Admissions Policy

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Group	Marketing and Admissions
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Tick which category this document refers to:

ISI requirement to be made available	
ISI requirement to be on website	✓
Internal staff only	
Internal students only	
Internal staff and students	
Statutory requirement to have on website (non ISI)	

Admissions Policy

The Principles of the Admission Process

- Admission to the school is at the discretion of the Admissions Panel consisting of the Headmaster, head of Learning Development, head of Pre-Prep and the Admissions Manager after consideration of a child's application.

- Applications from all who have the ability and aptitude to access an academic curriculum are welcome. Parents of children with physical disabilities, SEN or learning difficulties are advised to discuss their child's requirements with the School before a 'taster' visit so that adequate provision can be made for them on the day. Parents are asked to provide copies of medical reports, speech and language therapy reports, occupational therapy or educational psychologist's reports to support request; for example, for large print material, extra time, use of laptops or other special arrangements for their child.

- There is no entrance examination; however we like to assess children from Reception onwards before they are accepted into the School. This will take the form of spending time in the appropriate class together with an assessment co-ordinated by the Learning Enhancement Department in conjunction with reviewing reports from your child's previous school or setting.

- Great Walstead welcomes children from all religious backgrounds providing parents understand and are in sympathy with the underlying Christian ethos of the school and are happy for their children to participate in all lessons and services.

Admission Procedure

General

- Following an initial inquiry to the Admissions Manager the Prospectus together with general information and an invitation to visit the School will be sent to parents. Parents are informed of any waiting list.
- After visiting the school prospective parents/guardians will receive a Registration Form.
- Once completed Registration Forms and payment for the registration fee of £125 (for Pre-School) or £150 (inc VAT) together with all reports are received by the school, the admission procedure is dependent on the proposed entry point for a child.

Early Years (Pre-School & Reception) Admissions and Session Allocation Policy

Pre-School

Early Years provision marks the start of a child's journey through Great Walstead School. During the term before joining, a formal offer of a place is sent with terms and conditions requiring parents to fill in an Acceptance Form and pay a deposit (£600).

One of the main aims of the Pre-School is to prepare children for their later learning at Great Walstead, and so we give priority for places and sessions to children who are intending to complete their education through the School. We will give priority in allocating sessions within the Pre-School, for instance, to those whom we know are going on to our Reception, and who have indicated this on their Acceptance Form. However, although we cannot always guarantee to give everyone precisely what they want, we try to meet parents' needs as best we can. For those children who are not going on into our Reception we have had to limit the number of sessions overall which an individual can have, to a maximum of two full days.

Occasionally it is possible to book extra one-off sessions in the Pre-School. As long as there is space available and we have sufficient staff to meet the relevant ratios we are very happy to do this. Any additional sessions will then be added to the end-of-term bill. However, we are unable to swap sessions.

Places in the Pre-School are limited and Great Walstead will allocate sessions in descending order of priority as follows:

- Those who are going through the School's Pre-Prep department (into and beyond Reception)
- Those who have older siblings in the Prep or Pre-Prep
- Those who book for 5 full days at the Pre-School
- Those who book full days at the Pre-School
- Those who book just a morning with a lunch session
- Those who book just a morning session

This is reviewed on a term-by-term basis.

Sessions in the Pre-School are available as follows:

8.30am-12.00pm
8.30am-1.30pm
8.30am-3.30pm

The day in Pre-School runs from 8.30am – 3.30pm

Reception

A child moving from Great Walstead Pre-School into Reception:

- If there are concerns regarding the transition from Pre-School to Reception then as part of the regular assessment and progress review processes of the School the head of Pre-Prep will discuss these with parents and the Headmaster.

A child moving from an external educational setting into Reception:

- For an external applicant an acknowledgement of the completed Registration Form clarifies if there is a waiting list to join Reception.

- In line with arrangements for existing Great Walstead Pre-School children the School will establish and review a pupil's assessment information. The School will liaise with, and possibly visit, a child's present educational setting to establish any reasonable adjustments necessary to facilitate a child's transition into Reception.

- If a place is available and suitable, parents will receive an offer letter, Acceptance Form and a copy of the School's Terms and Conditions to complete and return with a deposit.

A child entering during the Reception year or above:

- The Admissions Manager co-ordinates arrangements for a child to visit the School. For those living some distance from Great Walstead alternative arrangements may be made.

- During a child's visit there are informal classroom observations and assessments and a more formal assessment by a member of staff from the Learning Enhancement Department. The assessment information, along with feedback from staff, is reviewed by the Headmaster, Admissions Manager, key teachers working with the child and head of Learning Development.

- The Headmaster or Admissions Manager will feed back to parents regarding the child's visit.

- The ability of the School to meet the individual needs of a child is continually monitored, assessed and reviewed at strategic points of every child's school career, i.e. at transition into Reception, before entry into Years 1, 3, 5 and 7.

- Where a place is not being offered the School aims to engage parents in discussions to help them make informed choices in their child's best interests.

Deferred Places

Where a parent defers an offer of a place, the School may invite, at a later stage, the child to return for a follow up 'taster' visit in order to update any assessment and review progress to determine if Great Walstead is still the right place for their child.

Waiting Lists

If there are more suitable applicants than places available, places are usually offered in the following order of priority:

1. Siblings of current or former pupils at the School
2. Pupils considered to be best suited to the academic requirements of the School
3. Date of first registration

Pupils may be offered places on a waiting list and subsequently offered a place if one becomes available.

Dealing with Complaints

If a parent wishes to complain about the admissions policy or outcome they should, in the first instance, raise it with the Headmaster. The Headmaster will in turn follow the School's Complaints Policy. This policy is available on the school website.