



## **Admissions Policy (15a) (Whole School including EYFS)**

Avon House is a co-educational Preparatory School, admitting children aged three to eleven years old.

### **Aims**

Our philosophical foundation is based on the principle that

“Avon House is a family, concerned for the happiness and general well-being of all. Celebrating and supporting every pupil begins with self-esteem, honesty, fairness, integrity, respect for oneself and respect for others. In our happy, secure environment the emphasis is placed on each child being recognised as a valued individual. We hope our pupils will develop their full potential in both academic and non-academic fields, with a strong moral understanding of truth, equality and humanity. We aim to give our pupils life-enhancing strategies to build on as they progress towards the adult world.”

### **Equality**

Avon House School welcomes children from many different ethnic and racial groups, backgrounds and creeds. Human rights and freedoms are respected but must be balanced with the lawful needs and rules of our school community and the rights and freedoms of others. All candidates for admission will be treated equally, irrespective of their, or their parents' race, colour, language, religion, political or other opinion, national or social origin, association with a national minority, orientation, property, birth or other status. All of our pupils are expected to attend our school assemblies that are fundamental to our Christian ethos.

### **Registration**

Parents receive a school prospectus on an initial enquiry and are then invited to a personal tour of the school. The Head Teacher or School Registrar conduct tours of the Pre-Prep and Prep Departments.

Parents must, as soon as possible, disclose any particular known or suspected circumstances relating to their child's health, allergies, disabilities or special educational needs. Applications should be made to the School Registrar as soon as possible. Prompt registration is advisable as applications for entry are generally in excess of the places available. Parents are asked to note that the School does not accept pre-birth registrations. Admission is ultimately at the discretion of the Head Teacher and is subject to the School's assessment procedures where applicable.



## **Admissions Criteria**

Entry to the School is based on:

- success in the relevant entrance assessments as appropriate;
- a positive confidential reference from the applicant's present school (if applicable);
- commitment to the School's ethos as described in the School's aims.

The School reserves the right to restrict the offer of places to children whom the School feels can benefit from the broad and varied curriculum offered and make a positive contribution to the School community. All candidates must have the legal right to live and study in the UK or, where appropriate, will be sponsored by the School to do so.

## **Prior to Entry**

- All prospective parents must make an appointment to visit the School and meet the Head Teacher. Offers will not be made unless parents have visited the School unless they are an overseas family who are relocating.
- A non-refundable registration fee of £100 is payable when parents return the registration form to the School. A registration form is included in the prospectus.
- Parents are invited to school meetings which may be of interest to registered families prior to their child starting school.
- Registered parents are also welcome to contact the School at any time during the admissions process.

## **Foundation 1 Entry (Nursery) children aged 3 to 4 years**

The school admits approximately 28 pupils each academic year into the Foundation 1 class with a staff to pupil ratio of 1:8. There is great demand for these places and parents are encouraged to put their child's name on the school's waiting list at the earliest opportunity. Priority is given to siblings of pupils currently attending the school at the point that the sibling starts attending school. Priority is also given to children of current members of staff. After that, places are allocated on a first come first served basis.

For entry at Foundation 1 confirmation letters are sent out in the Autumn Term prior to the September that the child joins the school. Prior to starting school, the pupil attends several play and stay sessions and, if appropriate, a member of the teaching team may do a home or nursery visit. Parents/guardians are required to share with the School any pre-existing medical conditions or circumstances of note from their formative years.

There is no formal entry test for children entering the School's youngest year group. Pupils are not pre-assessed, but places are offered on the basis that children are physically, socially and emotionally ready to start school. To that end, parents must be able to assure the School that their child can fulfil the basic minimum requirements before their child begins at the School. These are outlined below. Whilst reasonable adjustments may be made (see Special Educational Needs and Disabilities below), in general terms the School retains the right to defer or refuse entry to school where a visit to the nursery or home setting concludes



that a child is not ready for school in September. Basic, minimum expectations for Foundation 1 entry are:

- Able to use the toilet and wash/dry their hands independently (children must be out of nappies)
- Able to communicate basic wants and needs through verbal communication
- Able to confidently move around independently without direct assistance of an adult
- Able to listen and respond to instructions
- Able to speak in short sentences by joining several words together
- Able to enjoy playing and interacting with other children
- Able to sit at a table whilst eating and drinking

### **Foundation 2 Entry (Reception) children aged 4 to 5 years**

From Foundation 2, classes are in two form entry with approximately 20 children per class with a Teacher and Teaching Assistant. Pupils will be invited to attend a half-day session which is age-appropriate and designed to identify pupils who are able to benefit from our balanced and well-rounded curriculum and who will make a positive contribution towards the life of the school, including positive social interaction with their peers. Children coming into this year group will be expected to integrate successfully with the current cohort of that particular class, academically, socially and demonstrating excellent behaviour. Places are confirmed on the basis that children are physically, socially and emotionally ready to start school.

### **Entry to Prep Department from Year 3 children aged 7+**

Entry at this stage is by selective process. To gain entry a child must satisfy the assessment criteria showing the potential to be able to cope with the School's academic curriculum. In addition to reaching the required standard in these assessments a child must receive a satisfactory reference from their current school if applicable.

Children who are offered a place for September entry will be invited to attend an induction morning in the summer term.

The School offers four academic scholarships for children entering the School at Year 3 or for existing pupils; information is available on the School website.

### **Entry to other year groups**

Occasionally places may become available if children leave the School. Individual arrangements should be made with the School Registrar in relation to mid-year admissions. Prospective pupils from KS1 upwards are invited to spend a day with us. This gives us the opportunity to observe them and a short assessment of strengths and weaknesses and levels of attainment is taken by our assessment staff. The Head Teacher will, with parental consent, contact the child's current school in line with our Admissions Procedures. An additional visit to school or home may be required so staff can ensure that they can cater for the child's needs.



The decision to defer or refuse entry to the School rests with the Head Teacher. The Head Teacher's decision is final. There is no appeals process.

### **Special Educational Needs and Disability**

Although the School currently has limited facilities for the disabled due to the nature of the buildings and site, the School will do all that is reasonable to comply with its legal and moral responsibilities under the Special Educational Needs and Disability Act 2001 in order to accommodate the needs of children who have disabilities and/or special educational needs for which the School can cater, with reasonable adjustments. The School's Accessibility Policy is available on the School website.

If a child has any special educational needs or disability, the parents/guardians should provide the School with full written details at registration or subsequently before accepting the offer of a place. The School requires this information so that, in the case of a child with particular needs, the School can assess those needs and consult with parents/guardians about the reasonable adjustments that can be made to cater adequately for the child's needs both during the application process and if an offer of a place is made.

If special educational needs or a disability become apparent after admission, the School will consult with parents about reasonable adjustments and support that can be made to allow the child to continue at the School.

### **Child's Age**

Very occasionally the School may offer places to pupils one year ahead or behind their standard year group if we consider, in our professional judgement, that this would be in the best interests of the pupil and the school.

### **Scholarships**

Four 25% scholarships may be awarded as a result of the 7+ examination and interview process. These may be awarded for ability in music as well as for higher academic ability.

### **Acceptance of an Offer**

If a place is offered, to confirm the acceptance of the place, parents are asked to complete the Entry Acceptance Form and return it with a deposit of £300 to secure the child's place. £200 of this deposit is refunded provided the child remains at the School and leaves at the end of Year 6.

Parents of children who are registered to join the Early Years Foundation Stage are invited to several informal sessions in the year prior to their child joining the school. These sessions are for both parents and prospective pupils and offer the opportunity for the family to see the classroom and meet members of staff and other families in the same year group.



## **Withdrawal**

In accordance with the school's Terms and Conditions, parents are required to give one full term's notice in writing or to pay a term's fees in lieu of such notice before withdrawing a child from school.

Reviewed September 2017 AC

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Reviewed April 2019 AC/RT/CM