

## **ADMISSIONS POLICY**

### **Opening Statement**

Forest Prep School is dedicated to safeguarding and promoting the welfare of its pupils; our policies and practices encompass the needs of all our children from Early Years to Year 6 across all aspects of school life including out of school provision. It is the duty of all members of staff, both teaching and non-teaching, to play an active role in ensuring that each child's needs are met. Effective induction practices for all ITT, college and school students, volunteers and visitors aims to promote a consistent approach in meeting the needs of the whole school community.

### **Introduction**

Forest Prep School is a co-educational primary independent school with entry at Nursery class on the first day in September after their second birthday. It is then anticipated that all children will progress through to Year 6 where they will eventually leave to attend the secondary school of their choice. A child may enter the school at any age group if there is a place.

### **Procedures and Practices**

Forest Prep School will offer a place to the prospective parent should they have a space available in the appropriate class. Places will not be offered to children out of their age group unless there are significant grounds for this. The school does not select on academic ability but places are offered on condition of a satisfactory report from the school the child is attending at the time of application.

Pupils are admitted to the school on the grounds of having the ability and aptitude to access an academic curriculum. Those applying for a place in the school will not be excluded on the grounds of learning difficulties or disability.

However, this will be subject to the capability of the school to make reasonable adjustments in terms of site, learning environment and curriculum.

Parents can provide auxiliary aids and services at their own expense.

Additional charges will be made for specialist lessons and assessments by specialist teachers.

The school advertises places across the year groups using different media available (papers, internet, radio, adverts in waiting rooms etc.). From these adverts the following process activates:

- A prospective parent will apply for a prospectus, which will immediately be forwarded in the post.
- Following receipt of the prospectus a parent may communicate with the school and request either more information or an appointment to visit the school.

- On request the parents will be given a guided tour of the whole school, irrespective of the child's age. The school does not require an interview with the child.
- Next will follow an interview with the Headmaster who will discuss the whole school ethos, policies and procedures, and answer any questions.
- Should the parent wish to accept a place at the school he/she will fill out and forward the registration form with £250 registration fee to the school. On receipt of this form, if there is a place available, it will be offered to the child and confirmed in writing.
- On receipt of the registration form and fee, the place offered will be held until the date of enrolment or notice is given to the contrary by the prospective parent.
- It is the prospective parent's prerogative to decline taking up the place at any of the above stages.