



## **Admissions Policy**

### **GENERAL**

Altrincham Preparatory School is a boys' independent day school for pupils from ages 2 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 open events throughout the year, which provide a general introduction to the school, as well as the chance to meet and speak with teachers, pupils and staff. We are also very happy to welcome prospective parents and their children at other times. Please contact the School Office on 0161 928 3366 or email: [admissions@altprep.co.uk](mailto:admissions@altprep.co.uk) to arrange a visit.

### **THE ENTRY PROCEDURE**

The usual point of entry into Altrincham Preparatory School is at Nursery (2+ years), Pre-School (3+) or Reception age (4+). Our structure and the inherent dynamics of our population do, however, allow us to consider offering places to admit boys at other ages.

At point of entry (Nursery, Pre-School or Reception), Altrincham Preparatory School is not a selective school. Offers of places for entry into either the Nursery, Pre-School 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, Pre-School or Reception classes as appropriate. It should be noted that a place within the school's Nursery does not, of its own right, automatically mean that a boy will be offered a place in Pre-School. Whilst the school expects progression from Nursery to Pre-School to be the norm, any offer of a place in Pre-School will be dependent on the school determining that APS is the correct setting for a boy's preparatory education.

For Parents wishing to place their son at APS after Reception age (autumn term) the school requires that an assessment is undertaken in order to ensure that the school can execute its duty of care and provide the correct education for each boy. This assessment is based upon establishing a boy's academic standing and potential, an interview at the school (both parents and the boy), an assessment day and reference 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, via email [admissions@altprep.co.uk](mailto:admissions@altprep.co.uk) or from the school website: <https://www.altprep.co.uk/admissionsform>).

### **EQUAL TREATMENT**

We 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**

Our ethos is that each boy is valued as an individual, and is able to make a positive contribution to school life so that they grow in confidence and develop a positive self-image. We welcome every boy who can make the most of the opportunities that we offer and can flourish in the caring environment of Altrincham Preparatory School (APS). Treating every child as an individual is important to us and we welcome pupils with Special Educational Needs, as long as our Learning Support Department can provide them with the support that they require. We do not however have the facilities to offer highly specialised and intensive intervention.

### **THE ASSESSMENT PROCESS** (for boys seeking entry post start of academic year Reception entry)

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, where they will join their prospective peer group and take part in lessons whilst also completing assessment tests. They will also be assessed by the school's SENCO (Special Educational Needs Coordinator). The outcome of the assessment day will be formally reported to the Parents by the Head Master who will come to a decision over the advisability or not of the boy 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 regard 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 regard to assemblies and other religious occasions, e.g. the school's carol service.

### **SCHOOL'S CONTRACTUAL TERMS & CONDITIONS**

Copies are on the School's website 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', 'Discipline and Inclusion, Learning Support Policy', 'Safeguarding Policy', 'Educational Visits Policy', 'Curriculum Policy', the policy for boys with special education needs 'SEND Early Years' 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.

### **ADENDUM : COVID ADJUSTMENTS 2020-21**

Reasonable adjustments have been introduced to ensure that our admissions processes are followed in a safe manner due to Covid-19.

- Parent interviews are to be conducted remotely at a mutually convenient time via Zoom
- Open events are arranged by appointment only, with staggered appointment times, risk assessed and rigorous Covid guidelines are to be adhered to at all times
- Individual tours can be arranged, though by appointment only outside of normal school hours. It is not always possible to show all areas of the school due to after school clubs
- Pupil assessments are arranged out of school hours on a monthly basis on a Saturday morning conducted by the Head and Learning Support Coordinator

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