



# **Breaside Preparatory School**

## **Admissions Policy**

**March 2017**

### Policy statement

We welcome applications for admission from pupils of all backgrounds. This Policy applies to all pupils, including those in our Early Years Foundation Stage. We are an academically selective school with waiting lists for most year groups. We admit pupils with an additional educational need and/or disability provided both parents and school conclude that we can provide appropriately for the child's specific needs.

### Enquiries

All enquiries and applications should be made to the Registrar. The Registrar will respond to your enquiry and will provide you with all the information you need.

### Visits

Prospective parents are encouraged to visit to see the school in action and to meet the Executive Principal or Deputy Head. Each term there is an Open Day which is an opportunity to tour the school on an informal basis. Alternatively you might like to make an appointment for a personal tour with the Registrar. Please contact either the Registrar or the main school office to arrange.

### Registration

Following a visit, parents wishing to register their child should complete a Registration Form and return it with a payment for the Registration Fee. The Registration Fee covers the cost of administering the registration procedure, including the waiting lists and is non-refundable. 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 waiting list for the appropriate term and year.

### Admission to Nursery

Children are welcomed into the Nursery from two and a half years. No formal assessment of children is undertaken but the child may be invited to spend a few hours in one of the classes, if appropriate.

### Transition from Nursery to Reception

Transition from Nursery (age 3-4) to Reception (age 4-5) is automatic. Children are assessed based on an ongoing observation of their learning and development. Children on our waiting lists for entry into Reception will be invited in for a formal assessment of their cognitive ability by participating in a range of age appropriate activities.

### Transition through year groups

It is anticipated that all pupils will transition through the school and reap the rewards of the education on offer. Should this prove not to be the case, parents will be informed of any concerns at the earliest opportunity and at the latest before the end of the Spring Term if there appears to be any reason why the pupil may be refused a place in the subsequent year groups. In rare cases it may be that a pupil's progress or behaviour means that transfer to the next stage of the school is not deemed appropriate.

### Admission to other year groups

Subject to Registration and places being available, children can join the school at any stage. However, places are subject to availability and also assessment. If a place becomes available, an invitation will be sent out for the child to attend a taster day, which is a full school day. A place is only confirmed following a successful taster day, upon a formal offer being made by the school and receipt of a deposit to secure the place.

### 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.

- Siblings in the school
- Results obtained in standardised tests
- Length of time the child has been registered
- References from previous schools
- For a child entering the Nursery, a child requiring a full time place may be given priority over a children requesting a part time place, provided sufficient sessions are available.

### Offer

The parents of each applicant will be informed within 48 hours of the child's taster day whether a place will be offered. The school will not be obliged to state its reasons for declining a request for admission.

### 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.

### Appeal

There is no appeal process for admission to the school. The decision of the Executive Principal 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.

### Overseas pupils/Pupils with English as an additional language

We welcome pupils from a wide variety of cultural backgrounds, including overseas pupils and those with English as an additional language (EAL). Children entering the School must have an appropriate working knowledge of English and parents must be committed to supporting further English study at their cost, if necessary.

Overseas students are required to have the appropriate visa paperwork to support education in the UK. Additionally they are required to have a guardian who is resident in the UK and who can act on behalf of the parents, if required.

### **Special educational needs and disabilities**

Subject to our entry requirements being met, we welcome pupils with special educational needs or physical disabilities. We advise parents of children with special educational needs and/or physical disabilities to discuss their child's requirements with the school before registering for a place. This will enable the school to determine whether the school can make reasonable adjustments to ensure that the child can flourish as a learner. Where necessary, parents will be asked to provide a copy of an Educational Psychologist's report or a medical report and the school may need to discuss provision with external agencies. The cost of such reports is the responsibility of the parent. Where specific provision is required, parents may be asked to pay an additional charge to meet these needs (staffing and/or resources). In some cases, the school may receive funding from the local authority to provide additional support.

### **Admissions Register**

The School maintains an Admissions Register in line with regulatory requirements.

### **Cancellations**

Please refer to the school's website for further details.