



Exeter Pre-Prep School

Admissions Policy

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Next review date:	September 2024

This policy applies equally to all pupils across the school, including EYFS.

Introduction

Exeter Pre-Prep School is a co-educational, mixed ability school and is committed to supporting children of all abilities and those with special educational needs and disabilities which are possible for us to reasonably support without affecting the learning of other children in the school.

We welcome all faiths and ethnicities and seek to provide a cohesive and familial community. We therefore start our admissions process by welcoming prospective families into the school for a tour and discussion with the Head or member of the admissions team on a personal basis. Applications from all children, including siblings, will be considered as below.

If a child is attending another setting, such as another nursery or childminder, it is important that the parents inform the school about this. It is an Early Years requirement that all settings a child attends liaise for the benefit of the child.

Starting at 3+ years old into the Nursery class

The earliest point of entry is into our Nursery in the half term after your child's third birthday and this is when most pupils join us. Following the tour of the school, you can then register your child by completing the appropriate proforma. If your child has already attended a nursery elsewhere or has been cared for by a child minder, we shall make contact to arrange for any relevant information to be passed on to your child's teacher. In the term prior to starting with us, your child will be invited to attend two taster sessions, usually a week apart, to familiarise themselves with the new environment. It also provides a perfect opportunity for you to ask questions at any point.

On successful completion of the above, your child will join us at the beginning of the following half term, unless there are any behavioural or learning difficulties which will seriously affect other children's learning. Should the latter be the case, then a discussion with parents would take place to outline the concerns and alternative provision, more suited to the child's needs, would be discussed.

Our parent handbook is then provided for parents and any further queries may be addressed to the Head or the admissions team at any point before your child joins us.

Starting at 4+ years old into Reception class

Some children may start at 4+ and therefore may miss Nursery and enter directly into Reception class, the first statutory year of schooling. The format will be the same as above, with the taster visits being as soon as possible if the child is already over 3 years old.

Starting at 5+ years old into Year 1 or Year 2

Following a tour of the school, children entering in Years 1 and 2 will be invited to spend a day with us if possible. There is no formal testing, but this day allows both the school and you an opportunity to discuss any issues. A reference may also be sought at this stage from the child's present school. Unless there are any behavioural or learning difficulties which will seriously affect other children's learning or issues highlighted in the reference, the admissions procedure would continue through the completion of the relevant proformas.

On acceptance, a registration fee will be requested along with a deposit of approximately half a term's fees (the deposit is deducted from the first term's fees when the child joins us but is non-refundable should circumstances change). Further information will be requested by us, and we also provide you with a parent handbook at this point. If your child is not starting straight away, they will be invited in for familiarisation prior to the start date. Any further queries may be addressed to the Head or the admissions team at any point before your child joins us.

Oversubscription

If a class is full, then you can apply for a place on the waiting list. If a place becomes available, the admissions process will be as above.

Future Schools

The school constantly assesses pupils for academic and social progress and there may be occasions where a child has difficulty in accessing the school's curriculum. Full consultation with the parents takes place throughout their child's education and if necessary, help will be given to find an appropriate school to which to transfer.

Most of our children progress to Exeter Junior School and take part in the assessment procedure in January/February of Year 2. However, if a selective school is not the parents' desired choice or is in some way unsuitable for the child, then the staff will work closely with parents along the way to explore other desirable alternatives. The child's next step at Year 3 is always a priority for our consideration and close discussions take place with parents from the early stages of their child's time with us.