Policy 1.11

Kitebrook Preparatory School Admissions Policy

(Including boarding, day and EYFS pupils)

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Kitebrook Preparatory School Policy 1.11 Admissions Policy

1. Aims of the Kitebrook Preparatory with regard to admissions:

1.1 Kitebrook is an open and inclusive community that is very proud of all of the achievements of all of our pupils in their academic, artistic and sporting endeavours. We celebrate our diversity and give all of our many visitors a warm welcome.

1.2 Parents may apply to register a child for entry at any time before the usual entry point of either 3+ (Pre-School) or 4+ (into Reception classes) and at 7+ (into the Middle School).

1.3 If places are available, pupils may enter at other ages and at other times during the academic year. If no places are immediately available, pupils may be placed on a waiting list.

1.4 On completion of an application form and payment of a registration fee, pupils will be registered for entry at a particular date:

- Into Pre-School at any point in the term, once they have turned three, should space be available
- Into Reception in September if their 4th birthday falls on or before 31st August
- Into Year 3 if their 7th birthday falls on or before 31st August and so on

1.5 Some flexibility is offered to those children very young (August birthdays) or old (September birthdays) concerning which year group is appropriate to their needs and abilities. Should a child be placed in an 'out of year' group, their progress, both social and academic, will be closely monitored and the school reserves the right to make adjustments to their year group if this is felt necessary.

2. Equality

2.1 Available places are offered to pupils, irrespective of class, race, ethnic group, equality and religion, although parents are advised to visit the school to satisfy themselves that the school is adequately equipped to meet the needs of the child. Parents must note that Kitebrook is a Christian based school and this is reflected in its ethos. This is in line with the Equality Act of 2010. Formal entrance exams and interviews, along with Taster Days/Sessions are utilised to select pupils for the school. Scholarships and Bursaries are given at the discretion of Radley Schools Group. All requests should be made directly to the Head.

3. Steps to Entry

3.1

- Parents who wish to register an interest in a place need to complete a Registration Form and pay a registration fee.
- Parents who have been offered a place are asked to read the Terms and Conditions and confirm their acceptance by returning their signed Acceptance Form along with the requisite fee.
- Confirmation of a place must be accompanied by a non-refundable deposit which is then held for adjustment against the final term's fees. This will act as a guarantee for their place.
- If the school for any reason should be unable to finally accept the child then the deposit will be returned in full.
- In the event of a Waiting List for places, parents will be notified as soon as a space becomes available.
- Admission to Kitebrook is at the discretion of the Head.

4. Protocols

4.1

- Due to the family atmosphere of the school, the school tries to provide places for siblings, wherever possible. Although a 'family friendly' policy exists, early registration of siblings is strongly recommended as places cannot be guaranteed without it.
- The school is selective and it reserves the right to refuse entry to those children it may not be suited to. For example, the school may ask for reports, recommendations, character references and parental declaration of language ability.
- Places for children joining Pre-School are non-selective and subject to a successful observation and play based learning/taster session. In Pre-School, parents may select whichever sessions/days they wish their child to attend. It is strongly recommended that nursery pupils attend a minimum of 2 sessions, on separate days, to assist with the child's settling and adjustment. Places are subject to availability.
- Places for children joining Reception are selective and subject to a successful observation, completion of age appropriate phonics and number based knowledge, and a play based learning/taster session.
- Places in Year 1 are subject to teacher based assessments. Children are usually invited to join a group, corresponding in age, during which time these are carried out. These are for purposes of internal information only and assess a child's numeracy and literacy.
- For places in Year 2 to Year 4, pupils will be asked to take assessments for information purposes only in reading, spellings, writing and mathematics prior to a taster day being offered.
- Places for children in the Year 5 and onwards are subject to successful completion of tests in core subjects.
- If it is felt that, despite the reasonable adjustments the school is able to make to ensure equal access to all children, an individual child may be better served elsewhere, then the school will endeavour to offer appropriate guidance to the prospective parents. In this case the child will not be offered a place at Kitebrook.
- Flexi or Weekly boarding is offered to pupils from Year 4 upwards. However, in extenuating circumstances consideration will be given to younger pupils. Please refer also to the school's Boarding Policy.

4.2 A high standard of organisation and display supports the raising of educational standards, and creates a working environment which is attractive and stimulating. Use cupboard space to store teacher resources. Keep surfaces clear other than for interactive display purposes.

5. Aims of the Kitebrook school with regard to assessment at entry:

5.1

- To provide a fair procedure for all prospective pupils.
- To carefully consider each prospective pupil as an individual case.
- To assess each prospective pupil's needs and only offer places to those whose needs we can meet.
- To ensure all prospective pupils are offered the opportunity to display their potential and character.
- To ensure we maintain high academic standards.

5.2 Offers of places are subject to availability and the admission requirements of the School at the time offers are made. Provision during these assessments are made for those children who need Learning Support, who have an EHCP Education and Health Care Plan and those for whom English is an additional language. The school requests details of any reasonable adjustment a pupil may require in relation to entry to the school (e.g. special needs, disability, EAL).

5.3 Children who intend to join the school after the initial September intake in Reception are invited to

spend some time at the school prior to their proposed entry date. During the first day some informal and formal assessments are carried out and feedback from teachers is sought. The subsequent offer of a place is then subject to a taster day and is at the discretion of the Head, who may also seek further information from the child's previous school.

6. Details of assessments to be carried out on a taster day

6.1 During the day, children will be asked to complete tests in numeracy, literacy, spelling and, if appropriate, Common Entrance examined subjects. They are observed by teachers (including at lunch and break) with comments filed on copies of the attached sheet which are returned to the Head at the end of the day.

7. Learning Development Department

7.1 Should a child experience severe difficulties at any time during their education whether academic, or as a lack of parental support toward the school and despite the best efforts of the teachers and Learning Development Department, and any reasonable adjustments that have been made, it is felt that the school is unable to provide the level of support necessary for that child then this will be fully discussed over a period of time with the parents and, in some cases, it may be appropriate to find another school more able to respond to the needs of that child.

8. Register

8.1 An Admissions Register is kept using ISAMS for Radley Schools Group use only.

9. Taster Day Flowchart for Early Years

Head of Admissions & Marketing to inform relevant staff of the taster day date (Pre-School children to be offered a half day 8:30am-12:30pm, and Reception aged children a full day- drop off at 8:30am and collection at 3:30pm).

Children to arrive and be greeted by designated staff member (DSM).

DSM to take photograph of the child to give to parents and child at the end of the day.

DSM to meet with parents at either 12:30pm or 3:30pm (depending on child's age) to do a quick debrief about their child's day.

DSM to dismiss child with their Kitebrook gift, photos and any work that they have done during the day.

Head of Admissions & Marketing to follow up the taster day after one week if we have not heard anything.

10. Taster Day Flowchart for Years 1-8

Head of Admissions & Marketing to inform the class teacher of the taster day date (Children to be offered a full/ half day depending on requests and if boarding is to be tried). TEAM emails relevant staff and pupil buddy is assigned.

Children to arrive and be greeted by Designated Staff Member (DSM).

DSM to take photograph of the child to give to parents and child at the end of the day.

DSM to meet with parents at end of visit with a quick debrief about their child's day.

DSM to dismiss child with their Kitebrook goodie bag, photo and any work that they have done during the day.

Any observation notes or feedback to be given to the Head of Admissions & Marketing and kept in the child's file.

Head of Admissions & Marketing to follow up the taster day after one week if we have not heard anything.