



**QUINTON HALL**  
Preparatory School & Nursery

# **Admissions Policy**

**(Draft – awaiting approval and the next full governors’ meeting)**

Owner	<b>SF, HK and NAS</b>
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<b>Policy Approved By:</b>	<b>Date:</b>
Senior Management Team	<b>Sept 2019</b>
Full Governing Board	<b>Nov 2019</b>
Presented and Agreed by Staff	<b>Sept 2019</b>
Review Date:	<b>Sept 2021</b>

## **Admissions Policy**

Quinton Hall School prides itself on the diverse range of abilities and talents of its pupils. The Equality & Diversity Policy of the school, together with this Admissions Policy make it clear that the school does not illegally discriminate against any potential pupils. There is no form of discrimination against any potential pupil on any grounds. All potential pupils are assessed for inherent ability and parents are asked to submit a copy of the child's most recent school report; the information gleaned from these two areas is used to decide whether the child could benefit from the kind of education that the school offers. This Admissions Policy is a statement of the criteria used to admit pupils to the school. It has regard to the DfE Schools Admissions Code 2012 but is not bound by them. The school recognises special educational needs but is not suitable, in terms of its provision, for anything other than a mild learning difficulty. The School is prepared to make reasonable adjustments for the educational needs of specific pupils and has a SENDA Plan that is reviewed and, if necessary, updated.

## **Nursery**

### **Admission to Quinton Hall Nursery**

At Quinton Hall Nursery Children can enter from when they are 2 years and 6 months to 4 years, places are offered subject to availability; however, we offer priority of place allocation to siblings of those already attending the school. Parents will be contacted. If there is availability within the nursery the child will be invited for an assessment. Otherwise, the child's name will be placed on a waiting list.

### **Initial Enquiry**

When an initial enquiry is received by Quinton Hall School and Nursery, details of the child's name, contact information and date of birth are taken and they are informed with further information. The parents are offered an opportunity to be shown around the School or Nursery either individually by the Headmaster / Nursery Lead or to visit the School on an Open Morning.

### **Registration of a Pupil for Nursery**

Before the Admission process begins, the Nursery registration form must be filled out formally and signed by all those with parental responsibility and to be returned to the school along with and a copy of their birth certificate. Alternatively, an online Nursery registration

form must be completed via our website and parents can bring a copy of their birth certificate when an appointment is made. There is no registration fee for Nursery application initially. All prospective parents are given the opportunity to visit the Nursery and meet the EYFS team with the Headmaster or Nursery Lead. Should they then decide to pursue their application, an invitation for an assessment will be sent to assess the child. Following this assessment, should an offer of a place be made, the Headmaster will write to the parents making a formal offer; this place is secured by paying a deposit of £350 of which is used to offset the first term's Nursery fees should the child come to the Nursery. The deposit paid to secure the place in Nursery is non-refundable should the place not be taken up. Both parents are expected to sign all relevant documents or give evidence of legal reasons to prevent this. Also, If a child joins the nursery in the middle of the academic year an induction process with your child will take place.

### **Information for Parents**

The nursery staff will be doing home visits to the children's homes before they start nursery. Parents whose child is joining the Nursery are invited to the school for a settling in session in the term before they are due to enter. The Nursery Lead and relevant staff conduct these meetings and provide parents with a new starters pack. Parents are given the opportunity to meet their child's teachers and keyworkers. Parents are given the opportunity to discuss details of their child's development and care during the settling in sessions and during their child's first week at school. Parents are also required to sign consent forms, fill in contact detail cards and sign a home/school agreement to ensure that both parties are working together to achieve the best educational experience for that child.

### **Pre-Prep and Prep**

#### **Registration of a Pupil for School**

Before the Admission process begins, both parents must complete and submit a Registration Form, together with the requisite (non-refundable) fee. They are then invited to visit the School and meet the Headmaster. Should they then decide to pursue their application; an invitation will be sent to assess the child formally. Following this assessment, should an offer of a place be made the Headmaster will write to the parents making a formal offer; this place is secured by paying a deposit, half of which is used to offset the first term's fees should the child come to the School. The other half is used to offset the costs incurred during the pupil's final term. The deposit is non-

refundable should the place not be taken up. Prior to the child starting, we will contact their previous school or Nursery for EYFS profiles/reports. We will ask parents to supply us with all other relevant documentation for their child prior to entry including any relating to a recognised Special Educational Need or medical or dietary need/requirement. Both parents are expected to sign all relevant documents or give evidence of legal reasons to prevent this.

### **Entry from Quainton Hall Nursery into Reception and the Pre-Prep**

Before the Admissions' process begins; both parents must complete and submit the standard Registration Form for the Main School, together with the requisite (non-refundable) fee. Should parents then decide to pursue an application, an invitation is sent to assess the child formally. This process normally happens in January and part of the assessment includes the Headmaster liaising with the Head of EYFS to obtain information about that child's progress. The assessment of candidates from Quainton Hall Nursery is the same as for other applicants at Reception, though the Headmaster makes every effort to see each child in the nursery to accept Nursery children into the Pre-Prep. If the assessment indicated that the Pre-Prep would not be the right place for a Nursery child the parents of the child concerned will be invited to meet the Headmaster, so he can discuss the assessment with them.

### **Entry into the Pre-Prep**

A week in January in the year of entry is set aside and potential pupils for entry at 4+ are invited, in small groups of 4 or 5 at a time, to undertake a series of assessment tasks to determine their potential and current abilities. Members of the Pre-Prep teaching staff are involved. Each child is also given opportunities to play with other children and to engage in conversation. Following the process the recommendations of the staff are passed to the Headmaster who, in consultation with the Head of Early Years and Head of Pre-Prep, decides whether or not to offer a place, provided evidence from the child's current nursery school does not conflict with the findings from the assessment.

Applications from potential pupils received after January, or for entry into PP1 or PP2 are assessed similarly, as soon as possible after the Registration Form has been received.

### **Entry into the Prep School (Year 3 to Year 8)**

Following receipt of a completed Registration Form, parents are invited to visit the School and meet the Headmaster. Following this, should

they wish to pursue the application, their child is invited to spend a morning or afternoon at the School, where (s)he will meet potential classmates and be assessed by the Assistant Head (Assessment), using standardised tests of reasoning, reading skills and school exams. Following this and receipt of a satisfactory report from the child's current school, a place will be offered, provided the assessment does not discover any severe learning difficulties; should this be the case, careful thought is given by the SENDCo as to whether the School's level of Learning Support is adequate to cater for the particular needs highlighted.

If pupils are unsuccessful in their entry in to Quainton Hall the Headmaster will write to the parents to explain the reason for the school's decision. The same test papers are used at all assessments to ensure a standardised result is gained and therefore the school will not release these papers to the parents of potential pupils.

Every effort is made to make the entrance procedure as enjoyable as possible for potential pupils.