



HALSTEAD
PREPARATORY SCHOOL FOR GIRLS

Admissions Policy and Procedures

Halstead Preparatory School is a day School for girls aged 2+ – 11. The School operates a policy of equal opportunity in matters of disability, race, religion and social background. The School does not discriminate on sexual grounds.

The School is organised into three working areas:

- The Early Years
- Key Stage One
- Key Stage Two

The Headmistress, taking advice from the Head of Pre-Prep and SENCo, is responsible for admissions and implementation of this policy. The Registrar is responsible for the administration and operation of the admissions process.

Aims of the policy

This policy aims to:

- ensure compliance with the School's charitable status and to set out the School's admission criteria which are both fair and consistent with such status
- identify those girls whose academic and other abilities are in line with the ethos and standards of the School and whose personal qualities suggest they have the potential both to contribute to the School community and to benefit from the opportunities offered by the School
- begin a partnership with parents that will be long lasting.

Entry points to Halstead

The usual points of entry are into the Nursery in the term a girl becomes three and is 'dry' or into Year 3 (age 7). Girls will be accepted at other ages if a place is available. Girls are only accepted into Year 5 or 6 if they will be able to cope with the pace and academic expectations currently in operation in the class they would be joining.

There is an expectation that girls entering Nursery will continue into Kindergarten (Reception).

Admission to the School

Parents are encouraged to visit the School either at Open Mornings or through an individual appointment with the Headmistress. They then complete a registration form. The School will acknowledge receipt of the registration form. It is important that the registration form is completed fully and that any information about disabilities and/or special educational needs is detailed in order to enable the School to consider any reasonable adjustments for the girl.

If the School is able to offer a place, an offer letter is sent to parents of girls wishing to join the Nursery.

Girls wishing to join other years are invited to spend a day in School before an offer is made. For girls joining from Year 2 upwards the day will include assessments in English and Maths. The School is non-selective and these assessments are used to indicate specific areas of strength and / or weakness so that the class teacher can prepare and plan according to the needs of the child.

Should the child have any specific learning difficulties, the parents must notify the School of this prior to the child's visit/assessment day and provide a copy of all reports prepared by outside agencies, educational psychologists etc.

Parents will be notified, in writing, within one week of the visit/assessment as to whether a place at the School is available and is being offered.

Registration

Parents interested in applying for a place for their daughter are requested to complete a registration form for their daughter. The completion of this form and the payment of a registration fee, currently set at £60 does not guarantee a place for your daughter but it does ensure that the appropriate documentation for subsequent stages in the admissions process are sent to parents in good time.

Preconditions for entry and remaining at Halstead

- The parents and their daughter are in sympathy with the ethos and principles of the School.
- The parents act in accordance with the School's Terms and Conditions and the Parent Handbook and the pupil abides by the discipline, rules and customs of the School.
- The girl is of the appropriate age and level of maturity. Existing pupils in the Nursery are only accepted into Kindergarten if they are developmentally ready and able to access the curriculum offered in Kindergarten.
- The School is able to provide adequately for any learning difficulties and other special needs which the pupil may have, in accordance with the School's Policy relating to Disability/Special Educational Needs.
- Where applicable the present School reports satisfactory attitudes on the part of both pupil and parents

Disability and Special Educational Needs

Parents are requested to give full written details of any disabilities and/or special educational needs in good time and to inform the School of any changes to their daughter's condition that become apparent prior to entry at the School. The School will consider carefully whether it is able to provide adequately for such a child and will make all reasonable adjustments to avoid putting such a child at a substantial disadvantage. It will make reasonable adjustments in order to optimise such a child's participation in the curriculum and other aspects of School life. However, should a child need auxiliary aids and services such as specialist tuition or specialist equipment in the classroom parents may be charged for this at a level which reasonably reflects the cost to the School for providing such aids and services. If appropriate, parents may provide auxiliary aids and services themselves.

This policy should be read in conjunction with the School's Disability/Special Educational Needs Policy.

Acceptance of a place

On being offered a place at the School parents will be asked to pay a non-refundable, non-transferable deposit, currently set at £400.00 in order to secure a place at the School. This will be deducted from the fees for the pupil's final term at the School, provided that a term's notice of withdrawal is given. This deposit will form part of the funds of the School until it is credited to parents, without interest, when their daughter leaves the School. Deposits are not reimbursed if a pupil leaves during Nursery.

Bursaries

Hardship bursaries are available in line with the Bursaries Policy available from the Bursar.