



SEVENOAKS
PREPARATORY SCHOOL

ADMISSIONS POLICY

Status and Review Cycle:	Statutory / Bi-annual
Policy reviewed and amended:	Autumn 2016
Next review date:	Autumn 2018
Governor Lead:	Mrs Sally-Anne Huang
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SEVENOAKS PREPARATORY SCHOOL

ADMISSIONS POLICY

Sevenoaks Preparatory School offers education to girls and boys from Nursery to Year 8. Applicants will be considered as candidates for admission and entry to the school when the Registration Form has been completed and returned to us and a non-returnable registration fee paid. Admission is subject to the availability of a place and the child and parents satisfying the admission requirements at the time. Admission occurs when parents accept the offer of a place. Entry is the date when a pupil attends the school for the first time and the parents have accepted the terms and conditions as per the Parent Contract.

Early Years Foundation Stage

Our first entry point is **Nursery** (children who have their third birthday between 1st September and 31st August).

- Dependent on the month the child is born, pupils start at the beginning of the Autumn Term (September) or at the beginning of the Spring Term (January). Registrations for a potential place are accepted from birth. Deposits are called a year in advance of entry. Places are offered on a first come, first served basis. Priority is given to siblings / children of families currently at Sevenoaks Preparatory School and alumni, in line the assessment procedures outlined below.
- To begin with, children usually attend for morning sessions only. In Nursery, children should attend a minimum of two morning sessions; once a child is ready, afternoon sessions can be added. Following their Nursery year, the children then feed into **Kindergarten** where morning and afternoon sessions are available. In Kindergarten, children should attend a minimum of three morning sessions and one afternoon session. Attendance in both classes can be reviewed throughout the year and increased half-terminly. Before a formal written offer is made to children joining Kindergarten, they should attend a taster session where they will be observed by an appropriate member of staff.

- Full time education begins in **Reception**; children entering the school from this point are assessed for entry. Children in our Kindergarten are usually guaranteed a place in Reception and, as a result, places only become available at this stage to new entrants if a current family relocates. In some cases, where a child is unlikely to thrive with the normal provision and procedures which are the custom and practice at the school, a place in Reception cannot be offered to a current Kindergarten pupil. Refer to Parent Contract.

7+ (Year 3 entry)

Four new places become available in Year 3.

- Registrations for these places are accepted from birth.
- Prospective children are invited to school for a taster day. This is the school's opportunity to assess in English and maths (incorporating short tasks and observations by the appropriate class teacher during a typical school day). This ensures a standard of behaviour which meets our expectations and ensures that a pupil will be able to cope with the academic curriculum and life at the school.
- The children will also meet our Director of Admissions and be assessed by our Head of Learning Support (or another appropriate member of the school's staff), to help make decisions for entry.
- Offers are made at the discretion of the Headmaster. Once an offer of a place is made, a deposit is required to secure it. References will be requested from the child's current school.

11+ (Year 7 entry)

Sevenoaks Preparatory School welcomes children into Year 7.

- Prospective children are invited to school for a taster day. Usually, they will be assessed in English and maths and meet with our Head of Learning Support and Director of Admissions. In some cases, particularly where standardised data is available from a prospective child's current school; it is not deemed necessary for a child to complete these assessments.
- Standards of behaviour should meet our expectations and the school should feel confident that a prospective pupil will be able to cope with the academic curriculum (Common Entrance) and life at the school.
- Offers are made at the discretion of the Headmaster.
- Once an offer of a place is made, a deposit is required to secure it. References will be requested from the child's current school.

Entry into other year groups

- Occasionally, spaces become available in other year groups where prospective pupils are invited for a taster day and assessment as outlined in the 7+ entry above. References will be requested from a child's current school and offers will be made at the discretion of the Headmaster.
- The school academic year falls between 1st September and 31st August of the following year and we place children accordingly. In some circumstances the school may consider a more appropriate year group.

International applicants

- In the case of international pupils applying for a place, it may not always be possible (although preferable) for a child to attend a taster day. In some cases, assessments are sent to a child's current school to be completed in controlled conditions. In some cases, particularly where standardised data is available from a prospective child's current school; it is not deemed necessary to request a child completes these assessments. Contact will also be made with the child's current headteacher to request recent school reports and a reference. An offer of a place will then be made at the discretion of the Headmaster.

Equal Opportunity

- Sevenoaks Preparatory School is committed to equal treatment for all, regardless of an individual's race, ethnicity, sex, religion, sexual orientation, disability, cultural or social background. We aim to encourage applications from children with as diverse a range of backgrounds as possible. This enriches our community and is vital in preparing our pupils for today's world. Sevenoaks Preparatory School ensures that reasonable adjustments are made to ensure that disabled pupils are not placed at a disadvantage in matters pertaining to admission and transition to school. Parents and, where appropriate, other agencies are kept fully informed about the admissions and transition process.

Special Educational Needs

- It is a condition of entry that Sevenoaks Preparatory School holds the view that a pupil is likely to thrive with the normal provision and procedures which are the custom and practice at the school. We welcome pupils with special educational needs providing the learning support department can offer them the support they require. We also welcome pupils with disabilities providing that 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 us before they register their child. Where it appears that a pupil may require special provision for any reason, the school will carefully consider the needs of the applicant in discussion with parents and

medical advisers to decide whether they can offer them the support they require. A place will be offered if the school believes that a reasonable adjustment(s) can be made to allow the applicant to join the school without any adverse effect on the educational opportunities and welfare of other pupils. Parents should provide, on application, a copy of an educational psychologist's report, professional assessment or a medical report if they have one.

- Parents will sometimes be asked to pay for any additional education support.

In all cases, offers are made once the school is confident that the child's standards of behaviour will meet our expectations and that the prospective pupil will be able to cope with the academic curriculum and life at the school.

Waiting lists

- If a place is not available at the time of registration prospective pupils are placed on a waiting list. When a space does become available, priority is given to any sibling / children of families at the school and alumni. Beyond this, priority is given according to the date of registration. The Director of Admissions will contact the parent/carer if a place becomes available.

Fees and Bursaries

- A deposit (Acceptance Deposit) is payable when parents accept the offer of a place. This deposit will be retained in the general funds of the school and will be repaid by means of a credit without interest to the final payment of fees when a child leaves Sevenoaks Preparatory School.
- The school's bursary programme is generous; it is designed to make it possible for those who meet the entry criteria to take up a place at Sevenoaks Preparatory School. The school offers means-tested awards to entrants, where parents have indicated that they require financial support. Bursaries are means-tested in accordance with the criteria in the Bursary Policy. Both parents are required to provide proof of their income and assets. The level of support varies according to parental need.
- Bursaries are usually offered for two years at a time. Families are required to provide current information about its financial circumstances for every year that their child attends the school. Levels of support may vary with fluctuations in income. Our Bursary Policy can be obtained from the bursar, Mrs Wendy Kent.

School's contractual terms and conditions

The Parent Contract, which states the school's contractual terms and conditions, is available on the school's website and will be made available to parents as part of the admissions process.

Complaints

- The school hopes that parents and pupils do not have any complaints about the school's admissions process, but copies of the school's complaints procedures can be sent to parents on request.

Review date: Autumn 2018

Clare Harrison

Director of Admissions

Jan Berry

Chair of Governors

Luke Harrison

Headmaster