



Admissions Procedures (Whole School including EYFS)

We are a nurturing school for children from 3 years to 11 years. At Avon House we want all prospective families to feel well supported through the admissions process.

Most prospective parents will contact the School Registrar by telephone or email (registrar@ahsprep.co.uk) for a school prospectus or a tour of the school. A prospectus can also be ordered via the school website.

Personal tours are arranged and conducted by the Head Teacher or School Registrar. During the tour parents will be introduced to staff who will be able to answer initial questions. At the end of the visit any additional questions surrounding the process for admissions or school policy and procedures can be discussed. Open events occur during the school year when group tours are conducted by staff or Year 6 pupils.

If a family decide to proceed with registration, the admissions process differs depending on the age of the child. We expect our pupils to stay at Avon House until the end of Year 6 when pupils transfer to secondary school. Where a family have other expectations these should be discussed with the Head Teacher.

Set out below are the procedures for prospective pupils' entry points:

1. For pupils registering in advance for Foundation 1 (aged 3 years), a blue registration form should be completed and accompanied by the appropriate deposit. If the class is full a yellow wait list form will be offered and parents will be contacted when a place becomes available. Approximately nine months before the child starts school a further form is required with additional information to support the admissions process. This form contains specific information required before acceptance is confirmed. A further fee is taken at this point in the process. Avon House does not accept Early Years Funding.
2. For pupils registering in advance for Foundation 2 (aged 4 years), a blue registration form should be completed and accompanied by the appropriate deposit. Approximately nine months before the child starts school the parents will be invited to bring their child to a familiarisation session where they will be interviewed by the Head Teacher. Following this a further form is required with additional information and a further fee is taken at this point. For pupils aged 4 years registering for Foundation 2 (Reception) once the relevant academic year has started, a half day visit is required prior to the completion of the registration forms. During the visit staff will informally observe the child ensuring that they are able to interact with others of a similar age and that communication skills with adults are in place. Following the visit feedback will be offered by the class teacher.

3. From Year 1 all prospective pupils must spend a taster day in school. During the visit school assessments will take place and staff will observe the pupil ensuring they are interacting well with their peers. Prospective pupils are buddied with a pupil from the class who will make sure they feel welcome and will help to orientate them around the school. Feedback is given to parents either at the end of the day or as soon as the assessment results have been collated. Before this visit takes place a Prospective Pupil Day Visit Consent Form must be completed which requests dietary and medical information as well as consent to contact the child's current school. We will only admit a child who we feel will thrive in our environment and does not display behaviour that would be detrimental to others.
4. Parents of a prospective child with a learning difference are asked to disclose this information at the time of application. In assessing any pupil or prospective pupil the school may take advice and require such assessments as it regards as appropriate. Subject to this, the school will be sensitive to any request for confidentiality.

In all cases there will be discussion with parents and the school to establish that the school is right for the child and that the necessary provision is put in place. If required, the school Senco will also be included in discussions and will meet with prospective parents.

A formal offer will normally be sent to parents within a week and the offer is secured once the completed registration forms along with necessary deposits have been returned to the school.

Avon House School reserves the right to refuse an application for a place in the school if it is felt that to offer a place would not be in the child's interest.

Siblings

The school does not have a sibling policy but aims to give priority to current pupils' siblings if appropriate. Siblings are still subject to the admissions procedures when applying for a place.

Scholarships

Avon House offers four quarter academic scholarships for pupils entering Year 3. These are subject to the scholarship exam which takes place in the Spring Term and is open to existing and new pupil entrants. Further details can be obtained from the School Registrar. The school also grants music awards to pupils from Year 3 based on ability and commitment to at least one instrument.

Reviewed September 2017 AC

Reviewed September 2018 EB

Reviewed August 2019 AC

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