications received by the school after the deadline will be considered to be late applications. Late applications will be considered after those received on time. If, following consideration of all applicants the school is oversubscribed, parents may request that their child is placed on the school's waiting list.

### **Admission of children outside their normal age group**

Parents may request that their child is admitted outside their normal age group. To do so parents should include a request with their application,

specifying why admission out of normal year group is being requested and the year group in which they wish their child to be allocated a place.

When such a request is made, the academy trust will make a decision on the basis of the circumstances of the case and in the best interests of the child concerned, taking into account the views of the headteacher and any supporting evidence provided by the parent.

### **Waiting lists**

Pupils who are unsuccessful in obtaining a Year 5 boarding place will be maintained on a waiting list managed by the School until 31 December 2026.

### **Appeals**

All applicants refused a place have a right of appeal to an independent appeal panel constituted and operated in accordance with the School Admission Appeals Code.

For information on how to appeal. Appellants should contact the school or email [admissions@wymondhamcollegeprepschool.org](mailto:admissions@wymondhamcollegeprepschool.org)

**The closing date for appeals is 28 March 2026**