

PRENTON PREPARATORY SCHOOL

ADMISSIONS POLICY – PRE-SCHOOL

Further information and details can also be obtained from the School's Admissions and Accessibility policies – available from the School Office on request.

1. INTRODUCTION

- 1.1 Prenton Preparatory School Pre-School is a thriving Pre-School for 2½ to 4 year olds open term-time only, from 8.45am to 3.15pm, with further wrap-around care available from 8.00am and until 6.00pm.
- 1.2 Deciding on the right Pre-School for your child is very important and we believe that a personal visit is invaluable. We very much hope that you and your child will visit Prenton Preparatory School Pre-School, to see for yourself how the children can develop their skills with the additional benefit of sharing the facilities of Prenton Preparatory School.
- 1.3 Please contact the Pre-School Admissions team via the School Office on 0151 652 3182 or by email to admissions@prentonprep.co.uk
- 1.4 This policy has been authorised by the Senior Leadership Team of the School. Its status is advisory only. It is addressed to prospective parents and to all members of the teaching and administration staff.

2. THE ENTRY PROCEDURE

- 2.1 Children are accepted into the Pre-School at any time from 2½ years, provided there are places and where this environment is suitable for the child.
- 2.2 The first step in the admissions process is to register their child so that their name can be included on the Pre-School's registration list. To do this they must pay the non-refundable registration fee of £100.00.

3. EQUAL OPPORTUNITIES

- 3.1 Prenton Preparatory School's aim is to encourage applications from a diverse range of backgrounds. This enriches our community and is vital in preparing our pupils for today's world.
- 3.2 Prenton Preparatory School is committed to equal opportunities for all pupils regardless of gender, race, ethnicity, religion, disability or social background.

4. SPECIAL NEEDS

- 4.1 Prenton Preparatory School welcomes pupils with special educational needs or disabilities providing that its learning support department can offer them the support that they require and our site can accommodate them. We strongly advise parents of children with special educational needs or physical or mental disabilities to discuss their child's requirements with the Headteacher before registering for a place so that they can discuss thoroughly the adjustments that can reasonably be made for the child. Parents should provide a copy of an educational psychologist's report or a medical report or the report of any other relevant professional childcare specialist if they have one. Following this meeting the Headteacher will advise the most suitable placement for the child.

5. ADMISSIONS CRITERIA

- 5.1 When offering places consideration is given to the order in which children were registered on the waiting list. However, preference may be given as follows:
- children with siblings in the School or Pre-School
 - to the children who are registered for the Kindergarten class at School
 - to children whose parents work in the School or in the Pre-School
- 5.2 To register for a School place there is a separate admissions process which parents must complete. See the Admissions Policy - School for further details.
- 5.3 Letters offering a place are sent out once a child has been accepted. Parents wishing to accept the offer of a place are required to complete and return an Acceptance Form together with payment of the acceptance deposit of £500, refundable once the child leaves the school.
- 5.4 There is no formal entry test for children entering the Pre-School. However, it is important for pupils to be as independent as possible in matters of personal hygiene. In addition, it is expected that in the Pre-School your child will:
- be prepared to attempt to put on his/her own coat and shoes, etc;
 - be able to sit at a table for a set period whilst eating and drinking;
 - be able to play sensibly and sensitively with other children;
 - Listen to / look at the staff looking after them
 - be able to answer simple questions and to explain his/her needs;
 - be able to sit and listen to a story, play with a toy and look at a book for a few minutes;
 - be able to hold a pencil or crayon and be beginning to “mark make”;
 - be able to wash and dry his/her hands;
 - be able to visit the toilet independently (most of the time);
 - be able to give a simple oral account of something that has happened.
- 5.5 With regard to a child’s conduct, he/she must:
- be able to respond with appropriate behaviour to instructions/requests made by Pre-School staff;
 - be able to exercise self-control and co-operate with other children and Pre-School staff, both in the learning area and in all play areas;
 - be willing to listen and learn;
 - be willing to join in.
- 5.5.1 The above criteria are the minimum expected for each child from 2½ years old. If a child is unable to meet and sustain the majority of the above, the Prenton Preparatory School Pre-School reserves the right to defer or refuse entry.
- 5.6 Before entry into the Pre-School, children will be invited into the Pre-School for familiarisation sessions. If a child is unable to meet and sustain the basic requirements set out in 5.4 to 5.5 above, the Pre-School reserves the right to defer or refuse entry.

6. DISABILITY AND SPECIAL EDUCATIONAL NEEDS

- 6.1 The School and Pre-School has limited facilities for some disabilities. However, we will do all that is reasonable to comply with our legal and moral responsibilities under the Equality legislation. This is in order to accommodate the needs of applicants who have disabilities for which, with reasonable adjustments, the School can cater adequately.
- 6.2 The School needs to be made aware of any known disability or special educational need which may

affect your child's ability to take full advantage of the education provided at the Pre-School. Parents of a child who has any disability or special educational need(s) must provide the School with full written details at registration, or as soon as possible thereafter, before accepting the offer of a place.

- 6.3 The School requires this information so that, in the case of any child with particular needs, we can assess those needs and consult with parents about the adjustments which can reasonably be made to cater for the child both during the admission process and at Pre-School if an offer of a place is made.
- 6.4 The school operates an equal opportunity policy and no child is excluded on the basis of colour, creed, race or ability.