

ADMISSIONS POLICY **From September 2022 onwards**

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 has a strong tradition of sibling entries at all stages 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
- Child Protection and 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 Head.

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 Head, 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 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 assessments (including Maths, English, and a piece of free writing). If special educational needs or EAL are indicated on an application form, then this may include an assessment by our SENDCO.
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.

Out of Year Admissions

Only in exceptional circumstances will the School permit pupils to join a year group out of their age range and this will be strongly discouraged under anything less than very exceptional circumstances.

EAL (English as an Additional Language)

The school is open to accepting pupils who are new to English. An EAL assessment may take place as part of the admissions process where EAL needs have been indicated, or this becomes apparent during their assessment day. Offers of a school place may be subject to an agreement that the child receives weekly EAL interventions from our in-house EAL specialist teacher; this may have additional cost implications.

SEND (Special educational Needs and Disabilities)

The school is open to accepting pupils with various SEND needs. A SEND assessment may take place as part of the admissions process where SEND needs have been indicated, or this becomes apparent during their assessment day. Offers of a school place may be subject to an agreement that the child receives weekly SEND interventions from our in-house SENDCO or another specialist teacher; this may have additional cost implications.

Parents are encouraged to send in any recent (1-3 years old) previous assessments (e.g. psychiatrist, educational psychologist) that may be relevant to better understand any child who is applying for a school place.

The SENDCO may also request permission from parents to contact a child's current/previous schools for additional information regarding a child's needs.

Where there are severe SEND needs, and a learning support assistant is required (part or full time basis), the school will only consider accepting such a child if there is an EHCP (Educational Health Care Plan) in place, or about to be offered by a local education authority.

Financial Considerations

Consistent with the School's aim of encouraging application from diverse backgrounds, the School, is able to make some funding 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' must 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 Head if the pupil is to be withdrawn. Failure to do this may 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 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.

Richard Stanley
Interim Head
September 2022

Version History

Version	Description	Author	Date
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
201809.01	Updated for new academic year	B Evans	September 2018
201909.02	Updated to clarify policy on 'out of year' admissions	B Evans	November 2019
202009.01	Updated for new Head	L McDonald	September 2020
202109.01	Updated to remove references to Boarding	L McDonald	September 2021
202209.12	Updated by the Assistant Head-Learning Success/SEND/CO	N Alexander-Passe	September 2022