

Admissions Policy

Our aim is to admit a balance of boys and girls, regardless of race, religious views or physical ability.

For Entry into the Nursery Schools

Once registered, children who are age eligible may be offered places as they arise. Registrations for the Nursery School are done on a first come, first served basis according to date of registration. There is no assessment or interview.

For Entry at 4 Years (Reception) into the Pre-Prep

Age eligible, registered children are asked to attend an 'Assessment Morning' on a Saturday in early November, the year before they are eligible to join Reception. The children are put into small groups and our staff carry out an observation of the group. No formal written assessment is used. Written reports are requested from their Nursery School.

Our policy gives priority entry to children who are already enrolled in one of our nurseries, but these children are subsequently assessed at the Assessment Morning in November before gaining entry to Reception. If the School has questions about the suitability of a child for Reception, contact will be made with the parents to discuss these.

For Entry into Pre-Prep and Prep

For entry into Reception after the year has started or to all other year groups from Year One to Year Eight, the child is invited to spend time with their peer group. Small assessments in English and Mathematics will be carried out to gauge the child's current level of attainment. They will also be given time to join classes, as well as time for observed free play at break. We aim to give every child a happy experience and send them home feeling positive about their time with us.

We are looking at their social skills, practical skills, co-ordination, confidence, concentration, behaviour and ability to work as part of a team. We talk to the children a great deal and by helping them to feel relaxed we hope to find out more about them than we could just on paper. The children are assessed against the standard currently being achieved within the year group.

Entry Points

The majority of pupils are admitted into Nursery or into Reception following their fourth birthday. Entry to the School at other points is dependent on places becoming available.

Registrations

The Registrars are responsible for all registrations. Registrations for Nursery places and/or the Pre-Prep/Prep can be made, on payment of a fee. Registration forms may be sent to the school at any time from birth. All children registered for entry into Reception are guaranteed an assessment, if the registration is completed the November before they are due to enter Reception. Thereafter, assessments will be arranged if there is a shortfall in take up from this list of registrations. All families

registered or interested in registering are invited to make appointments to tour the School and to meet the Head or Deputy Head.

Offers

Following assessments, offer letters are sent out and parents wishing to accept a place are asked to sign an acceptance letter and pay a deposit, within two weeks to secure the place. We cannot guarantee that places can be held beyond this time scale and the place could be offered to those held on a waiting list.

Open Mornings

Open mornings are held every term to explain entry procedures and the ethos and aims of the school. Parents may also choose to book onto a School tour, led by the Head or the Deputy Head. Interested parents are advised to telephone the Registrar to find out about the next Open Morning date or to book onto tours.

Additional Needs

When attending assessments, children who have English as their second language are provided with support where necessary. Likewise any children with special needs are given support. We ask parents to inform us in writing of any disability which needs any reasonable adjustments to be made to our normal procedures (in order for them to be able to take our assessment and allow us to see them at their best). We are also happy to discuss a child's specific, special requirements with the parents before the assessment. These factors are all taken into consideration during the final decision making.

Disability

Admission to the Pre-Prep/Prep depends upon the assessments outlined above. The school must also feel reasonably sure that it will be able to educate and develop the prospective pupil to the best of their potential and in line with the general standards achieved by the pupil's peers, so that there is every chance that the pupil will have a complete, happy and successful Prep school career, and emerge a confident, well-educated and well-rounded student ready for transfer to a suitable senior school.

The school's policy is to apply these criteria to all pupils and potential pupils regardless of any disability of which it is aware, subject to its obligation to make reasonable adjustments not to put any disabled pupil or potential pupil at a substantial disadvantage compared to any pupil who is not disadvantaged because of their disability.

The school asks parents to complete a registration form in respect of a prospective pupil at the time of application. In assessing any pupil or prospective pupil the school may take such advice and require such assessments as it regards as appropriate. Subject to this, the school will be sensitive to any requests for confidentiality.

One of the obvious restrictions which the school has is its lay-out. This requires pupils to go from classroom to classroom, often up or down stairs. Therefore any pupil with impaired mobility is going to be disadvantaged by these restrictions. We will discuss thoroughly with parents and their medical advisers the adjustments that can reasonably be made for the child if he/she becomes a pupil at the school.