



ALTRINCHAM PREPARATORY SCHOOL

Admissions Policy

Author:	Miss Helen Booth – Registrar and PA to Headmaster
Responsible Person:	Mr N J Vernon - Headmaster
Date of last review:	March 2023
Summary of changes:	Change of Author and Responsible Person Addition of Admissions Register Addition of Withdrawal Amendment to the Assessment Process (removal of assessed by SENCO)
Date of next review:	March 2024

This policy applies to Altrincham Preparatory School, including the EYFS. It is available to current and prospective parents upon request and is published on the School's website.

INTRODUCTION

Altrincham Preparatory School is a boys' independent day School for pupils from ages 2 to 11. The School has approximately 295 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 Headmaster 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 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, which will include an assessment day.

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 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 part of a day, where they will join their prospective peer group and take part in lessons whilst also completing assessment tests.

The outcome of the assessment day will be formally reported to the Parents by the Headmaster 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 receipt 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 places are unavailable, or 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.

ADMISSIONS REGISTER (FOR SCHOOL USE)

Altrincham Preparatory School is committed to ensuring that the Admissions Register is maintained in accordance with Education (Pupil Registration) (England) Regulations 2006. From the beginning of the first day on which the School has agreed or been informed that the pupil will attend the School, an entry will be made in the School's Admissions Register in line with the Education (Pupil Registration) (England) Regulations 2006. On taking up a place at the School an entry is made in the Admissions Register. The Admissions Register is held as an electronic document. The Admissions Register is stored on the MIS. The person responsible for the administration of the Admissions Register is the Registrar and PA to Headmaster

The following items are recorded in the Register:

- Full Name
- Gender
- Name and address of all parents/guardians and/or carer with an indication of the parent/guardian and/or carer with whom the pupil normally resides
- Two telephone numbers at which the parent/guardian can be contacted in an emergency
- Date of Birth
- Date of Admission / Re-admission
- Name and address of previous School
- Name of Year Group on entry (eg Reception)
- Copies of the Admissions Register are held at the School for a minimum of 3 years

- The Admissions Register allows for the inclusion / deletion from the register and is kept in line with the Education (Pupil Registration) (England) Regulations

WITHDRAWAL

All parents are bound by the School's Terms and Conditions as accepted at the time the acceptance form is signed and an acceptance fee of £500 is paid. A full term's written notice of withdrawal of a pupil or a full term's tuition fee in lieu is required. Notice must therefore be given on or before the first day of the pupil's final term. Notice of intention to withdraw part way through a term will incur the liability to pay the fees for the next term in full. In exceptional cases, where there is a valid reason for uncertainty about the pupil's future at the School, the School may accept provisional notice of their intention to withdraw their child from the School. This is only valid for the term in which it is given and a term's notice is still required. Provisional notice must be given in writing and acceptance is at the Headmaster's discretion. The Headmaster reserves the right at any stage during the term in which provisional notice has been given, to require the parents to confirm in writing that the notice is to become unconditional. Any request to waive all, or part, of the due fees in lieu of notice through financial difficulty must be supported by documented evidence which will be considered by the Board of Governors. If a parent decides to withdraw their child before enrolment, written notice must be received by the first day of the preceding term or fees will become due in lieu.

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 Policy' 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.