

# PRENTON PREPARATORY SCHOOL

## ADMISSIONS POLICY

### **Admissions Policy - EYFS**

The Foundation Stage and Kindergarten offer quality care and education. Children are accepted from two and a half years old providing they are toilet trained. They are accepted on a part or full-time basis according to their needs and their family circumstances. The minimum attendance in Pre-School is two sessions per week. Children entering Kindergarten (the rising fives) are expected to be full-time by the Autumn half-term except in unusual circumstances.

School will take reasonable steps to avoid putting disabled pupils at a substantial disadvantage in matters of admission and education.

### **Children are offered a place in this order of priority:**

1. If they already have or have had an older brother or sister in the school;
2. If it is the parents' intention to continue the child's education through the Infants and Junior Department.

NB: Children on the Nursery Education Grant Scheme must be made aware that there may be a balance of fees to be paid by the parent/fee payer.

### **Joining procedure:**

1. Children are given a discreet test on very basic knowledge e.g. colours by using jigsaws, blocks etc., in their parents' presence when they first visit the school.
2. When children are offered a place they are invited to spend a number of half or whole days, according to their age and circumstances, in order to familiarise themselves with the new surroundings;
3. Children are eased into their new surroundings in the first weeks of school. Parents can stay to satisfy themselves that their child is happy and settled but we expect them to stay discreetly out of sight;
4. Children can be settled in their classroom daily by their parent/carer;
5. The school operates an equal opportunity policy and no child is excluded on the basis of colour, creed, race or ability. School will take reasonable steps to avoid putting disabled pupils at a substantial disadvantage in matters of admission and education.

### **Dismissal procedure:**

Children are handed over to the parent/carer by the class teacher at the front door of the school at the end of the session (12.10 or 15.10 hours).

Children are never handed over to another person unless by a prior arrangement which includes a formal introduction of that person to the staff.

Parents/carers who arrive late are asked to wait until all classes have been dismissed before they enter the school building to collect their child from the late room (at 15.10 hours children will be supervised by the duty teacher until 15.30 hours when they are accompanied to after-school care).

### **Sickness:**

Parents/carers are requested not to send their child into school when they are ill or have a contagious infection i.e. chicken pox, conjunctivitis etc., in such cases we follow the advice of Wirral Health Authority and reserve the right to refuse admission.

### **General Information**

There are a number of forms that it is necessary to complete for a child's well-being in school e.g. medical history, contact addresses and telephone numbers.

It is vital that these forms are completed accurately and returned to school without delay. The school should be notified of any changes immediately.

### **Fees:**

Please see separate fees list.

### **Admissions Policy - Infants and Juniors**

After the initial interview with a child's parent, and they have shown an interest in the school, the child is invited to spend a day or half a day in the school as appropriate. During this first visit the form teacher takes the opportunity to assess the child's ability discreetly in basic numeracy, literacy, speaking and listening. The child is introduced to the prospective classmates and placed with a group of children, chosen by the teacher, who will look after the new child and show him/her "the ropes". Attention is paid by the teacher and supervisors to see how the new child interacts with his/her peers.

At the end of the visit the form teacher speaks to the child's parents giving a frank assessment of the child's performance and recommendations are made.

If the parents decide to place the child in Prenton Preparatory School an Admission Form is signed and further visits arranged. Parents are informed of school rules and of the information necessary on their child - medical history, forms etc. to be filled in.

PPS operates an equal opportunities policy and no child is excluded on the basis of colour, creed, race or ability. It is school policy however to inform parents of their child's true potential. School will take reasonable steps to avoid putting disabled pupils at a substantial disadvantage in matters of admission and education.

When transferring from another school the Headteacher writes to the Head to inform them of the interest shown and if a place is offered, at a later date, a request is sent asking for the child's records.

Last reviewed:	September 2021
Date of next review:	September 2022
Member of staff responsible for review	M. T. R. Jones