




## Admissions Policy & Procedure

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V J Gocher	November 2019	November 2020

Heads Authorisation:	Date:
	
Mrs V J Gocher	

### INFORMATION

This is a copy controlled document. If you are unsure of it being the most current version please refer to the office. If you need any changes to be made please speak to the office or the Policy Manager.

## **Aldenham Prep School (including EYFS) Admissions Policy & Procedure**

Aldenham Prep School welcomes pupils of all faiths and none, of all cultures, races and family backgrounds. We are willing to admit a pupil with a disability as long as the child's parents and the school conclude that the child's specific needs can be appropriately catered for. The school seeks to ensure that disabled prospective pupils are not treated less favourably or unfairly in the admissions process. Aldenham Prep School welcomes applications from all sections of society and is non-discriminatory in line with the Equality Act (2010), Equality Duty (guidance) 2011 and our Equal Opportunities Policy.

Admission is based on:

- a satisfactory report from the prospective pupil's previous school or Nursery.
- the successful completion of entry assessments from Reception to Year 6;
- the completion of a signed declaration by both parents of the prospective pupil which informs the school of all known special educational needs of the prospective pupil;
- completion of the entrance procedure, as set out below, for each year group of entry.

On taking up a place an entry is made in the school's admission register (in line with the Education [Pupil Registration] [England] Regulations 2006).

Aldenham Prep School reserves the right to refuse entry and progress into any year from Nursery to Year 6 if the school's structure, in the opinion of the Headmistress and relevant teacher does not meet the educational, pastoral and social needs of the pupil concerned.

### **Active Campaign**

All prospective parent details, from the first visit, are held in the Active campaign database. This database enables the admissions team to handle all the admission processes electronically.

### **Admissions Register (for school use)**

On taking up a place at the school an entry is made in the Admissions Register.

The Admissions Register is held in electronic format, and copied to an electronic storage device which is stored in the fire-proof safe in the Bursar's office.

The Admissions Register is up-dated every month.

The person responsible for the administration of the Admissions Register is the Senior School Deputy Head's Secretary

The following items are recorded in the register:

- name in full;
- sex;
- the name and address(es) of the parents of the pupil indicating the parent with whom the pupil normally resides;
- a telephone number at which the parent can be contacted in an emergency;
- day, month and year of birth;
- day, month and year of admission or re-admission to the school;
- name and address of the school last attended, if any;

The date on which the pupil leaves the school is kept on a Leavers register, similarly recorded and stored.

The Admissions Register allows for the inclusion / deletion from the register and is done in line with the Education (Pupil Registration) (England) Regulations 2006.

Pupils will be considered for admission and entry to the Prep School when the registration form has been completed and returned to us and the non-returnable registration fee paid.

### **Admissions Procedure**

Admission and entry to Aldenham Prep School is subject to the availability of a place and the prospective pupil satisfying the admission requirements necessary for entry to the School. With regards to admission for disabled pupils, reference should be made to the Aldenham Prep School Equal Opportunities Policy.

All prospective pupils (excluding entry to the Nursery Year) are assessed for entry in accordance with the admission requirements of the School and the criteria relevant to the particular Year Group for which the registration is being made. In evaluating the completed assessments, the Headmistress will be seeking evidence to support the view that the prospective pupil will be able to develop and prosper in the academic and social environment of the Prep School.

Pupils will be considered for admission and entry to the Prep School when the registration form has been completed and returned to us and the non-returnable registration fee paid. Registrations are considered in the order in which they are received; however priority is given to siblings of existing pupils.

As part of the entrance procedure, with the prior permission of the prospective pupil's parents, a letter is sent to the Head teacher at the child's current school or EYFS provider (if relevant) to request a confidential pupil report.

### **Offer of a Place and Deposit**

An offer of a place at the School will be made by way of a formal offer letter from the Headmistress to the prospective parents, which may be subject to such conditions as specified. Accompanying the offer will be a copy of the Acceptance Form and the Terms and Conditions. In order to accept the place, the Acceptance Form must be completed and signed (signatures are required from each of those with parental responsibility). The Acceptance Form must be returned to the Headmistress together with the deposit bank transfer confirmation; the Terms and Conditions are to be retained by the prospective parents for their information.

A term's notice must be given before the pupil is withdrawn, or a term's fees in lieu will be due.

Pupils (Yr R-6) joining are assessed on entry to establish whether learning support is likely to be a necessary feature of their education. If this is indicated, the outcome of the assessment is discussed with parents and a suitable plan proposed. Wherever possible, learning needs will be accommodated within the curriculum, but if specialist support is necessary this will be charged as an extra to parents.

## Acceptance of a Place

A place is allocated for a prospective pupil when the Acceptance Form has been completed and returned to the School together with the required deposit payment.

Formal correspondence is sent from the Headmistress to the prospective parent acknowledging receipt of the Acceptance Form and deposit payment and confirming that the place has been allocated. This letter is accompanied by a Direct Debit form. The deposit is non refundable.

After the Acceptance Form has been returned, prospective parents who cancel their acceptance of a place less than a term prior to the date on which the pupil was due to join the School, are liable for the payment of a term's fees (less the deposit held) to the School. An administration fee may be charged.

Offer of a start date is subject to Independent Association of Preparatory Schools (IAPS) agreement criteria whereby parents of new pupils are required to have discharged all obligations at their existing school.

Our Meet the New Teacher Afternoon is held in June each year so that the new Reception class and any other children who are available join us as the beginning of their induction process. For other new pupils the induction process begins as the child starts School on their first day. Children joining us mid-year, Reception to Year 6, are welcome to attend the School for a day to meet their new Form Teacher, the Teaching Assistant and also their new class, thus starting the induction process.

Each September, parents, Reception to Year 6, are invited to attend an Information Evening which enables new and current parents to meet; it enables new parents to meet the staff and gives information about curriculum developments as well as information specific to their child's year group.

There is a School Uniform Shop on site and the School also operates a Second Hand Uniform facility.

## Nursery

- Children may be registered at any age by and completing the registration form and paying the non-returnable registration fee. Arrangements to visit the Nursery may be made at any time.
- Children are eligible to start in Nursery in the term of their third birthday.
- Registering does not guarantee a place in the Nursery; it simply places a child on the waiting list.
- Priority without guarantee, subject to places being available, will be given to siblings provided they are registered at least three months before the anticipated start date and whose brother or sister is attending the Nursery or Prep school when he/she starts. This priority only applies to the offer of a place, not to the allocation of full day, morning or afternoon sessions. If parents wish to send siblings to the Nursery we strongly recommend they are registered as early as possible.
- An acknowledgement of receipt of the registration form will be sent.

- Offer of a place will be sent six months before the anticipated start date. Acceptance of this place must be made in writing by the date stated within the offer letter. Failure to do so will mean the offer of that place being withdrawn. At this time payment of the deposit will be required.
- A letter will be sent confirming receipt of the Acceptance Form and deposit. This letter will include an appointment to visit the Nursery. This visit allows the child to spend some time in Nursery meeting children and staff, and for other paperwork to be completed by parents/guardians.
- **Transfer from Nursery to Reception is not guaranteed and is dependent upon internal assessment.**
- Offers to internal candidates are made prior to those made to external candidates.

### **Prep School (including Reception)**

- The Headmistress of the Prep School likes to meet all prospective parents and you are encouraged to make an appointment for a tour of the school.
- Pupils are admitted to Reception in the September after their fourth birthday.
- The 4+ admissions procedure takes the form of a playgroup activity/assessment in the Christmas Term before entry the following September.
- Places are dependent on availability and offers are made within the fortnight following the assessments. Acceptance of an offer must be made in writing by the date stated in the offer letter. Failure to do so will mean the offer of that place being withdrawn. At this time payment of the deposit will be required.

### **Admittance of Summer Born Children 'out of year' into Reception Class**

At Aldenham Prep School we recommend that children join the year group to which they statistically belong. While the 1<sup>st</sup> September cut off point is an arbitrary date, there has to be one in each academic year and so we work within the framework it gives. Very rarely are children 'out of year' in the Prep school.

All children are assessed for a place in Reception in the Autumn before they would join the Class, if in the correct year; in this way they are assessed for a place against the correct cohort, e.g. Autumn 2020 for a place in Reception starting in September 2021. The deposit has to be paid on acceptance of offer, whether for 'normal' entry, or very rarely 'deferred' entry.

Occasionally children join the School further up the Year groups. If they have moved from a southern hemisphere country where the academic year starts in January/ February, or missed significant amounts of learning due to ill health for example, we do consider 'out of year' admittance.

Being out of year can bring problems as the child gets older. They are often more mature than the cohort they are with and this can cause friendship issues. If they are sporty, they can be

denied the opportunity to play competitively with their cohort because they are too old. Their public exam results (GCSE and A Level) cannot be included within school data.

We are aware of the research which promotes a delayed start to Reception, but here at Aldenham the curriculum is tailored to each child. Every academic year is one of transition and the Reception year is very play-based initially and on a gradual continuum from Nursery-style learning towards Year 1-style learning. Each child's needs and the expectations of parents and staff are regularly discussed as part of our partnership with you as parents; the child is at the centre of all that we do.

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### Document History

Date:	Pages:	Amendments:	Reason:	Name:
Jan 12				L. Beech V. Gocher, A. Turner
Apr 13				V. Gocher, L. Beech
Nov 14				V. Gocher, L. Beech
Nov 15				V. Gocher
Sept 17	various	'Preparatory' replaced with 'Prep' 'Head' of Prep with 'Headmistress'	Consistency and clarity	V. Gocher
Nov 19	1 2 2	Head to Headmistress Letter to communication Delete Aldenham Information book		
	2 3 4	Delete cheque Pupils Yr R-6 assessed Internal offers made first		LB
		Active Campaign	Details held electronically	