



ST PETER'S

PREPARATORY SCHOOL

Admissions policy

Updated on 11 September 2019
by Rachel Elliott
(Director of Admissions & Marketing)

Approved by Head: *Charlotte P. Jones*

Date: 11 September 2019

Admissions policy

This policy is applicable to all pupils, including those in the EYFS.

Following a parent's initial enquiry, an appointment is made to visit the school and information sent by either the Director of Admissions & Marketing or the Admissions & Marketing Officer.

After the parent's tour, a taster day will be arranged for children joining Reception and above. Children joining Nursery are offered a phased start. In addition, taster night(s) are offered to potential boarders.

The Taster Day

Each child is given a pupil guardian for their taster day. During the taster day the pupil will be met by the Director of Admissions & Marketing and taken to the appropriate classroom to be introduced to the teacher and guardian(s). The pupil takes part in all planned curriculum opportunities.

All children go through some formal assessment of ability when attending St Peter's on a taster day. The procedures were introduced to provide a starting point for the 'value-added' process. Children (Years 1 – 4) complete NFER spelling and a Salford/Schonell reading assessment. This is always 1:1 with a member of staff and is not sat as an exam.

The Assistant Head, Pastoral may also spend some time with all children wishing to enter Year 2 and above (and in exceptional cases below Year 2). During this time the Assitant Head, Pastoral may further assess the pupil's abilities. Diagnostic testing would occur depending upon the information gained from parents, a previous school or from the form tutor. In certain circumstances, the Assitant Head, Pastoral would visit pupils in current settings to ensure that St Peter's would be a suitable setting for the child.

Form tutors are responsible for the completion of the St Peter's internal assessment form and returning it to the Head to feedback to parents and make an offer where appropriate.

Entry is at the discretion of the Head, following an interview with the parents and consideration of the pupil on their taster day.

Other principles:

1. Children may be accepted at any time during the term on condition that space is available.
2. Conditional places are offered upon receipt of a completed registration form and registration fee. Places are confirmed upon receipt of a deposit.
3. When there are no places available, a child's name may be added to the waiting list upon payment of a registration fee.