

## **Admissions Policy**

### **Introduction**

Children are able to enter the Pre-Prep or the Prep Department at Edge Grove at any age, depending upon the availability of places. The usual ages for entry are at 3+, 4+, 7+ and 11+. In each case pupils are assessed and references are taken, as appropriate, from previous schools or play groups.

The school does not accept boarders under the age of 7, and there is a strong tradition of sibling entries throughout the school with the strict proviso that the potential admission of any sibling will be subject to the School's normal processes.

Edge Grove is happy to consider applications from children with a range of abilities and backgrounds. No applicant will be barred on the grounds of any form of discrimination (see also our Equal Opportunities (Pupils) Policy). However, consideration is given as to whether or not a child would genuinely cope with the curriculum and the School environment. Where necessary, the Learning Success department will be involved in the assessment process.

### **Related Policies**

- Counter-Bullying Policy
- Behaviour Management Policy
- Safeguarding Policy
- Bursary Policy
- Equal Opportunities (Pupils) Policy
- Mission Statement and Aims

### **Procedure**

#### **Registration and Reservation of Places**

- Interested parents register their child by completing a registration document and submitting a non-refundable registration fee. This is usually done in conjunction with a visit to the website and the school itself.
- Parents are welcome to visit the school on an individual basis, or they may attend one of the termly Open Mornings. They will often be shown around by pupils and meet various members of staff, including the headmaster and his wife.

#### **For 3+ and 4+ entries:**

1. Children are invited to attend an assessment session where they mix with a small group of children with a similar birthdate. Play based activities are led by two EY practitioners per group and we aim to observe key developmental milestones which indicate school readiness: speech and language, the ability to follow simple instruction, the ability to play purposefully and to show awe and wonder when we read a story. The parents have an opportunity to talk with the Head of Pre Prep and Headmaster, and are asked to complete a questionnaire about their child's early development.
2. We will always try to make allowances for children who are young in their year group.
3. Those children who are not offered a place for 3+ entry (Nursery) are welcome to reapply for entry into Reception at 4+.

4. 4+ Assessment for 4+ usually takes place in October with offers made soon after. Assessment for 3+ usually take places in January/February with offers made soon after.

#### For 7+ Entries:

1. A formal 7+ assessment day is held during the first half of the Spring Term for entry in the following September. Prospective pupils attend for a whole School day, during which they take a number of tests (including Maths, English, and a piece of free writing).
2. A report from the previous school is requested, along with any other relevant information.
3. Parents will have an opportunity to meet members of staff on the day.
4. Subject to availability of places, there may be opportunities for individual 7+ assessments to take place after the main assessment day for entry the following September.

#### Pupils entering other Year Groups

Children entering other year groups are invited to come in for a 'taster day' during which they take Verbal and Non-Verbal Reasoning Tests as well as taking part in normal classroom lessons. Reports from the Head of the previous school are requested. Parents are encouraged to discuss anything that would be relevant to their children's education and potential entry into the school.

Edge Grove's aim is to encourage applications from candidates with as diverse a range of backgrounds as possible. This enriches our community and is vital in preparing our pupils for today's world. Edge Grove is committed to equal treatment for all regardless of race, nationality, ethnicity, religion, disability or social background.

#### Financial Considerations

Consistent with the School's aim of encouraging application from diverse backgrounds, the School, is able to make some finding available to support parents in the form of means-tested bursaries. However, parents are asked to recognise the basis upon which they seek entry for their children to the School and, in particular, that fees and charges are due as and when stated in the terms and conditions of entry and the current schedule of fees.

Where parents are concerned as to the potential for affording the level of School fees, they should consult the School's Bursary Policy, which is available on the website or from the School Office, and, if appropriate, make early contact with the Bursar who will explain possible options. Parents should note that Bursary awards are not generally made available to parents with children seeking entry into the Pre Prep Department except under very exceptional circumstances.

#### Acceptance of Offer, Registration and Deposit

1. When places are offered, a reservation fee is requested and a 'standard form of acceptance' should also be completed. The deposit is refunded once the pupil leaves Edge Grove to go to a Senior School.
2. Once a place has been taken up, a full term's notice must be given in writing to the Headmaster if the pupil is to be withdrawn. Failure to do this will result in the parent being charged a full term's fees in lieu of notice.

## Waiting Lists

Although all applications will be given careful consideration, priority may be given to siblings of current pupils and to boarders in cases where places are limited.

Parents expressing an interest in Edge Grove, who have children currently attending another independent fee paying school, are asked to inform that school of their intention to leave and ensure that their contractual obligations have been met with that school.

B Evans  
Headmaster

## **Version History**

<b>Version</b>	<b>Description</b>	<b>Author</b>	<b>Date</b>
201609.01	Updated for new academic year	B Evans	September 2016
201609.02	Updated for minor text changes	M Sims	January 2017
201709.01	Reviewed for new academic year – no changes	B Evans	September 2017
201709.02	Updated text on page 1 under 3+ and 4+ entry	B Evans	January 2018