

## ADMISSIONS POLICY (Whole School Policy including EYFS)

Boys and girls are welcome to join the Pre-Nursery, Nursery and Pre-Prep at any time that there is a vacancy. As a predominantly girls school, the number of boys will usually not exceed 2/5 of a year group. The Prep Department (Years 3-6) is exclusively for girls.

Parents of Early Years children are required to come for a visit with their child who will attend a play session before a formal offer is made. This is to ensure that the child has the ability and potential to benefit fully from what the school offers. Entry to the school is, therefore, not automatic but dependent on a variety of factors (see Equal Opportunities Policy and Disability Policy). Entry into the Pre-Nursery and Nursery is in order of registration with priority given to siblings who attend or have attended the school. Siblings need to be registered by 30 November of the preceding academic year in which they intend to join.

Entry into the school (Reception to Year 6) from outside follows an assessment; entry to the school is dependent on interview, assessment and, where appropriate, report from previous school (see also Equal Opportunities Policy & Disability Policy). For Reception candidates, this entails a visit where the children are invited to join a play session within which we observe their social interaction and their language, numeracy and concentration skills. Places for chance vacancies in higher year groups are offered following an individual assessment.

Progression from one year group to the next is usually automatic, unless it is felt that this would not be in the best interest of the child or the other children. In such cases, there will have been consultations with the relevant Section Head or Headmaster well in advance of the time of entry and the parents will have been given advice regarding their child's needs.

In its admissions, as in all other policies, procedures and practices, the School operates an equal opportunities policy and will not discriminate against a child (current or prospective) on grounds of gender, race, colour, ethnic origin, nationality, religion, belief, sexual orientation, special educational needs (which includes all children with learning difficulties and/or disabilities, whether they have a statement or not) or disability. Occasionally it is suggested that the child (particularly if he or she is born in July or August) may benefit from being placed in the year group below their chronological one. With regard to disabled pupils, the School is committed to making reasonable adjustments so that disabled pupils would not be placed at a substantial disadvantage compared to non-disabled pupils. The school makes allowances for pupils' learning difficulties and/or disabilities in its admissions process

*Please also see Equal Opportunities Policy and Disability Policy for further information.*

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Date Policy Reviewed:	4 May 2011
Date of Next Review:	18 October 2011
Person(s) Responsible for Review:	SLT
Signature of Review(s)	