

Review date: August 2019 Next review: August 2020

**THE VILLAGE PREPARATORY SCHOOL, BELSIZE PARK**

# **ADMISSIONS POLICY**

THIS POLICY IS REVIEWED ON AN ANNUAL BASIS

This Policy has been reviewed and approved by: Director of Operations

Review date: August 2019

Policy actioned from: August 2019 – August 2020

Next review date: August 2020

Please note: 'School' refers to The Village Preparatory School; 'parents' refers to parents, guardians and carers.

Please note: This is a whole school policy, which also applies to the Early Years Foundation Stage.

## **General**

Deciding on the right school for your child is very important, and we at The Village Prep School believe that a personal visit is invaluable. We very much hope that you and your child will visit our school. We hold open mornings throughout the year, which give prospective parents an opportunity to tour the school and meet the Head. Details are published on our website and all registered parents are informed. We are also very happy to welcome prospective parents at other times for a personal meeting with the Head and tour of the School. This policy applies to all pupils seeking admission to the school, including those in the EYFS.

## **The Entry Procedure**

The School is an academically inclusive school. Selection is not based just upon academic ability, but on a child's potential to prosper at The Village Prep School, socially and academically. Where possible, there will be an informal interview. We do require references from the candidate's previous school and we consider the observations and feedback from staff following any trial day(s). Our selection process is designed to identify pupils who are able to benefit from our balanced and well-rounded education and to make a positive contribution towards the life of the school.

Applicants for admission should register by the end of December of the year preceding the desired year of admission. The registration form is available from Mrs Debbi Reynolds at the school ([admin@thevillageschool.org.uk](mailto:admin@thevillageschool.org.uk)). The School aims to make transition from any one school, year group or class as non-disruptive socially and educationally as possible.

The Village Prep School (TVPS) welcomes in-year applications, but places in any one-year group can only be allocated if there is a place at the time of application. Please contact Mrs Debbi Reynolds at the school ([admin@thevillageschool.org.uk](mailto:admin@thevillageschool.org.uk)) for details.

## **Equal Treatment**

Chatsworth Schools and TVPS are 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 we can offer them the support that they require. We welcome pupils with physical disabilities provided that our site can make provision for them. However, we advise parents of children with special educational needs or physical disabilities to discuss their child's requirements with the school before they register for a

place, so that we can make adequate provision for them. Parents should provide a copy of an Educational Psychologist's report, EHCP (Education, Health, Care Plan) or a medical report to support their request, for example, for extra time or other special arrangements.

We will discuss thoroughly with parents and their medical advisers the adjustments that can reasonably be made for the child if they become a pupil at the school.

### **The Assessment Process**

The aim of the process is to identify potential. 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. TVPS has strong traditions in sport, music, drama, art, debating and community activities. We also have many extra-curricular activities, all of which are important in developing a well-balanced, confident individual.

### **Waiting List for Entry throughout the Year**

At times, spaces do become available in various year groups throughout the year. If parents are interested in applying for a place during the year, they should contact the Admissions Registrar (see above for details) who will organise a mutually convenient time for a visit. We will contact their current school and request references.

### **Sibling Policy**

Many siblings join the school and a family atmosphere is encouraged. However, admission is not automatic, and there may be occasions where we judge that a sibling is likely to thrive better in a different academic environment.

### **Scholarships**

The Village Prep School does not currently offer any scholarships.

### **Overseas Applicants**

The Village Prep School welcomes overseas pupils, who can study at the school provided that they have a relative or legal guardian living in the UK with whom they can reside.

### **Fluency in English**

In order to cope with the brisk pace and social demands of the school, pupils should ideally be fluent English speakers. Normally, pupils should have been educated in the English medium regularly before coming to the school. Students with English as an Additional Language (EAL) are supported in school but it is suggested that tutoring is arranged outside school, in the first instance, to get pupils up to the required standard. Where this

is not possible, for example, when a family has to move with little notice, the school may be able to provide additional support for EAL for those identified as requiring it for one or more sessions per week, at additional cost, above the normal termly fees payable. This may also mean adapting the student's timetable for a period of time. All international pupils are assessed for their ability in English, where English is an additional language, using the school's own assessment process. The outcomes are reported in line with the School's stages of English acquisition within the Infant and Junior departments.

### **Religious Beliefs**

We are not a religious school and welcome children from all faiths or none.

### **School's Contractual Terms & Conditions**

Copies are 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.

### **Interpretation**

In this policy, the term "senior manager" means a School Head and his designated deputies.

This policy applies to all employees in all Schools (save for Schools with their own procedure which shall prevail) and other work environments within Chatsworth Schools

This policy applies within all companies, which are wholly owned subsidiaries of Chatsworth Schools Ltd, a company registered in England, registered number 11552579.

The registered office of all companies is Crimea Office, The Great Tew Estate, Great Tew, Chipping Norton, Oxfordshire, OX7 4AH. Any enquiries regarding the application of this policy should be addressed to the Director of Operations at the above address.



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