



# AVONDALE PREPARATORY SCHOOL

## Admissions Policy

### **1 Introduction**

It is our intention to make our School accessible to children and families from all sections of the local community given that we are an independent, fee-paying School.

### **2 Age of admission**

#### **Tots (2-year-olds)**

Children are admitted to the Tots classroom on the day of (or after) their second birthday. Children may attend for a minimum of two sessions.

#### **Nursery (3/4-year-olds)**

Children are admitted to the Nursery if they are already 3 on the 1<sup>st</sup> of September each year. Children may attend for a minimum of two sessions.

#### **Reception**

At Avondale Preparatory School all children who will be five years old between 1<sup>st</sup> September and 31<sup>st</sup> August of the following year are together in the Reception Class.

Some Reception children are ready for full time School in September; others may need to build up to full-time attendance. We require children in the Reception Class to attend a minimum of 5 mornings, with flexibility extending to afternoon attendance. Discussions with the Class Teacher and Co-Headteachers will help to identify how many sessions are appropriate for each child, but we encourage full time attendance.

Legally, a child is required to attend School for five full days in the Term following their fifth birthday.

#### **Years 1 to 6**

Admission in these year groups may commence at any time subject to the other admission requirements being met and to a place being available.

The School is currently divided into Tots, Nursery, Reception Class, and 6 Year Groups. From Year 1 upwards the teacher: pupil ratio is a maximum of 1:18. However, the Co-Headteachers reserve the right to allow an extra child in a class for a short period of time should the need arise in light of the school's high percentage of service families, whose movements are somewhat different. In extenuating circumstances, it may be necessary for some year groups to be amalgamated due to the transient nature of service family movements. This is always communicated with parents at least a term in advance.

Whilst it is regular policy to place children in the appropriate year group for their age, in particular circumstances, and in consultation with and the express agreement of parents and teachers, children may on rare occasions move into a different year group. This would be only if it were advantageous to the child's particular educational needs. In addition to meeting parents, the Co-Headteachers expect to meet with prospective children wishing to come to the school. Although we are non-selective, part of the admission process may involve having a taster day (or two) at the school when some testing may be undertaken. This is not to discriminate against admission, but merely to gauge the level of support required and aid in the appointment of a specific year group should there be concerns. Admission may be conditional on the receipt of learning support lessons at the school.

Children leave the School at the age of eleven when they have completed Year 6.

### **3 Admission process**

- Interested parents are encouraged to make an appointment to visit the School. This will afford the opportunity to meet the Co-headteachers, tour the facilities, discuss any questions and take away a prospectus and further information.
- On receipt of a completed Registration Form, the Co-Headteachers will reserve a place for the child subject to availability and the other admission requirements (see below).
- The Co-Headteachers will confirm this place once the admission process is complete.

Parents registering their child do so on the understanding that:

- It is subject to a place being available;
- It is subject to a satisfactory interview with the Co-Headteachers during which a parent discusses openly and fully any special requirements their child may have;
- The Co-Headteachers may request to see a copy of reports from a child's previous school;
- The Co-Headteachers may suggest that a child spends a session in School as part of the admission process;
- The parents undertake to abide by the terms and conditions as laid down in the School Prospectus, and understand that these will undergo reasonable changes from time to time as circumstances require;
- all fees are payable on the first day of each Term;
- a minimum of one Term's notice in writing to the Co-Headteachers, or a full Term's Tuition fees in lieu of such notice, is required before withdrawal of a child from Avondale Preparatory School;
- The parents pay the non-refundable Registration Fee.

Once the Registration process is complete, a place will be reserved for the child in the appropriate year group. This place will be held for a maximum of 2 Terms (except for a child requiring a Nursery place who is not yet old enough to attend in which case the place will be kept open for longer). This is to ensure that we are not holding 'empty spaces' in a year group when there may be parents wishing to take up that place. This will be explained to parents to whom this is applicable.

Should a Year Group be full when a parent applies for a place, they may ask for their child's name to be placed on the waiting list.

The Co-Headteachers reserve the right to exercise discretion as regards a child who may have severe academic and / or behavioural difficulties as we may not have the resources to cater for his / her needs appropriately.

Revised September 2024

Signed as read:

Signature: C.Rae

Name: CELINA RAE

Date: 17.09.24