



## **ADMISSIONS POLICY**

### **Including Early Years Foundation Stage**

The Preparatory School has a largely non-selective admissions policy throughout. Where English is not the first language provision can be made subject to age, ability and requirement. Children joining Pre-School may be 'rising three'. In establishing whether a child is 'rising three' reference is needed to one of three dates. These are that, in the term at which the child starts school, the third birthday is on or before the 31<sup>st</sup> December, 31<sup>st</sup> March or 31<sup>st</sup> August. A child starting in Reception class in September will have had their fourth birthday by the 31<sup>st</sup> August prior to joining school.

Parents may register a child to join school in advance. In this case, parents complete a registration form and pay a registration fee. The Registrar will then contact them to invite the child in for a taster day during the term before their planned entry.

All potential candidates for entry into the school will undergo the following admission procedures:

1. Parents will be sent a prospectus and introductory letter to the school with an invitation to visit at a suitable time. They will be guided to the website for all relevant documents with reference to Child Protection etc.
2. Parents visiting the school will be given a guided tour by the Headteacher (or any other member of the Senior Management Team). Visitors will be given access to any area of the school they wish to see and the opportunity to see pupils at work and play. Every opportunity will be given to talk to teachers relevant to the age of the child and examine school work.
3. Pre-School children will spend 2 hours in school prior to an offer being made. All other students will normally be expected to spend at least one full day in school prior to an offer being made. The day will be spent in a class appropriate to the child and during the day they will be encouraged to play a full part in the curriculum. Throughout the day the form teacher / subject teacher will keep a close eye to ensure that the child would benefit from a Plymouth College Preparatory School education. If there are any concerns about a child they will be discussed with parents and another full day taster can be arranged if it is felt desirable.

Any information derived from the taster day will enable teachers to prepare work as required, or help us place the child in appropriate sets in Years 5 and 6.

4. After the visit parents will have an opportunity to talk to the teachers who have taught the child and will get a full debrief from the Headteacher. The Headteacher may make a

verbal offer of a place at this meeting or will explain why a place may not be offered. In this eventuality every help will be given to finding a suitable alternative.

5. Within three days of the final visit a written offer will be made.

6. The schools admission policies do not permit sex, race or colour to be used as criteria for admission. The school will seek to cater for pupils with disabilities. Only in cases where a pupil's needs would not be met by our teaching ratio, resources, facilities or curriculum would we consider not admitting a child. In such rare cases we offer clear advice to parents as to where they might look for a suitable educational establishment.

### **Special Education Needs and Physical Disabilities**

Subject to our entry requirements being met, we welcome pupils with special educational needs or physical disabilities. However, we advise parents of children with special educational needs or physical disabilities to discuss their child's requirements with us in detail before registering for a place. This will enable the school to determine if their needs fall within the scope of our Learning Support provision (this may be at additional cost) and to determine if the nature of the school site can accommodate the needs of those children with physical disabilities. Where necessary, parents will be asked to provide a copy of an Educational Psychologist's report/medical report/Individual Education Plan and the school may need to discuss the provision with medical/other advisers to assess how the child's needs could be met, should they become a pupil at the school.

### **Sibling policy**

Most siblings join us at Plymouth College Preparatory School. However, admission is not automatic, and there may be occasions where we judge that a sibling may thrive better in a different academic environment.

In the event of a year group being full this will be made clear to the potential parent before any visit is arranged. They will also be told the likelihood of a place being available in the near future and then invited to join a waiting list.

In the Pre-School it might be that some times during the week are available but others not. In this case this will be made clear to the potential parents before they visit. Pre-School parents will always be given preference when applying for places in Reception.

C D M Gatherer  
**Headmaster**

October 2017  
Review Date: October 2018