



RADLETT
PREPARATORY SCHOOL

ADMISSIONS POLICY

Approved by:	Mrs L Flynn	Signature:
Last reviewed on:	September 2023	
Next review due by:	September 2025	

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ADMISSIONS POLICY

Introduction

The Principal applies the admissions procedures fairly and equally to all those who wish to attend this school. We are an inclusive, academically selective school that welcomes children from all backgrounds. Children who have English as an additional language are welcome and the school will offer some assistance.

All applications will be treated on merit and in a sensitive manner.

Website

Our website <http://www.radlettprep.co.uk> provides prospective parents with information about our values, curriculum, educational provision and our recent OfSTED report which we highly recommend you explore. We offer regular school in action mornings through the school year, where you have the opportunity to be toured by pupils and meet with members of the Senior Leadership Team.

Entrance assessment

All applicants are assessed before entry to the School. The assessment provides us with the opportunity of experiencing and appreciating the child's level of personal and academic development. Our principle concern is for the welfare of the child and the assessment is to help determine whether he or she will be served well by the education facilities we offer.

How parents can apply for their child to be admitted to our school

Generally, children can enter the School in the academic year they become five years of age; therefore, parents should ensure that they complete the necessary registration form before the deadline date which will be on the website. The registration forms are available from the School Office and on the website.

For in-year admissions, parents should still complete a registration form and the child will be placed on a waiting list for their current year. Assessments will only be offered if there is a place in that year group. As part of the assessment process, references from previous educational establishments are collected as well as medical information and information on any outstanding debts and an offer may be withdrawn if this is not given correctly.

Offers for a place at Radlett Prep School are given in writing and parents have 14 days to accept the offer and to pay the deposit.

Admission Points

The most popular admission point for pupils to join Radlett Prep School is 4+ entry into the Reception classes. For other year groups we operate a waiting list and when spaces become available, we will contact parents to discuss the next stages of admission. The majority of pupils join us in September at the beginning of the academic year, but many others join mid-year, as spaces have become available.

Process

4+- Entry into Reception

Children can enter the School in the academic year they become five years of age. Parents should ensure that they complete the necessary registration before the deadline date, which is in the middle of September (the date will be on the website). Children applying for a Reception place are invited to attend our 4+ Assessment Day in October or our second round of assessments held in the following February. All children registered are invited to attend the assessment.

-Mid-Year Reception to Yr 6

Parents are encouraged to contact the school to arrange a tour of the School.

Assessment (takes place within the child's chronological age group)

Prior to any assessment taking place, the Registration Form must be completed in full by the parents/carers and the £100 registration fee must be received. We will then request a reference, with your permission, from the applicant's current school. Educational assessments are individually carried out by the Year Group Leader.

Mid-Year Assessment for Reception

Children are assessed for their shape and number skills, phonic awareness, formation of letters and numbers and reading of sight words and the characteristics of effective learning

Assessment Criteria for Years 1 - 6

Children are invited to complete specific English and numerical tasks at age appropriate levels. Social - skills are assessed through observation which takes place within the classroom and playground environments.

The results of these tests determine whether each child would be suitably challenged and served by the educational facilities we offer. They also assist teachers in deciding if a conditional offer is made subject to further support.

In all cases, each application is discussed with the Principal and the Year Group Leader.

Following an Assessment

- Parents are generally contacted by the School within 48 hours of a visit with either an offer or the reason why one is not being made;
- Any offer of a place is made in writing by the Principal;
- Acceptance of a place is confirmed when the signed acceptance form and deposit have been received by the Administrator;
- Acceptance of the terms and conditions of entry begins a legally binding contract between the School and parents in respect of fees and notice periods (see Fees Policy and Terms & Conditions for full details).

Registration

- A child's full name and details are entered into the School Register on the first day that he/she attends the School;
- A child cannot be officially registered without a copy of his/her birth certificate;
- The completion of forms by the parent/carer are required to finalise the process.

Behaviour

There is a strong emphasis on promoting good behaviour within the school and this is expected at all times. Therefore, behaviour is one of the factors taken into consideration when evaluating whether to offer a school place as part of the assessment procedure. Once a place is offered, the Principal reserves the right to exclude any child if their conduct is considered unsuitable (academic/behaviour), or should there be an irretrievable breakdown of confidence between the School and the parents.