



## Northbourne Park School

### Admissions Policy and Procedure for Pre-Prep and Prep School

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EWB	Jan 2014	Jan 2015	Pupil Admissions	Parents Admissions Staff	2	SMT
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### Admissions Procedure

#### Stage One

##### Initial Contact

Once you have made contact, the School will send you an NPS prospectus and an invitation to come and visit.

#### Stage Two

##### School Visit

The Headmaster meets you and your child(ren), conducts an informal discussion with you over coffee to explain the School's educational provision, and takes you on a tour of the School.

Please bring with you as much written evidence of your child's recent School performance (except in the instance of prospective Nursery children), usually in the form of recent School reports, awards and any other documentation.

Should your child have specific needs, such as being gifted and talented or identified as LDD or SEN, please bring the relevant documentation along with you.

#### Stage Three

##### NPS Taster Day

Following the School visit, we will invite your child to enjoy an *NPS Taster Day* with his / her year group. During the day, the Form Tutor or a member of the Learning Support Department will conduct some low-level assessments on your child's reading, spelling, numeracy and academic abilities.

At the end of the *NPS Taster Day*, the Headmaster will meet with you (and then with you and your child) to discuss how the day has gone and feedback information to you.

## **Stage Four**

### **Provisional Entry**

Once you have received an offer of a place, please complete and return to the School Office a *Provisional Entry Form* with the non-refundable registration fee.

## **Stage Five**

### **Final Entry Form**

The School will then write to you with a *Final Offer Letter*, attaching the *Final Entry Form* and the *Standard Terms and Conditions*. Please complete and return the *Final Entry Form*, along with the required refundable deposit, keeping the *Standard Terms and Conditions* for your records. The School will confirm a reserved place(s) for your child(ren) and agree a date for your child(ren) to start. The School will send you regular communications, including electronic newsletters and invitations to events right up until your child's first day.

### **Our Admissions Requirements**

Northbourne Park School is an inclusive and supportive educational setting, which aims to 'inspire in every child the confidence to succeed'. It exists primarily as a School preparing children academically for the Kent Test at 11+ and for Common Entrance at 13+. As such, the curriculum maintains a strongly academic focus and is appropriate for children with abilities equal to or above the average for a UK pupil. Our admissions assessments seek to ensure that prospective pupils are comfortable with the School's academic demands. Please refer to our *NPS Equal Opportunities Policy* for further information.

### **When can your child join?**

Pupils naturally tend to start Northbourne Park at the beginning of the academic year (September). However many pupils also join us at other points throughout the year. We are happy to advise you as to when would be a good time for your child to start with us.

### **Nursery Admissions**

Children join the Nursery at the beginning of the term or half term following their third birthday. The School does not assess pupils seeking admission to the Nursery classes. We welcome Nursery children to attend our weekly Parent & Child sessions for under fours.

### **Reception Class Admissions**

Children enter the Reception Class provided that they have made satisfactory progress in the seven areas of the *Early Years Foundation Stage* curriculum. They move up to the Reception Class at the beginning of the academic year in which they celebrate their 5<sup>th</sup> birthday. In the preceding January, the Head of Pre-Prep will write to all parents of pupils eligible to move up to the Reception Class, offering them a place for their child. Parents should complete and return the *Final Entry Form* and deposit before the Spring half term break. Any available places will after this be offered to other families interested in places for their children.

### **Years 1 to 8**

Thereafter, the School assumes that every child will move seamlessly up a year at the start of every Autumn term and therefore re-registration is not necessary. This includes the transition from the Pre-Prep after Year 2 and entry into Year 3 the following year.

### **Non-EEA Pupils Admissions**

Prospective pupils who come from outside the EEA require a Tier 4 visa, available through the U.K. *Visa and Immigration (UKVI) Tier 4 Sponsorship Licence Scheme*. The School holds Tier 4 Status with the UKVI under Tier 4 and will issue a *Certificate of Acceptance of Studies* to you once your child has fulfilled the entry requirements.

As part of its Tier 4 Sponsorship duties the school will notify the UKVI of any agents used in the recruitment of pupils on an annual basis.

### **Children with Additional Needs**

The School welcomes pupils with additional needs, provided that we can offer them the appropriate support and environment they require to thrive. If the child requires additional specialist support of any kind, the School will work closely with outside agencies to ensure the best possible outcomes for your child, academically, in their extra-curricular lives and socially.

Please refer to the *NPS Learning Support Policy* available from the school on [www.northbournepark.com](http://www.northbournepark.com) for details of our Learning Support provision. Please note that if specialist input is required which goes above and beyond our differentiated classroom teaching, charges apply.

### **Continuity**

If the School feels that your child is not thriving for whatever reason at Northbourne Park, we will raise our concerns with you at the earliest opportunity.

The School reserves the right not to offer a place to your child in the following year, if in the opinion of the Head of Learning Support (SENCO), the Director of Studies (and where relevant the Head of Pre-Prep), the School will not be able successfully to meet the academic, pastoral, extra-curricular and social needs of the child concerned. The School will, of course, liaise with parents in good time in this regard and work with parents to look at all of the educational options.

The School reserves the right to check with other schools about fee payment history in accordance with the School's Admissions *Terms and Conditions*.