



HALSTEAD

PREPARATORY SCHOOL FOR GIRLS

**15a ADMISSIONS POLICY  
INCLUDES EYFS  
(Previous Inspection codes A1 and E10)**


Halstead Preparatory School is a charitable trust and was founded in 1927 as a boarding school in Kent. In 1947 the School relocated to Woking as a day school for girls with a Christian, non-denominational ethos and tradition, which respects all faiths or none. The School educates girls aged 2 to 11 years. It practices a policy of equal opportunity in matters of disability, race, religion, age, sex, sexual orientation and social background.

The School is organised into two parts:

- The Pre-Prep (Nursery to Year 2 – ages 2-7)
- The Prep (Year 3 to Year 6 – ages 7-11)

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' abilities who 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.

### **Making an Application**

Before applying for a place for their daughter parents are invited to read this Admissions Policy which sets out the School's intentions and procedures regarding Admission. It should be read in conjunction with information on the School website which includes:

- Details of the school and the Governing Body
- The numbers and qualifications of staff
- Details of performance in Senior School entrance examinations
- The School's latest inspection report
- Details of the School's Complaints Procedure which can also be obtained from the Registrar.

Such information is also contained in the new parents' 'joining packs'

The following policies can also be obtained from the School and are available on the School's website:

- Child Protection, including Safeguarding
- Curriculum
- Anti-bullying
- Behaviour
- Fire Safety
- First Aid
- Special Educational Needs and Disabilities
- Supervision

## **The School Curriculum**

The School provides full-time supervised education for pupils of compulsory school age up to 11, plus provision for girls from 2 to 5 years in the Early Years part of the Pre-Prep. All pupils have experience in linguistic, mathematical, scientific, technological, personal and social, physical, aesthetic and creative education appropriate for their age and ability. All teaching is based on the needs of the individual to enable each pupil to acquire core skills in speaking and listening, literacy and numeracy.

In addition the School provides:

- Spiritual, moral, cultural, personal social and health education reflecting the School's aims and ethos
- Appropriate programmes of activity and learning for pupils who are below the compulsory school age
- The opportunity for all pupils to learn and make progress

## **Curriculum Policy**

The School has a written Policy on the curriculum which can be obtained from the Registrar.

## **Religious Education and Collective Worship**

All pupils are expected to participate in religious education lessons and regular collective worship, which is of a Christian character. Parents of other faiths or none may withdraw their daughter from these, and the School will make every effort to provide alternative arrangements.

## **Special Educational Needs**

The School caters for a range of special educational needs, including provision for gifted and talented pupils. The provision includes the possibility of support for pupils with some dyslexia, dyspraxia and various medical conditions.

Parents are requested to give full written details of any disabilities and/or special educational needs, including any previous reports by specialists such as educational psychologists or paediatricians, 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 does not undertake to diagnose dyslexia or other specific conditions. A formal assessment may be arranged at the parents' expense. 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. If appropriate, parents may provide auxiliary aids and services themselves.

The School aims to provide appropriate access to the curriculum and to the School's facilities as far as reasonably practicable. With regard to The Equality Act 2010 we make reasonable adjustments as necessary to meet a student's individual need. The School has a Disabled Access Plan, and this can be obtained by parents and prospective parents by contacting the Headmistress or Bursar.

Parents and prospective parents are invited to discuss their child's particular needs with the Headmistress.

## **Equal Opportunities**

Halstead is a girl's school with a Christian ethos, but applications from parents of other faiths or none are also invited. Every effort will be made to allow pupils to demonstrate their faith, as far as is fitting with the ethos and rules of the School. Pupils and parents whose first language is not English may also apply for admission, and every effort will be made to provide assistance.

The School aims to enable pupils to gain an appreciation and respect for their own and other cultures in a way that encourages tolerance and harmony between different cultural traditions. All pupils are encouraged to understand and respect Fundamental British Values.

In accordance with the Equality Act 2010, the School will not discriminate against pupils because of their race, sex, disability, religion or belief, age or sexual orientation.

## **Pupil Participation in the Life of the School**

The School at all times encourages pupils to behave responsibly, and to be responsible for their behaviour.

Pupils' views on matters which affect them are welcomed, and there is an elected School Council where pupils can formally discuss school issues with the Headmistress.

## **Admissions Procedures**

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 all information requested is given in full.

## **Registration**

Parents interested in applying for a place for their daughter are requested to complete a registration form. The completion of this form and the payment of a registration fee, currently set at £100, does not guarantee a place for your daughter but it does ensure that the appropriate documentation for subsequent stages in the admissions process is sent to parents in good time.

Siblings must be registered. Siblings will take priority over other applications provided the registration form has been received at least twelve months prior to the date of entry to the School.

## **Nursery pupils**

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

## **Reception – Year 6**

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. These assessments are used to indicate specific areas of strength and / or areas for development 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.

## **Entry points to Halstead**

The usual points of entry are into the Nursery (age 2) or into Year 3 (age 7). Girls may 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).

## **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.
- 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

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

## **Acceptance of a place**

On being offered a place at the School parents will be provided with the School's Terms and Conditions and Acceptance Form. Parents must sign and return the Acceptance Form and pay a non-refundable, non-transferable deposit, currently set at £500 in order to secure a place at the

School within 14 days. This deposit 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 if the pupil is withdrawn before the normal leaving date at the end of Year 6. The 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 whilst in or at the end of Nursery.

### **Sibling Discount**

Sibling discounts are available on a discretionary basis when three or more children from the same family attend Halstead Preparatory School simultaneously. They are not available when pupils already receive fee discounts through scholarships or bursaries. Sibling discounts are applied to the youngest child's fee and where applicable the discount for a third child is 5% of school fees. The sibling discount will no longer apply when an older sibling leaves Halstead Preparatory School reducing the siblings attending Halstead to below three.

### **Bursaries**

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

Ratified by \_\_\_\_\_  
Chair of Governors

Date: 30<sup>th</sup> November 2017