



ALTRINCHAM PREPARATORY SCHOOL

Admissions Policy

"The admissions policy is posted on the School's web site and is available to all parents and prospective parents. A printed version of the policy can be supplied on request."

GENERAL

Altrincham Preparatory School is a boys' independent day school for pupils from ages 3 to 11. The school has approximately 300 pupils. Deciding on the right school for your son is very important, and we believe that a personal visit is both necessary and invaluable. We very much hope that you will arrange to visit Altrincham Preparatory School in order to speak with the Head Master and to be shown around the school. This will afford an opportunity for you to gauge whether our ethos and philosophy dovetail with your ambitions and aspirations for your son's preparatory schooling. We hold an Open morning [in the spring term], which provides a general introduction to the school and as well as the chance to speak with teachers, pupils and parents. A number of events are held throughout the year, generally organised by the schools Parents' Society, to which you are warmly welcome to join us. Details are published on our web site. We are also very happy to welcome prospective parents and their children at other times. Please contact one of our Office Secretaries, Mrs. Marchant, Mrs Blower and Mrs Horner on 0161 928 3366 or email on admin@altprep.co.uk to arrange a visit.

THE ENTRY PROCEDURE

The usual point of entry into Altrincham Preparatory School is at Nursery (3 years) or Reception age (4 years). Our structure and the inherent dynamics of our population do, however, allow us to consider offering places to take boys in at other ages.

At point of entry (Nursery or Reception), Altrincham Preparatory School is not a selective school. Offers of places for entry into either the Nursery or the Reception classes is dependent on the date of registration, with those registering earliest gaining first consideration. The only exception that is made to this 'list' relates to brothers; a brother of a boy already in the school will, subject to capacity, automatically be offered a place within either our Nursery or Reception classes as appropriate.

For boys wishing to enter the school after Reception age (autumn term) we require that they undertake an assessment to ensure that we can execute our duty of care towards them given the present population of boys within the cohort they may wish to join. This assessment is based upon establishing a boy's academic standing and potential, an interview at the school (both parents and the boy) and references from the boy's present school.

Applicants for admission should register using the registration form which can be obtained from the school office (telephone 0161 928 3366 or email admin@altprep.co.uk).

EQUAL TREATMENT

Our 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. Altrincham Preparatory School is committed to equal treatment for all, regardless of a candidate's race, ethnicity, religion, sexual orientation or social background.

SPECIAL NEEDS

We do not discriminate in any way regarding entry. We welcome pupils with special educational needs, providing that our Learning Support Department can offer them the support that they require. We welcome pupils with physical disabilities provided that our site can cope with them. However, we advise parents of children with special educational needs or physical disabilities to discuss their son's requirements with Altrincham Preparatory School before they register their son or he comes into school to undergo our assessment process. Parents should provide a

copy of an Educational Psychologist's report or a medical report to assist us in our mutual consideration of any application made.

We will discuss thoroughly with parents and, if appropriate, their medical advisers the adjustments that can reasonably be made for the boy if he should become a pupil at the school.

THE ASSESSMENT PROCESS (where appropriate)

The aim of the process is to identify potential and to ensure that the education we can offer is correct for a particular boy. We are looking for well-rounded pupils with a genuine interest in education in the broadest sense of the word, with interests that stretch beyond the confines of the academic curriculum. The school has strong traditions in music, art/technology and sport. There are many extra-curricular activities, all of which are important in developing a well-balanced, confident individual.

No specific preparation for the assessment is needed. Boys will be asked to come into school for either the whole or half a day, they will join their prospective peer group taking part in lessons whilst also completing assessment tests. They will also be assessed by the school's SENCO. The outcome of the assessment day will be formally reported to the Parents who, in consultation with the Head Master will review the outcome and come to a decision over the advisability or not of their son joining Altrincham Preparatory School. Any offer of a place will be subject to the reception of a supportive reference from the boy's present school along with an assurance that all parting arrangements have been amicably completed.

The dates for any assessment process will be specified at a mutually convenient time.

SIBLING (brother) POLICY

Most brothers join us at Altrincham Preparatory School and their application receives priority over others. However, admission, other than at point of entry, is not automatic for there may be occasions where we judge that a brother is likely to thrive better in a different academic environment.

FLUENCY IN ENGLISH

In order to cope with the academic and social demands of Altrincham Preparatory School, it is preferable that boys have family support with regards to the development of their facility with and fluency in English. If English is not the spoken language within the home environment it is necessary that the Parents draw our attention to this position. This will allow us to put in place supportive strategies to help address any issues that might arise. Tuition in English as an Additional Language (EAL) can be arranged at the parent's expense.

RELIGIOUS BELIEFS

Altrincham Preparatory School is a non-denominational school although the School has Christian roots. We do not offer places on the basis of religious belief, and we offer, within our curriculum, the opportunity for the introduction and study of the world's major faiths. However, parents should be aware of our policy with regards to assemblies and other religious occasions, e.g. the school's carol service.

SCHOOL'S CONTRACTUAL TERMS & CONDITIONS

Copies are on the School's web site and will be made available to parents as part of the admissions process.

COMPLAINTS

We hope that you and your child do not have any complaints about our admissions process; but copies of the School's complaints procedure can be sent to you on request.

RELEVANT DOCUMENTATION:

Parents are advised to visit the website in order to access the following documents: 'the school's ethos and aims', this 'admissions policy', our 'terms and conditions', the 'behaviour management policies' (includes discipline and exclusion), 'safeguarding policy', 'safeguarding on activities outside school', 'curriculum policy', the policy for boys with special education needs and English as a second language and the school's 'complaints policy'. You will find other policies as well and all policies appropriate to Parents will be provided in a written form on request.