

This Policy applies to the whole school including the EYFS



## **ADMISSIONS POLICY**

### **POLICY STATEMENT**

Registrations for admission will be considered from parents and guardians who are both sympathetic towards and supportive of the aims and ethos of the school and whose child will benefit from the academic and pastoral curriculum of the school. All children admitted to the school are expected to be supportive of the ethos of the school in curricular and extra curricular activities. It is our intention to make our setting accessible to children and families from all sections of the local community.

Newbridge Preparatory School welcomes pupils of all faiths, cultures, races and family backgrounds. We are happy to admit a pupil with a disability as long as both parents and school conclude that we can provide appropriately for the child's specific needs. The school seeks to ensure that disabled pupils are not treated less favourably or unfairly in the admissions process and will take reasonable steps to avoid putting disabled pupils at a substantial disadvantage in matters of admission.

Newbridge Preparatory School is a mainstream day school for pupils aged 2 – 11 years old.

Children with Special Needs and disabilities are admitted according to the same criteria as other children providing that admission is compatible with, and does not prejudice the efficient provision of the education for other children in the year group. Admission must not prejudice the efficient use of resources. The school will make reasonable adjustments whenever possible.

Newbridge Preparatory School welcomes registrations for admission from all sections of society and is non-discriminatory in line with the Equality Act (2010) and Equal Opportunities Policy. This applies to all pupils (including those in our EYFS setting) and includes inappropriate discrimination on the grounds of: gender, age, religion or belief, physical ability or disability (including HIV status), learning ability, other special educational needs or academic or sporting ability; race (including colour, nationality, ethnicity, family, cultural or linguistic background).

Admission to Newbridge Preparatory School is considered for boys (aged 2-7) and girls (aged 2-11). The normal admission points are shown in the table below, although admission at other times during the academic year will be considered if places/sessions are available.

Given that Newbridge Preparatory School is an all girls school from Year Three onwards, it is important that the number of boys present in Nursery, Reception, Year One and Year Two is restricted to a maximum of 5 at each of those stages. Should more than 5 boys wish to progress from Tots into Nursery, or Nursery into Reception the number progressing shall be limited to 5 based upon the order of registration, unless agreed otherwise by The Board of Directors.

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The target class size for each year group from Reception onwards is 18 pupils but the right is reserved to vary that number in any particular year such that the total number of pupils at Newbridge Preparatory School taken as an average from Reception to Year Six totals 18 pupils.

Year Group	Admission Point / Age	Places
TOTS	The September following a child's 2 <sup>nd</sup> Birthday (Early admission is at the discretion of the Headmistress.)	24 places per session
NURSERY	The September following a child's 3 <sup>rd</sup> Birthday	24 places per session
RECEPTION	The September following a child's 4 <sup>th</sup> Birthday	18 places (Average)
YEAR 1	The September following a child's 5 <sup>th</sup> Birthday	18 places (Average)
YEAR 2	The September following a child's 6 <sup>th</sup> Birthday	18 places (Average)
YEAR 3	The September following a child's 7 <sup>th</sup> Birthday	18 places (Average)
YEAR 4	The September following a child's 8 <sup>th</sup> Birthday	18 places (Average)
YEAR 5	The September following a child's 9 <sup>th</sup> Birthday	18 places (Average)
YEAR 6	The September following a child's 10 <sup>th</sup> Birthday	18 places (Average)

### **REGISTRATIONS**

Following an initial inquiry, prospective parents will be forwarded a school prospectus, including an Admissions Policy and Registration Form.

Prospective parents will also be invited to tour the school and to attend an informal meeting with the Headmistress or another member of the Senior Leadership Team.

Prospective parents must complete the School's registration form and pay the non-refundable £50 registration fee in order to be formally considered for a place at Newbridge Preparatory School. The return of the Registration Form and registration fee secures a provisional place on our entry lists and ensures that the child will be considered for a place at the school.

We arrange our waiting list in order of registration (Registration Form and £50 Registration Fee). In addition, our policy may take into account siblings already attending the setting. Please note that in the event of places being oversubscribed, registration for a place does not automatically guarantee that a place will be available.

At this stage, session booking forms will be sent to parents of children applying to start TOTS and Nursery. Sessions can then be requested but cannot be guaranteed.

### **ADMISSION ARRANGEMENTS EARLY YEARS FOUNDATION STAGE**

Admission into Tots is in the September following a child's 2nd birthday. It is also based on the order of registration for Tots. The minimum attendance is three sessions per week, determined by the criteria that the child is physically, emotionally and socially ready to be away from home and participate and progress in a more formal learning environment; such determination shall be at the school's discretion. Tots maximum number of children per session is 24 (based on floor space and staffing ratios). Early admission is at the discretion of the Headmistress.

## **This Policy applies to the whole school including the EYFS**

Admission into Nursery is in the September following a child's 3<sup>rd</sup> birthday, based on order of registration in Tots, but subject to the aforesaid restrictions upon the number of boys. The minimum attendance is five morning sessions. The maximum number of children per session is 24 (based on floor space and staffing ratios).

Admission into Reception is in the September following a child's 4<sup>th</sup> birthday, based on order of registration in Nursery. Attendance is full time. Reception average class size is 18. Class sizes more than this are permissible at the discretion of The Directors.

There is currently no formal assessment for children entering the Early Years Foundation Stage. However candidates seeking admission at Reception are invited in for an information assessment with the Early Years Co-ordinator.

### **ADMISSION ARRANGEMENTS KEY STAGE 1 AND KEY STAGE 2**

All prospective pupils for key stage one and key stage two 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 application 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 School. As part of the entrance assessment procedure, a letter may be sent to the Head teacher at the child's current school to request a confidential pupil report.

Children are admitted providing their ability, aptitude and attitude is within the range of the children already in that year group such that efficient education and use of resources may continue. The school must be able to meet the educational needs of the child within the resources available.

#### **TASTER DAYS**

Pupils applying for entry into key stage one and key stage two are invited to attend two 'Taster Days'. During these taster days, the pupil will complete the school's entrance assessments.

#### **ASSESSMENT**

Admission into Year One to Year Six is based on:

- A satisfactory report from the prospective pupil's previous school
- The successful completion of entry assessments. Successful completion is defined as assessment scores falling within or above the existing academic range of the class
- The completion of a signed declaration by all parents of the prospective pupil, which informs the school of all known special educational needs of the prospective pupil concerned
- Completion of the entrance procedure

Pupils are selected for entry from Year 1 upwards by assessments, but consideration is also given to character, and co-curricular attainments or interests. We endeavor to find out as much as possible about each child before considering an offer of a place.

#### **OFFERS OF PLACES**

An offer of a place at the School will be made by way of a formal letter from the Headmistress to the prospective parents, which may be subject to such conditions as are specified in the letter.

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Accompanying the offer letter will be an Acceptance Form together with the current edition of the Newbridge Preparatory School's 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 form must be returned to the Headmistress together with the deposit of £250.

At this stage, session confirmation will be sent to parents of children applying to start TOTS and Nursery.

The £250 deposit is only refundable on the pupil leaving the school provided the appropriate notice period is given, any financial accounts are clear and that any school property has been returned. The Deposit will not be refunded if a child who has accepted a place does not take up their place and fees may also be due.

**ACKNOWLEDGEMENT OF A PLACE**

A place is reserved for a prospective pupil when the Acceptance Form has been completed and returned to the School, together with the required deposit payment. A formal letter is sent from the Registrar to the prospective parent acknowledging receipt of the Acceptance Form and deposit payment and confirming that the place has been reserved.

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, will be liable for the payment of a term's fees (less the deposit held) to the School.

The offer of a place is subject to IAPS agreement criteria whereby parents of new pupils are required to have discharged all financial obligations at their existing School.

At this stage, sessions will be reserved and held for parents of children applying to start TOTS and Nursery.

**INDUCTION PROCESS**

**TOTS**

TOTS children will be invited to at least two induction sessions of no longer than an hour and a half. It is recommended that a parent stays with the child on the first visit and leaves the child on the second visit; remaining contactable by telephone and within an easy return distance. (More details are available in the School Induction Policy)

**NURSERY**

Nursery children will be invited to at least two induction sessions of no longer than an hour and a half. For a child new to the setting, it is recommended that a parent stays with the child on the first visit and leaves the child on the second visit; remaining contactable by telephone and within an easy return distance. For a child moving up to Nursery from TOTS, these sessions will take place as part of the child's booked sessions and a parent does not need to attend. (More details are available in the School Induction Policy)

**RECEPTION, KEY STAGE ONE AND KEY STAGE TWO**

In the Summer Term prior to the pupil taking up their place at the start of the next Academic Year, new pupils are invited to attend the School for a morning in order to meet their new Form Teacher

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and spend some time in their new classroom. This is known as 'Move-Up Morning' and is usually held in June/July.

**NURSERY – YEAR SIX PARENTS**

For the September intake of pupils, prospective parents will be invited to attend an Information Evening which is specifically for parents of new children entering the school, along with parents whose children are moving to a new academic year and the provision of an opportunity for new parents to meet the School staff.

**INFORMATION**

Pupils joining the school in September will receive detailed information in June. Pupils entering the school during the academic year will receive detailed information as soon as possible following the acceptance of a place.

**OVER SUBSCRIPTION AND WAITING LISTS**

Should any year group be oversubscribed, a waiting list is held, ranked by order of registration, preference being given to siblings, or siblings joining the school simultaneously.

**PROGRESSION THROUGH THE SCHOOL (KEY STAGE ONE AND KEY STAGE TWO)**

It is assumed that a pupil will continue into the next academic year (and parents must in every case give a minimum of a term's notice if that is not their intention).

The continuation of a place in the Upper School will be made based on Academic Assessments. The Head must be satisfied that the pupil will be able to cope with the pace and rigor of academic life in the Upper School. If the Head has any concerns about a pupil's progression into the Upper School, she will meet with parents as soon as possible in the pupil's school career and in any case, no later than the end of the Spring Term in Year Two.

All pupils progressing to the Upper School must also have demonstrated a willingness and ability to contribute positively to the life of the School, and an ability to benefit from the educational opportunities on offer.

**PROGRESSION THROUGH THE EARLY YEARS FOUNDATION STAGE**

The pupil's progress will be monitored carefully throughout TOTS and Nursery. Progression into the Reception Year is not necessarily guaranteed. It is taken into account that assessment at such an early age can be difficult; in particular as children develop at different rates throughout their early school days. If it is discovered that a pupil is finding it difficult to cope with the curriculum, discussion with the pupil's parents are entered into in order to advise alternative future schooling arrangements.

The continuation of a place from TOTS to Nursery or Nursery to Reception will be made based on the recommendation of the TOTS Manager or the Nursery Manager who must be satisfied that the pupil will be able to cope with the next stage of their education and that the school can continue to meet the pupil's educational needs. If the TOTS Manager or the Nursery Manager have any concerns about a pupil's progression into the next academic year, they will meet with parents as soon as possible in the pupil's school career and in any case, no later than the end of the Spring Term.

**This Policy applies to the whole school including the EYFS**

It is assumed that a pupil will continue from TOTS to Nursery and from Nursery to Reception (and parents must in every case give a term's notice if that is not the pupil's and their intention).

**OFFER OF A PLACE FOR RECEPTION**

Parents wishing to confirm a place for their child in Reception for the following academic year will be asked for a further £250 guarantee deposit in the January preceding the September. This £250 guarantee deposit will be credited against Autumn Term Fees. However, this deposit is non-refundable if the pupil does not take up their place in Reception.

**WHOLE SCHOOL ADDITIONAL INFORMATION**

**SCHOLARSHIPS AT YEAR THREE (5-10%)**

A copy of the schools Scholarship Policy is available on request. Any offer of a scholarship shall be made in accordance with the current Scholarship Policy.

**BURSARIES**

A copy of the Bursary Policy is available on request. Any offer of a bursary shall be made in accordance with the current Bursary Policy.

**REFUSED ENTRY**

Newbridge Preparatory School reserves the right to refuse entry and progress into any year from Reception to Year Six if the school's structure, in the opinion of the Headmistress and teachers, does not meet the educational, pastoral and social needs of the pupil concerned.

**APPEALS**

Parents have the right to appeal against an unsuccessful registration using the school's Complaints Procedure.

**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 on electronic format on Engage, the School's main database
- The Admissions Register is stored on the computer, copied electronically to a backup memory device
- The person responsible for the administration of the Admissions Register is the School's Registrar

The following items are recorded in the Register:

Full Name

- Gender
- Name and address of all parents/guardians with an indication of the parent/guardian with whom the pupil normally resides
- At least one telephone number at which the parent/guardian can be contacted in an emergency
- Date of Birth
- Date of Admission / Re-admission
- Name and address of previous school
- Name of Year Group on entry (e.g. Year 2)

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Copies of the Admissions Register are held at the school for a minimum of 3 years

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

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