

# **The Croft Preparatory School**

## **Admissions Policy**

Whole School Policy, including Early Years Foundation Stage

Reviewed by SJe	(re-reviewed) March 2023
Peer Review Completed	14 October 2022
Ratified by SLT	28 March 2023
Next Review Date	October 2024

### **Introduction**

The legal responsibility for ensuring that the Croft Preparatory School adheres to all relevant statutory regulations, as issued by the DfE, lies with the Proprietors. At their discretion, the Proprietors may delegate the monitoring of the efficacy with which the school discharges its statutory duties to The Headmaster and Governing Committee.

Notwithstanding the above delegation, the Proprietors retain ultimate responsibility for how the statutory functions are executed.

The Croft Preparatory School is a co-educational independent accredited school for pupils from ages 3 to 11. Pupils may enter Little Crofters from 3 years of age. We currently limit the number of pupils attending Little Crofters Butterflies at any one session to 30, as long as staffing levels permit. Pupils then transfer to Little Crofters Pre-School (maximum of 50 pupils) and, following this, there is three-form entry from Reception to Year 6, with a maximum of 20 pupils per class with a balance, where possible, of boys and girls. On rare occasions, it may be necessary to temporarily increase a class/year beyond these numbers. Parents would always be notified of this in advance.

If you are considering The Croft Preparatory School for your child, the Headmaster and Staff would like to extend a warm invitation to you to visit the School. We hold termly open events, including Whole School Open Mornings, where prospective parents are shown around the school by our current Year 6 pupils, and a specific Early Years and Pre-Prep (Little Crofters – Year 2) event. The Headmaster, other senior staff and Head of Admissions are all available to talk to after you have enjoyed the tour. We are also happy to welcome prospective parents at other times. Please contact the Headmaster's EA on 01789 293795 or email [office@croftschool.co.uk](mailto:office@croftschool.co.uk) to arrange a visit.

The school must feel sure that it will be able to educate and develop the prospective pupil to the best of his or her potential and in line with the general standards achieved by the pupil's peers. We aim to ensure that there is every chance that the pupil will have a complete, happy and successful learning experience at The Croft Preparatory School, and leave confident, well-rounded and well-prepared for the next stage of their education.

We aim to treat all applicants fairly, regardless of any special educational needs or disability. Therefore, parents must let us know, before admission, any special needs or circumstances for their children, so that we can fully explore our ability to meet those needs and ensure a smooth transition for the child. Our policy on Special Educational Needs and/or Disabilities (SEND) is available separately. There may be a charge for some types of support and this is explained in our Terms and Conditions.

## **Procedure**

### **Registration**

The Head of Admissions will advise if a place is available and before any child can be considered for entry to the school, the Registration Form must be completed and submitted, this must be signed by both parents and returned, together with an original copy of either the child's birth certificate or Passport (we regret that photocopies are not acceptable) and the non-returnable Registration Fee of £75.00, to The Head of Admissions at The Croft Preparatory School, Alveston Hill, Loxley Road, Stratford upon Avon, Warwickshire, CV37 7RL. If a place is available and that place is subject to an assessment (see below for details), the Head of Admissions will contact the prospective pupil's parents to arrange a day for the prospective pupil to attend for a taster day, or part of a morning for Little Crofters/Little Crofters Pre-School, during which the assessment will take place. Medical Forms must be completed prior to the taster day together with all relevant dietary requirements. Children attending a taster day for a place in Years 1 – 6 are requested to bring a copy of their latest School Report.

### **Entry to Little Crofters and Little Crofters Pre-School**

Prospective pupils registered for entry to Little Crofters and Little Crofters Pre-School are not assessed. Prospective pupils will be offered places subject to availability. If no place is available, the prospective pupil will be placed on our waiting list. It is expected that all pupils entering Little Crofters and Little Crofters Pre-School will transfer to Reception and continue their education at The Croft Preparatory School. This transfer is subject to the recommendation of the Early Years Manager/Headmaster.

### **Entry to Reception**

Prospective pupils registered for Reception three or more terms prior to entry, may be placed on our waiting list for a place, if there are limited places available. Pupils entering the school during the Reception year, will be invited into School for the day. Following a successful visit, a formal offer will be made.

### **Entry to Years 1 – 6; The Assessment Process**

Prospective pupils registered for Years 1 – 6, three or more terms prior to entry, will be placed on our waiting list for a place if places are limited. Prospective pupils registered for Years 1 – 6, where a place is available, will be invited into School for a taster day. They will spend a day in the classroom with their age group and be assessed by the Class Teacher. Parents provide a copy of their child's latest school report and if deemed necessary, an assessment of literacy, numeracy, and sometimes other appropriate tests will be given by the SENDCo. Should a child already be identified as having SEND (Special Educational Needs and/or disabilities), relevant reports should be sent, by the parents, to the School Office, before the taster day. Any child who, on the taster day, appears to have SEND, may be referred for further assessments so that the School is able to judge its ability to meet the needs of the child.

## **Offer and Deposit**

The Headmaster or Head of Admissions telephones the prospective parents within three days of the taster day to give verbal feedback. Following a successful taster day, a formal offer will then follow within two days. An Acceptance Deposit of £250.00 is payable when parents accept the offered place. The deposit will be repaid by means of a credit without interest to the final payment of fees, or other sums due to the School on leaving. Until credited, the deposit will remain part of the general funds of the School. The decision to admit each pupil is taken by the Headmaster, after consultation with Class Teachers and the SENDCo. In the event of a place not being offered, details of the reason will be provided.

Please note that the offer of a start date is subject to IAPS agreement criteria whereby parents of new pupils are required to have discharged all financial obligations at their existing school.

## **Sibling Policy**

In keeping with the School's family ethos, most siblings join us at The Croft Preparatory School. However, admission is not automatic, and it is recommended that the sibling is registered as soon as possible in order to ensure a place is available. A discount of 10% per term, per child, is applicable when three or more siblings attend The Croft Preparatory School simultaneously.

## **Equal Opportunities**

The Croft Preparatory School is designated a Christian School, but we welcome staff and pupils from many different ethnic groups, backgrounds and creeds, and human rights and freedoms are respected. We do not discriminate on the basis of gender, disability, race, religion, social or cultural background. Whilst we do not select for entry on the basis of religious beliefs, we do expect all pupils to attend our School Assemblies which are fundamental to our Christian ethos. However, should a parent wish to withdraw their child from Acts of Worship, we respectfully request they write to the Headmaster, prior to non-attendance. The School will make any reasonable adjustments required to accommodate pupils and prospective pupils with disabilities.

## **Special Educational Needs and Disabilities (SEND)**

We do not discriminate in any way regarding entry. We welcome pupils with special educational needs and/or disabilities, provided that we can provide them with the support they require. Parents should provide a copy of any Educational Psychologist Report or Specialist Reports and latest School Report prior to a taster day. Before an offer is made, The Headmaster, SENDCo and Head of Admissions will meet to ensure we can adequately cater for and meet the needs of the child and have capacity within our specialist teaching team. An offer will only be made if we believe the child will be able to successfully transition through The School until the age they transition to secondary school. An offer will not be made if we cannot meet the child's needs and/or are capacity for SEND provision. If a child has behaviour issues resulting in disruption to the class, we will liaise with parents

and relevant professionals to find ways to mitigate such behaviour. If all avenues are exhausted, we retain the right to ask the parents to remove their child.

### **English as an Additional Language (EAL)**

The School will take specialist advice as to the appropriate resources and facilities that may be needed for the integration of EAL pupils into The Croft. When additional learning needs, due to EAL, are identified upon admission, pupils' needs will be assessed, and arrangements for suitable support will be made on a case-by-case basis.

### **Waiting List**

When demand for places exceeds availability, priority is given to siblings of pupils currently attending the school and children of staff, subject to the normal admissions procedures. Applications are then considered in date order, on a 'first come, first served' basis. Where a place becomes available, we will initially contact a prospective parent by telephone to ascertain if they still require the place.

### **Further Policy Information**

The Head of Admissions is responsible for admissions and the operation of this Policy. The Policy will be reviewed every two years.

Documentation relating to applications will be treated with the utmost confidentiality, and in accordance with the Data Protection Act 2018, which incorporates the General Data Protection Regulation (GDPR). Admissions' documentation is retained by the school until the pupil finishes tertiary education. If the pupil does not join the school however, paperwork will only be retained for 12 months, and then destroyed securely.

Parents/Carers should be aware that the School is required to share pupil information with third parties, including the Local Authority. Further information is provided in the School's Privacy Notice.