

Notting Hill Preparatory School

Policy for Admissions

(EYFS & KS1-3)

October 2009

POLICY FOR ADMISSIONS

All applications for places at Notting Hill Prep will be treated fairly. No child will be refused a place in the school because of their race, gender or background. Pupils presenting with mild Special Educational Needs will be given additional time to complete the assessment papers. Every effort will be made to ensure that the assessment procedure is accessible to all pupils.

We value the importance of effective induction procedures, with pre-school visits, parent meetings and where possible a review of previous records. If the school is aware of special educational needs or learning difficulties and disabilities before a child starts school, we will endeavour to liaise with parents and outside agencies to gather information and assess the individual needs of the child. Where resources are available every effort will be made to support a child who has Special Educational Needs.

Every effort will be made to provide support for those families from ethnic minorities, especially those who speak English as an additional language, or who have come into the country recently. Assistance will be sought from bi-lingual teachers/teaching assistants/people in the local education community if translation

Procedures

Entry into the Reception Classes

The admission procedure at Notting Hill Preparatory School is non-competitive for entry into Reception classes.

There are two entry classes at NHP: Reception and Reception Cubs. As its name suggests, Reception Cubs takes the younger children of the academic year whose birthdays occur between March and August, while the regular Reception class takes those whose birthdays occur between September and February.

The Reception Cubs will offer a slightly gentler start to formal school, and should provide the perfect transition from Nursery to Year 1, allowing the children to develop their knowledge and skills at an appropriate pace through the Early Years Foundation Stage (EYFS). The terms will be structured as follows:

Autumn term:	5 mornings (one or two optional afternoons)
Spring term:	5 mornings and 3 afternoons
Summer term:	5 full days

The core curriculum will be covered in the mornings and the afternoon activities will be of a creative/recreational nature.

The Reception class follows a full-day timetable from the Autumn term.

Entry into both Reception and Reception Cubs will be decided by ballot. Siblings are exempt from the ballot and are automatically offered places if they are available.

Ballots take place twice a year: in May for Reception and in November for Reception Cubs. Twenty places are offered in each class and every effort is made to balance the number of boys and girls.

Once the places have been offered, and accepted in writing, the remaining applicants are placed on the waiting list which is drawn up in order of the number of days following birth that we receive the application form. Applications received after the ballot are added to the bottom of the list.

Eighteen months before entry the successful candidates will be asked to confirm their place by paying a deposit of £1,000. In the event that a place is turned down, offers will be made to those on the waiting list until the class is full and all deposits have been received. The deposit is non-refundable if the place is not taken up.

In the March before entry, parents of non-siblings who have paid deposits to confirm acceptance of places will be asked to pay the Autumn term fee in advance. At this stage places may once again become available and will be offered to those on the waiting list.

Entry into Year 1 and above

Occasional places may become available in Year 1 and above if a child leaves the school. Children who were on the waiting lists for Reception will be carried forward to the next year if their parents request it. Alternatively, new registrations are accepted for occasional places.

Pupils wishing to enter in Year 1 would be seen by the Headmistress and the Head of Year, and reports requested from their current school/nursery.

Entry into Year 2 and above is competitive.

Most children for Year 2 and above will be assessed in the Spring term for entry the following September, provided there are places available in the class. The assessment will include papers in English, Maths and Problem Solving. The children will also have a short interview with the Headmistress.

Parents will be notified of the result of the assessment as soon as possible and if offered a place will be asked to pay a deposit to confirm their intention to take it up. The term fee will be due on the first day of the term they start NHP.