

EVERSFIELD PREPARATORY SCHOOL



ADMISSIONS POLICY

INTRODUCTION

Eversfield Preparatory School, hence with known as “the School”; is a co-educational, independent day school offering first class education for pupils from the ages of 2 ¾ to 11 years.

MISSION

At Eversfield Preparatory School we undertake:

- To provide a first class education for girls and boys, preparing them for entry to the leading senior schools at the age of 11.
- To offer a curriculum which values academic excellence while also retaining the breadth which nurtures the creative, sporting, technical and social skills and abilities of each child.
- To build a strong sense of community where small classes, a well ordered routine and good pastoral support help pupils to feel secure and develop their self confidence.
- To promote high moral standards and responsible attitudes based on clear and relevant Christian teaching.

The Registrar and ultimately the Headmaster is responsible for admissions and the operation of this policy.

AIMS

The aims of this policy are:

- To ensure compliance with the School’s charitable purposes and Equal Opportunities Policy.
- To set selection criteria and procedures that are consistent with this charitable purpose and fair to applicants.
- To identify applicants whose academic and other abilities appear to match the ethos and standards of the School and whose personal qualities suggest they have the ability to contribute sufficiently to the school community and benefit from the many opportunities that are offered here.

MAKING CONTACT WITH THE SCHOOL

Following parents' first enquiry a prospectus is sent with an invitation to visit the School. Prospective parents may either visit the School on an Open Morning, or arrange an individual visit.

Open Mornings take place in the Autumn and Spring Terms each academic year. Prospective parents will normally be shown around the School by one or two current pupils who will show them the facilities and discuss their time at Eversfield. There will be opportunities during the tour for prospective parents to chat with members of staff and the Headmaster. Prospective parents are welcome to attend the Summer Term Open Afternoon, although the main purpose of this is for parents of current pupils to see the School in action.

Parents who visit the school during a normal working day will be shown around by the Registrar. Where possible, prospective parents will be introduced to the Headmaster, or in his absence, the Deputy Head.

ENTRY CRITERIA AND STANDARDS

Nursery

Children are admitted into the Nursery in the term that they turn 3 years old, if they are 'dry' and if they are ready to start a structured education. Assessing children at this age is difficult, so as such, there is no academic selection process, but children of pre-school age are encouraged to spend a morning session in the Nursery prior to their start date.

The younger children who start in the Nursery Blue Group may be offered a home visit by one of the nursery teachers, prior to term commencing.

Children are able to start with a minimum of 5 sessions per week. These can be extended at the beginning of each term when the child is ready to cope with a longer day. A maximum of 10 sessions (full time) per week is offered. Parents may change their requirements for morning/afternoon sessions in the Nursery on a termly basis.

Reception to Form 1

Pupils who are in the Nursery and wish to progress to Reception/Form 1 (at the end of the Nursery Grant scheme) are expected to reach an acceptable standard of behaviour, academic progress and social interaction before a place in Reception/Form 1 is guaranteed.

New children who are seeking admission into Reception or Pre-Prep are normally required to come into the School and spend a day with the appropriate year group. During this time, they are expected to take part in normal lessons and activities as well as possibly take part in some low-key structured testing carried out by the Form/Class Teacher. Where appropriate, parents are invited to meet with the Headmaster and discuss their child's academic and pastoral needs and care is taken to ensure that the School can provide adequately for those with learning difficulties.

Forms 2-6

Children wishing to join the School in Form 2 or above are normally expected to spend a day with their peer group. On this day, or in some circumstances, on a subsequent day, they will be required to sit a test in English and Mathematics.

Reception to Form 6

A place is normally offered if most or all (depending upon the age of the pupil) of the following criteria are met:

- There is space in the relevant year group.
- The child has satisfactory Mathematics and English ability and satisfies the school's current expectations.
- The School is happy that the child will be able to access the curriculum and keep pace with the class in question.
- Should the child have specific learning difficulties, the School is able to provide relevant support to enable the child to thrive within the School's normal learning environment.
- There are no apparent behavioural problems.
- The Headmaster believes that the child will complement the year group/class and benefit from being in it and will fit in socially.
- The report from the child's present school is satisfactory.
- The Headmaster is confident that the family wishes to commit themselves to the School.

If any of these criteria are not met then the Headmaster may discuss the individual case with members of the Leadership Team and/or Subject Leaders of Mathematics/English.

ADMISSIONS PROCESS

Registration Process

On completion of the Registration Form and payment of the Registration Fee, acknowledgement is given of a pupil's future intended date of entry and year group (subject to satisfying entry criteria and standards). If all places are filled, the pupil's name will be put on a waiting list.

Following the Registration, children of Reception age and above will normally be required to spend a day at the School with their current year group and take part in testing (as listed in the section on Entry Standards and Criteria).

Offering a Place

When a place is offered the Confirmation of Entry Form, Parent/School Contract and School Rules are sent with a request for the signed Form and deposit to be returned. Once these have been received the place is deemed accepted and entry is guaranteed*.

Parents are required to give one term's written notice in advance of their child's intended start date if they wish to withdraw their application, otherwise a term's fees will be charged in lieu of notice. The deposit is non-refundable if the place is not taken up.

When a pupil joins the School partway through his/her primary education, the School reserves the right to make contact with the child's previous school and request educational/academic records.

After Acceptance of a Place

Once a place has been accepted the child will be allocated to a Form and House. Children of old boys/girls and/or with siblings in the School will be allocated to the same House as other family members. Essential information including a Welcome Booklet, Parent Handbook and contact details will be passed to the parents of the pupil.

Parents will be asked to complete a Pupil Information Form with relevant medical information and permission for use of school transport and photography.

** unless there is a waiting list.*

CLASS SIZE

Normally there are two classes per year group. A cap of 20 children has been placed on each form class, therefore allowing for a maximum year group size of 40 children.

WAITING LISTS

When a year group is full (40 pupils) a waiting list will be drawn up. Places will then be allocated as they become available to children, in order of the date and payment of their Registration Fee and completion of the Registration Form (assuming entrance criteria and standards have been met). However, preference will be given to (i) siblings of current pupils (ii) families requiring a place for two or more siblings at the same entry point.

If a year group currently has one form entry and the class becomes full (20 pupils), a waiting list will start before the second class is opened. Under these circumstances a deposit is required with the Registration Fee. Normally the waiting list will need to include the names of between four and seven children (all of whom have paid their deposit) before the decision will be made to create a second class. Should the minimum number of children required to open a second class not be met, the deposit will be refunded.

SETTLING IN

At Eversfield, we want all pupils to feel safe and happy in the absence of their parents, to recognise other adults as a source of authority, help and friendship and to be able to share with their parents afterwards the new learning experiences enjoyed during the school day. Children cannot learn or play successfully if they are anxious and unhappy. Children are encouraged to be valued in all aspects of their education.

Parents are also encouraged to feel welcome into the School from the day that their child starts at the Eversfield. In order to accomplish this, we aim to create a partnership with parents in the following ways:

- By passing all prospective parents the Registrar's name, as a first point of contact regarding admission to the school.
- By creating opportunities for the exchange of information at all available opportunities.
- By ensuring plentiful opportunities for parents to inform staff about their children's current achievements and interests.
- By encouraging parents to visit the School with their children during the weeks before an admission is planned.
- By introducing flexible admission procedures, if appropriate, to meet the needs of individual families and children.
- By making clear to families from the outset that they will be welcome and supported during the time their child attends the School.
- When appropriate, by introducing new families to other established families within the School.

STANDARDS & EXPECTATIONS

At Eversfield we expect all pupils to be caring, courteous and considerate at all times. We have a system of rewards and set consequences for poor behaviour. We strive to promote self-discipline and instil a willingness and desire in pupils to make the lives of everyone at school enjoyable and appreciated. We have a written Behaviour Policy which sets out these expectations and the procedures we follow. If a child disregards these principles of good behaviour we reserve the right to exclude them from the school following the guidelines as set out in our Exclusion Policy.

EQUAL OPPORTUNITIES

In accordance with the school's Equal Opportunities Policy, all children at Eversfield Preparatory School must be given full access to the school's curriculum. Staff will endeavour to help all children to learn and achieve and extend the boundaries of their potential, irrespective of race, gender, age or ability.

The School recognises and accepts the need to make all reasonable provision for the admission of any prospective pupils who have learning difficulties or are disabled, and has a SEN and Disability Policy and an Accessibility Plan in place.

CHILDREN FOR WHOM ENGLISH IS NOT A FIRST LANGUAGE

Children who are not native English speakers are welcome at Eversfield. Although it is not always possible to assess these children, the School will meet and discuss the children's needs with parents. Children for whom English is not their first language will be encouraged to take part in all activities within the School and will not be discriminated against in any way.

PROCEDURES FOR WITHDRAWAL

A full term's notice in writing must be given by parents before a pupil leaves the School. If such notice is not received, a term's fees in lieu of notice will be charged. If fees for the current term are not paid on time, then the Governing Body reserves the right to terminate a pupil's education.

The Headmaster may remove a pupil from the School at any time if, in his opinion, such removal is in the interests of the child or the school. Exclusion may be for a short fixed term (suspension) or permanent. Permanent exclusion is always a matter for consultation with and approval by the school Governors. If parents are unhappy with the process, they may appeal to the Governors.

MONITORING AND REVIEW

This Policy is monitored by the Governing Body and will be reviewed every two years or earlier, if deemed appropriate.

Headmaster, Updated February 2010.