

Talbot House Preparatory School

Admissions Policy

ADMISSIONS POLICY and PROCEDURES

AIMS AND OBJECTIVES:

When selecting new pupils we endeavour to ensure that possible candidates and their parents have the opportunity at visits and at interview to discover whether the school meets their particular needs and priorities.

Entry to the School from our Kindergarten is automatic. We value the diversity of schools from which our pupils join us and we seek to maintain the excellent relationships with a wide variety of schools and Kindergarten schools.

We aim to create a community of pupils who will flourish in an environment where the emphasis is on the development of the individual, self-reliance and independence of mind, and the imagination and courage to take risks.

We welcome:-

- pupils who will benefit from stimulating teaching and enjoy the freedom to develop their own particular strengths, without feeling constrained to conform to a mould
- outstanding candidates who value academic excellence
- less able candidates who will discover their own strengths and find the confidence to develop beyond their own expectations

We value in candidates an interest in the world around them, an ability to interact well with their peers and their teachers, and a wish to take their place in a dynamic, supportive and friendly community.

All candidates are given equal consideration regardless of race or creed. We emphasise that we are looking for signs of promise at least as much as achievement.

The nature of the school building presents some problems to any child with a physical disability, but pupils with such disabilities are not precluded from applying and being given equal consideration. Children with various medical conditions are well catered for. Boys and girls with specific learning disabilities are accepted provided they appear able to hold their own academically and socially although specialist help cannot be offered currently.

PROCEDURE:

The School Administrators are responsible for the application procedure, registering of applicants and arranging interviews and visits. Enquiries for entry are first made via the administrators and children can join the school at any time. An appointment to meet the Headteacher and tour the school is arranged.

All children from Reception to Year 6 are invited to spend at least half a day in school with the appropriate age group, this is in order to ascertain the levels of knowledge the child is currently working at and where s/he can be placed in comparison to the range of ability levels expected for the year group. The School will contact the child's previous school for a written report on the child (academic and behaviour).

The School examines children academically for entry to the School from Year 3 and above using GL Assessments in English, mathematics and Verbal Reasoning. Following the visit, we will inform parents how the trial day has gone; informally by word of mouth or in letter form. If following the assessments and day visit the school feels the child will not thrive at Talbot House we will advise the parents.

Then, following the receipt of the registration form an offer of a place is made and the deposit of £300 is now payable. £250 of this deposit is refundable once the child has completed their time at the school, subject to all fees and charges having been paid in full.

KINDERGARTEN ADMISSIONS:

Pupils can join the Kindergarten from the beginning of the school year that they turn 4.

Transfer from Transition to Reception is expected unless other arrangements are given on the recommendation of the Headteacher in consultation with parents. A term's notice must be given in writing, if the parent does not wish their child to transfer in the following year group.

PREPARATORY ADMISSIONS:

From Reception (4+) to Year 2 (6+) there is one class per year group with a fully qualified Class Teacher and Learning Assistant for each class.

Reception (4+)

- Children are expected to attend school full time (8.30am to 3.15pm, Monday to Friday) on entry to this year group.

Year 1 (5+)

- Children are expected to attend school full time (8.30am to 3.25pm, Monday to Friday) on entry to this year group.

Year 2 (6+)

- Children are expected to attend school full time (8.30am to 3.25pm, Monday to Friday) on entry to this year group.

Years 3 – 6 (7+ - 11)

- Children are expected to attend school full time (8.30am – 3.30pm, Monday to Friday) on entry to any of these year groups.

FINANCE:

The School receives the Early Years Grant (currently available for up to 6 terms for all children aged 3 and 4 years). The School will coordinate application on behalf of parents, but it is the parent's responsibility to complete the relevant form and return it to the school office.

There are no scholarships, exhibitions or bursaries available from Talbot House Preparatory School

All fees, other than for children in receipt of the Early Years Grant, are to be paid on the first day of term.

A term's notice must be given in writing, if the parent does not wish their child to transfer to the following year group. All details regarding entry to the school can be obtained from the School Administrators by contacting the school direct. The school maintains the right to request the immediate withdrawal of any pupil, where in their opinion circumstances warrant it, without repayment of fees.

The School shall maintain an admissions and attendance register in accordance with The Education (Pupils Registration) (England) Regulations 2006.