



Chesham Preparatory School

Headmaster: Mr J S Beale BEd (Hons)

ADMISSIONS POLICY AND PROCEDURE

Note: This Policy applies to the Early Years Foundation Stage as well as to the whole school.

Introduction

Chesham Preparatory School is pleased to accept applications for children to join any age group dependent on availability of spaces and we maintain a partially selective policy for admissions. The school is, therefore, mixed-ability by nature and in keeping with its aims to provide a holistic, well-rounded education.

Related policies:

- Mission Statement and Aims
- Equal Opportunities
- Behaviour, Discipline and Exclusions
- Special Educational Needs and Disability (SEND) and Inclusion
- Terms and Conditions

Registration

A registration form should be completed and signed by both parents for all children attending an assessment or "taster day". This form may be obtained by contacting the school Registrar and should be accompanied by the appropriate registration fee.

Allocation of places

For entry into the Nursery class, Reception, Year 1 and Year 2, places are allocated on a first come, first served basis and at the discretion of the Headmaster or, in his absence, his appointed deputy. The allocation of places into Year 3 and above is made following formal assessments. In the event of a year group being full, if the parents so wish, and subject to a satisfactory pupil visit, the school will place a child on a waiting list.

Siblings

The school will, whenever possible and subject to availability, give preference to siblings of pupils already at the school.

Equal opportunities

No child will be refused entry on the grounds of race, religion, ethnicity or gender.

Disability

The school will consider any application on behalf of children with a disability. It will consider carefully whether enrolling the child would be in the child's best overall interests, having regard to the level of care required, the practicalities of making any specific and reasonable adjustments, the available resources and with regard to any health and safety issues.

Entry into Foundation Stage and Key Stage One (Reception to Year 2)

Children hoping to join Nursery, Reception, Year 1 and Year 2 are invited to "taster days" to ensure that the child will be able to cope with the depth and breadth of the school curriculum. There is no specific test with a pass mark required.

During the "taster day" visit to the school, children can familiarise themselves with the school's surroundings in the company of other children of the same age and see for themselves what it might be like to be a pupil at the Chesham Prep School.

The "taster day" visit provides an important opportunity for the Headmaster to make an informed judgement as to whether or not a child would be able to **"access and benefit from the depth and breadth of the curriculum as they rise through the year groups."**

Entry into Key Stages Two and Three (Years 3 to 8)

Admission to the school from Year 3 upwards is conditional upon:

- satisfactory performance during the assessment day
- receipt of a satisfactory report from the pupil's feeder school
- receipt of any reports or information from educational psychologists or other relevant bodies

The assessment day process will usually involve an interview, verbal and non-verbal standardised testing and a diagnostic screening using a computer software programme. Children will spend time working and playing with other pupils of their age group to aid the Headmaster in making a judgement as to whether or not they would be likely to benefit from the education on offer within the context of the school's stated aims, ethos and behaviour policy.

Parents should note that the school reserves the right to withhold the offer of a place based on the criteria above.

Waiting list

A waiting list will be maintained in chronological order by date of registration, subject to successful assessment. From time to time, the school will reserve the right to offer places to siblings and to a boy or girl not at the top of the waiting list, as per the paragraphs above.

Deposit to confirm the offer of a place

When a firm offer has been made in writing, parents will be invited to complete a form to confirm their acceptance of the place and will be asked to pay a deposit to secure the place. This deposit is non-refundable in the event of the child not subsequently taking up the place.

Once a pupil has been enrolled in the school, the deposit will be held over until the end of the pupil's last term at the school and refunded subject to all financial obligations being met by the parents. Where there are three or more siblings enrolled in the school at any one time, the school will not request a deposit for any sibling after the second child. In such a case, the deposit paid in respect of the first sibling who leaves will be allocated to the fee account of the younger sibling remaining at the school.

Fees in lieu of notice

All parents are bound by the school's Terms and Conditions as accepted at the time the deposit is paid. Should a child be removed from the school without a full term's written notice having been received, the parents will be liable to a full term's fees in lieu of such notice. If a parent decides to withdraw their child before enrolment, written notice must be received by the first day of the preceding term or fees will become due in lieu.

Policy reviewed: December 2017

Next review: December 2018