

Wilmslow Preparatory School Admissions Policy

Whole School Policy Including EYFS

1 Introduction

Our School treats all admissions to WPS fairly and equally.

2 Aims

2.1 We seek to be an inclusive school, welcoming children from all backgrounds, although we have academic standards that must be met in the main School (see para 3.4).

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

2.3 We do place a restriction on entry of number. If the number of children applying for entry exceeds the places available, applications are dealt with in order of receipt.

2.4 Any special needs or disability the child may have will be discussed at interview/assessment stage between the family and Headteacher (see relevant policies on Special Needs, Disability, Equal Opportunities).

3 Admission arrangements

3.1 Our school is an independent school, accepting girls from 3 -11 years, through direct application to the School.

3.2 Parents are encouraged to visit the School and discuss their daughter's possible entrance before submitting their admission forms.

3.3 Admission into Kindergarten is non-selective. Places are allocated on a 'first come, first served' basis.

3.4 Admission further up the School is generally by interview in the Lower School and by interview and informal assessment in years 3 - 6. The majority of pupils will be offered a place subject to availability. The assessment process is used to inform staff and parents of any difficulties the child might be expected to experience in order that parents can make an informed choice as to the suitability of the School for their daughter.

4 Admission appeals

4.1 If we do not offer a child a place at this School, this will be either because numbers do not allow it, or because after discussion with the family, it is agreed that WPS is not the most suitable School for this particular child. In the latter case, the Headteacher will try to offer impartial advice as to criteria to help the family select another School.

4.2 If parents wish to appeal against such a decision, they can do so by applying to the Board of Governors. Their decision is final. (Note that this situation has never arisen).

5 Sizes of classes

5.1 We teach children in classes that have a maximum number of 24 children.

6 Exclusions

6.1 We do not wish to exclude any child from WPS, but sometimes this may be necessary. The school has therefore adopted the standard list of reasons for exclusion, and the standard guidance, Improving Behaviour and Attendance: DfES Jan 2003.

6.2 Only the Headteacher has the power to exclude a child from school. The Head may exclude a child for up to 45 days in any one school year. In extreme and exceptional circumstances the Head may exclude a child permanently. It is also possible for the Head to convert a fixed term exclusion to a permanent exclusion, if the circumstances warrant this.

6.3 If the Headteacher excludes a child he/she informs the parents immediately, giving reasons for the exclusion. At the same time he/she makes it clear to the parents that they can, if they wish, appeal against the decision to the Governing body. The school informs the parents how to make such an appeal.

6.4 The Headteacher informs the Governing Body about any exclusion, immediately.

6.5 The Governing Body has a committee of up to three members which considers any exclusion appeals on behalf of the Governors.

6.6 If the Governor's appeals panel decides that a child should be reinstated, the Headteacher must comply with this ruling.

7 Monitoring and review

7.1 This policy will be monitored by the Headteacher and reviewed every two years, or earlier in the light of any changed circumstances, either in our School or in the local area. The policy will always take due note of guidance provided by IAPS or ISI.

Date: Autumn 2010

Review: Autumn 2012

Standard Admission Procedures

1. First enquiry is usually by telephone (occasionally by letter).
2. A prospectus is issued.
3. The parents (and child if so wished) make an appointment to visit School and meet the Headteacher.
4. At the end of the visit, the Headteacher ensures that the family have the admission form and two green admission cards. He/She explains that the latter two cards have to be completed and returned to School, signed, with a £25 fee to reserve a place (or £10 if there is no available place but the child is to go the waiting list).
5. Once the above are received, a letter of confirmation is issued and the parents' copy of the green card is returned to them signed by the Headteacher.
6. At least one term before the child is due to start at WPS, a letter is sent with the four page admission form, asking for this to be completed and returned with £200 refundable deposit.
7. In the half term before the child starts, she is invited to attend for a trial half day.