



## Admissions

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### Policy Statement

Banstead Preparatory School (BPS) is a co-educational day school and nursery for girls and boys aged 2 -11. The school welcomes applications for admission from all sections of society and does not discriminate on grounds of disability, race and religion, social or cultural background.

We seek to operate an open, transparent and fair approach to admissions. Our School is non-denominational, we welcome applications from pupils of all faiths and none.

In line with the Special Educational Needs and Disability Act we will take reasonable steps to avoid putting disabled pupils and those with special educational needs at a substantial disadvantage in matters of admission. Parents are required to inform the school of any special educational needs in order that the school can assess whether reasonable adjustments can be made in order to access the education at BPS.

To ensure that every child has the opportunity to access the education at BPS, maximum numbers by year group are put in place. This ensures a workable profile for progression throughout the school. In Reception to Year 2 we will have a maximum of three forms in each year group with a maximum of 18 children in each form and in Years 3 to 6 we will have three forms in each year group, with a maximum of 20 children in each form. When demand for places exceeds those available the admissions procedure set out in this document will apply.

This policy applies to prospective pupils, including those applying to join our EYFS setting.

In line with our Provision of Information Policy this document is available to all interested parties on our website and on request from the school office and should be read in conjunction with the school's Behaviour Management Policy, SEND Policy, Equal Opportunities and Exclusions, Expulsion, Removal & Review Policy.

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BPS is fully committed to ensuring that the application of this policy is non-discriminatory in line with the UK Equality Act (2010). Further details are available in the school's Equal Opportunity Policy.

BPS seeks to implement this policy through adherence to the procedures set out in the rest of this document.

BPS is committed to ensuring that the admissions register is maintained in accordance with Education (Student Registration) (England) regulation 2006.

### **Admissions Procedure**

Parents are strongly advised to arrange a visit to the school, either at one of our Open Mornings or by arranging an individual visit with the Head of Admissions. They are welcome to bring their child(ren) with them.

### **Registration**

A Registration Form must be completed and a non-refundable registration fee of £50 paid. The registration form does not guarantee a place at BPS but will ensure that the Head of Admissions keeps parents informed of available places.

### **Information about additional needs**

Parents are asked to disclose on the registration form whether their child has a disability, special educational need or medical condition. If this is the case, the school may then request additional information about the prospective pupil. In assessing the suitability of BPS for any prospective pupil the school may take such advice and require such assessments as it deems appropriate; the school will be sensitive to any issues of confidentiality. Based on the information given and advice received, the school is committed to making reasonable adjustments that will enable a prospective pupil to take up a place (subject to satisfying the academic admissions requirements) and to complying with its legal and moral responsibilities under the *Children and Families Act 2014* and the *SEN and Disability Code of Practice, 0-25 years 2014 (SEND Code 2014)* and the *UK Equality Act 2010*.

#### Admissions procedure (Early Years)

Children joining in the Early Years will be invited to visit the nursery, with a parent or guardian for a taster session. Places will be offered in the order that registrations are received. If the year group is full, then a waiting list will apply on a first come, first served basis with priority for siblings.

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## Admissions procedure (Years 1 – 6)

Children joining between Year 1 and 6 will be invited to experience a taster day at BPS where they will take part in lessons with children in their prospective year group and the class teacher will assess whether BPS can provide a suitable environment for your child. We will also request a report from the Head of your child's current school. Subject to satisfactory completion of the taster day and availability of a place, an offer will be made.

If children are joining in the upper year groups (Years 5 or 6), or the School feels that additional information is required as to whether the Banstead Prep curriculum is accessible, we may invite the child back for an additional day to undertake assessments in English and Maths.

No child will be discriminated against on entry into school because of their individual needs. However, we may feel that we are unable to accept a pupil if we consider:

- the child may be unable to access our prep school curriculum
- we do not have the specialist facilities to meet his/her needs
- accepting him/her would create an imbalance of individual needs within the year group

If the year group is full you may be offered a place on the waiting list, when a place becomes available it will be offered to the next child on the list who has demonstrated through the taster day and other information provided e.g. Educational Psychologist's report that they are able to access the the curriculum and all aspects of school life at BPS, with priority given to siblings.

Following an offer of a place a signed Acceptance Form, together with payment of a refundable deposit of £500, will guarantee the place at BPS. Any withdrawal following this is subject to the notice periods specified in the contractual terms and conditions.

If a parent wishes to challenge an admissions decision they may do so using the Banstead Preparatory School Complaint Procedures.

### **The Admissions Register**

From the beginning of the first day on which BPS has agreed or been informed that the pupil will attend the school, an entry will be made in the school's admissions register in line with the Education (Student Registration) ( England) regulations 2006 and the Local Authority will also be notified. The admissions register includes the following information about pupils:

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- Name in full
- Sex
- Name and address of every person known to the school to be a parent of the pupil and/or carer (and an indication of the parent/guardian with whom the pupil normally resides)
- At least one telephone number at which the parent can be contacted in an emergency
- Day, month and year of birth
- Day, month and year of admission or readmission to the school
- Name and address of previous school, if any (the address is kept on a separate database).
- Any additional addresses at which the pupil lives or any new addresses where the parent informs the school that the pupil is moving residence or taking up residence at an additional address

BPS undertakes to inform the local authority (where the child is resident) where a pupil's name is going to be deleted from the admissions register for the following reasons:

- the child's next school is unknown (BPS endeavours to establish the name of the next school)
- the child joins or leaves during the academic year
- the child has been taken out of school to be home educated
- the family has apparently moved away
- the child has been certified medically unfit to attend
- the child is in custody for more than four months
- the child has been permanently excluded

The Head of Admissions is responsible for maintaining the admissions register. This is done using iSAMS. All entries are made electronically and the register can be printed. It is stored electronically. The register shows original and amended entries and shows the name of the person making an amendment.

The following procedures are followed:

- A pupil is included on the register from the beginning of the first day which the school has agreed, or been notified, that the pupil will attend the school.
- Any inclusion or deletion from the register is made by the Director of Admissions, with the consent of the Headteacher, according to the Education (Pupil Registration) (England) Regulations 2006.
- The register is backed-up on a daily basis using an incremental SQL back-up, monthly with a full SQL back-up and monthly into a flat-file format.
- The admissions register can be printed out if required

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This document is reviewed annually by the Head of Admissions or as events or legislation change requires. The next scheduled date for review is September 2019.

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