



# Grange Park Prep School

## Admissions Policy

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<b>Reviewed by:</b>	Flavia Rizzo May 2017
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**This policy applies to all pupils, including those in our Early Years Foundation Stage.**

## **STATEMENT**

Grange Park Prep welcomes applications from all sections of society and does not discriminate on the grounds of disability, religion, race, social or cultural background, sexual orientation, or special educational needs (Equalities Act 2010). Unless the nature of the disability is such that a child could not cope with the environment and programme on offer at GPPS.

Whilst our school has a broadly Christian ethos we welcome applications from children of all faiths and none.

## **AIMS**

- To give parents and children as much information about GPPS School and the education the School provides as possible
- To do our best to make sure that any child starting at GPPS settles in as quickly and happily as possible
- To begin forming a partnership with parents

## **PROCEDURES**

### **Initial Enquiry**

When an initial enquiry is made, details of the child's name, address and date of birth are taken and a prospectus is sent. The parents are offered an opportunity to be shown around the School either individually by the Headteacher or to visit the School on an Open Morning.

### **Registration**

To register a child formally, the registration form (enclosed with the prospectus) must be filled out and signed by all those with parental responsibility. This is returned to the School, together with a cheque, for the non-returnable registration fee. Registration is an indication of interest and is not a guarantee of a place. The school will respond by confirming that the child's name has been placed on the admission list for the relevant term and year. If the year group is fully subscribed, they will be placed on a waiting list. A place is confirmed once a formal offer has been made by the school and a deposit has been received in return.

### **Allocation of Places**

There are two main points of entry to the School. In our Nursery we aim to admit up to 12 girls and boys (male siblings of girls currently attending GPPS) the term following their third birthday. We recruit up to 16 girls into our Reception Class (EYFS) at the beginning of the Autumn term following their fourth birthday however the precise numbers vary from year to year. Priority is given to siblings of existing pupils wherever possible, as the school appreciates the difficulty for families with children in a number of different schools.

## **ASSESSMENT OF PROSPECTIVE PUPILS**

### **Nursery Class**

Entry is non selective, although we do recommend a taster day to establish if this is the right environment for the child.

### **Reception Class from Nursery**

Transition from nursery (aged 3-4) to reception (age 4-5) is automatic. Children are assessed based on an ongoing observation of their learning and development. In some rare cases where we judge that a child's development is below expectation or that they will not flourish in the environment we offer, transition may not be automatic.

### **Reception Class**

Girls entering reception are informally assessed by the Headteacher or Reception staff; we assess language, mathematical concepts, social skills and enthusiasm and interest levels. As the children are so young, we explain clearly to all prospective parents that no child fails at this age. Parents have an informal interview with the Headteacher to establish if this is the right setting for their child and they are prepared to work with us to provide the very best education for their child.

### **Admission to other year groups**

Entry at other ages will be considered on an individual basis and is dependent on availability of places. Vacancies beyond Reception are filled by interviewing and assessing girls from our waiting list. These assessments all vary depending on the girl's age and will take place during a taster day.

### **Allocation of Places**

In the event that the number of children registered for any year group exceeds the places available, the following procedure will be applied.

Places will be offered the following priority order

- Already in the nursery
- Siblings in the school
- Length of time the child has been registered.

### **Acceptance of A Place**

Acceptance of a place carries with it a commitment to the school, therefore a completed acceptance form and payment of the deposit will not be refunded in any circumstances prior to the child starting the school. This deposit is only refundable at the end of the Summer Term in Year 6 less any trips taken that term

### **Information for Parents**

Parents are provided with a copy of the School Prospectus when they first enquire (it is also available on the School website). Parents whose girls are joining the School are invited to GPPS during the Summer Term before they are due to enter. The Headteacher and relevant staff conduct these meetings. Parents are given the opportunity to meet their daughter's Class Teacher. Parents are given the appropriate Parents' Handbook and other relevant information. All parents of new pupils are required to complete the joining papers which include medical information (statement of previous health and emergency medical treatment), a catering form and a personal details form (relevant phone and contact numbers).

Parents whose girls are joining the school at any other point also receive the relevant Parents' Handbook and complete the joining papers. Once the child has been admitted, parents are asked to keep in close contact with the Class Teacher to ensure that the transition to GPPS is a smooth one.

### **Visit for Children**

All new pupils are given the opportunity to visit the School, see their new classrooms and meet their Class/Form Teachers before they join the school.

**Offer**

The parents of each applicant will normally be informed at the Admissions Meeting which takes place on the same day as the Taster Day/Interview, whether a place is available.

**Waiting List**

If no place is available, parents may place their child's name on the waiting list for the school. The school cannot guarantee when a place may become available. The waiting list will be transferred automatically to the following academic year, should a place not become available in the academic year the child was placed on the list

**Appeal**

There is no appeal process for admission to the school. The decision of the Headteacher is final.

**False Information**

Where the school has made an offer of a place on the basis of a fraudulent or intentionally misleading application, which has effectively denied a place to a child with a stronger claim, the offer of a place will be withdrawn.