

Admissions Policy (including the Early Years Foundation Stage)

1. Introduction

This document states the process for admission and outlines the criteria we use for entry to our school.

2. Ethos

We are proud to be a non-selective and co-educational school. We admit children of all races, religions and academic abilities. Admission to Ravenscourt Park Preparatory School may be into any year group providing a child is capable of managing the demands of the school day, will benefit from an education at Ravenscourt Park Preparatory School and where a space is available. In the final event, an offer of a place is at the Headmaster's discretion.

We ensure the same opportunities for all children at the School. The curriculum is designed to develop children from four years old to their secondary transfer at eleven. We do not prepare children for 7+ or 8+ examinations, nor do we support their exit at this stage.

3. Procedure

It is important that the families choosing our school support our educational philosophy. Prospective parents will benefit from:

- Viewing our website (www.rpps.co.uk)
- Reading the school prospectus (available from the school office or online)
- Reading some past copies of the school magazine 'Parklife' (also available from the school office)
- Coming to an open morning and touring the school
- Contacting the School Secretary (secretary@rpps.co.uk) with any individual enquiries or questions

Entry in to our Reception Year (September Intake)

- 1. Parents may register their child on the child's first birthday (applications may be received no earlier than two weeks before this date) or as soon as possible thereafter by filling in the registration form. This can be obtained from the school office or downloaded from the school website. The completed form should be sent in to the school office together with the registration fee and the child's details are then entered into our school database.
- Places are offered to registered siblings in the first instance. Thereafter, children registered on their first birthday enter a ballot for the remaining places. If places still remain after all children registered on their first birthday have been offered places, then the ballot system continues to



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operate based on proximity of registration to the child's first birthday.

Please note: being registered later, or lower down, on our waiting list does not necessarily preclude you from being offered a place. In the period between registration and offer, some families may relocate or accept offers from other schools which will make other places available.

- 3. Parents of children who are selected will receive a telephone call in January/February prior to the year of entry to invite both parents and child to meet with a senior member of staff for approximately 15 minutes. This gives all parties the opportunity to establish that the child, parents and school are happy with the arrangements for the child to start at Ravenscourt Park Preparatory School when he/she reaches school age.
- 4. If you have been offered a place by another school before we have invited you in for a meeting at Ravenscourt Park Preparatory School, please let us know we may able to respond on a case by case basis.
- 5. Following the meeting, parents are notified by letter as to whether a place has been offered for their child.
- 6. Acceptance of an available place requires parents to sign an acceptance form and to pay a deposit. The form must be returned to the school within 7 days of receipt of the letter together with the deposit and proof of identification (copy of passports for parents, birth certificate and passport for the child). The deposit is non-refundable should the place not be taken up (please see our Terms and Conditions). It is returnable if a child should leave before the end of Year 6 providing that the required notice has been given in writing.
- 7. Prior to the child starting, we will contact their previous school or Nursery for reports or references.
- 8. We will ask you to supply us with all other relevant documentation for your child prior to entry including any relating to a recognised Special Educational Need or medical or dietary need/requirement.
- Once all the places for the following September are filled, parents will be notified if a place cannot be offered and asked if they wish to remain on the waiting list. Places do sometimes become available nearer the time.
- 10. There is no automatic entry procedure from any Kindergarten or Nursery school into Ravenscourt Park Preparatory School.
- 11. Children are invited for a trial 'move up' morning during the summer term prior to the September start date.



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4. Special Needs, Learning Difficulties and Disabilities

We welcome pupils with special educational needs, learning difficulties and disabilities providing that our Learning Support Department can offer them the support that they require. Similarly, we welcome pupils with physical disabilities provided that the School is suitable for them, after making any reasonable adjustments (please refer to our Inclusion Policy, which is published on the School's website). The School requests that parents of children with special educational needs, learning difficulties or physical disabilities meet with the Headmaster to discuss their child's requirements before accepting a place at the School, and that they keep the School informed of any changes.

5. Entry at other year groups in the school

Places in other year groups throughout the school do become available from time to time. A similar procedure applies to that above. A registration form needs to be completed and the child and their parents will be invited in for an informal meeting with the Head of Lower/Upper School. Prior to the child starting with us, we will contact their previous school for reports /references.

To retain our co-educational commitment, we try to replace a boy with a boy and girl with a girl aiming to achieve an even spread of boys and girls in a class, usually up to a maximum of twenty children per class.

6. Sibling Priority

Ravenscourt Park Preparatory School operates a policy of sibling priority. However, we may not offer a place if we feel that the school is not the appropriate educational environment at that stage. The Head, Deputy or Head of Lower or Upper School will discuss this with parents at the earliest opportunity if we feel that there may be an issue.

7. Preparation for examinations

Our objective is to educate and prepare each child for their future and more specifically for entry to Senior Schools at the age of 11. Parents who wish to enter their child for entrance examinations at earlier stages to another preparatory school are advised that Ravenscourt Park Preparatory School will not be a suitable school for their child. Parents are made aware of this during open mornings, individual tours, in the prospectus, via the website and at an informal meeting prior to accepting a place at Ravenscourt Park Preparatory School.

8. Transfer of existing pupils between Kew Green Prep School and Ravenscourt Park Prep School

Any transfers between the two schools will be reviewed on an individual basis. No child may transfer between these schools without joint agreement of both Heads.

Please note that the Gardener Schools' Group operate separate registration processes and waiting lists.



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9. Code of Conduct

We have a code of conduct placed in all classrooms. It is vital that all staff and children adhere to this. Where a child's behaviour does not match our Code of Conduct, or adversely affects the education of others in the school, we will consider, with parents, whether an alternative educational establishment may be better suited to the child's needs (please see section 10 below).

10. Exclusions

In extremely rare circumstances, a pupil may be permanently excluded or asked to leave the school. The procedure for such exclusions can be found in our Terms and Conditions, which should be read in conjunction with our policy on Behaviour, Rewards and Sanctions.

Written by: Headmaster

Read & approved by: Senior Leadership Team, GSG Directors

Read & Shared with: Senior Leadership Team and School Office

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