



Admissions Policy

We do not discriminate against anyone, be they staff or pupil on the grounds of their gender, race, religion & belief, culture, sexual orientation, SEN and disability and age. This is in line with the 2010 Equality Act and covers both direct and indirect discrimination, associative discrimination, combined discrimination, harassment, third party harassment and victimisation.

1. Aims and Objectives

- to provide a happy and stimulating learning environment
- to encourage each child to achieve his/her full potential
- to provide a caring, family atmosphere where discipline is firm but kind and children are keen to come to school.

2. Admissions Assessment

At the Grantham Preparatory International School, we are happy to welcome new pupils at any time throughout their Primary career, providing we have spaces to accommodate them. Please find outlined below our criteria for admission to the School.

2.1 It is the School's policy that children should be aged three years or over when they enter the School.

Pupils entering the Nursery may initially attend between one and five full days a week, increasing to at least three full days when they move into Pre School. In Pre School a minimum of three days is expected.

It is recommended, though not compulsory, that Pre School children have increased their attendance to at least four full days a week by the Summer term prior to them entering the Reception Class. This is to ensure that each pupil is adequately prepared for spending a full week in school when they enter the Reception Class. Staff may advise parents on their choice of attendance days but the decision is ultimately that of the parent.

2.2 Parents who have registered their child at the School will be contacted at the end of the Spring Term prior to their child joining the School in the September. This will be to ascertain if parents still wish their child to take up their place in September. Should parents wish to delay entry to the School, a place will only be allocated at a later date if space is available. Places cannot be held without payment of fees due. Any child not taking up an allocated place for September entry will remain on our waiting list and parents will be informed as to whether a place is available at the requested entry time.

2.3 A familiarisation session will take place during the term before admission for Year 1 - 6. This will consist of an assessment of the child's capabilities and ascertain readiness for the school day.

2.4

There are clear procedures in place in the School for identifying special needs (please refer to the School's Special Needs Policy)

The Grantham Preparatory International School SENCO (Special Educational Needs Co-Ordinator) is Mrs. Wendy Bell, in her absence Mrs. Harman and Mrs. Ives.

2.5

- a) Each child has an informal class teacher internal assessment when they start school.
- b) It provides a starting point for development for individual pupils.
- c) It focuses attention on skills areas of individual pupils and highlights strengths or areas for intervention.
- d) Children are assessed using observations throughout their time in the EYFS unit, based upon the stages of child development given in the EYFS framework. At the end of a child's year in Reception he/she will be assessed using the EYFS profile, using the information and evidence collected by parents and school.

2.6

As previously stated, the School is pleased to accept pupils moving into the area and pupils from other local state and private schools, providing there is space to accommodate them.

Prospective pupils at the Grantham Preparatory International School are tested and assessed on an individual basis by the relevant Class Teacher and/or the Headmistress or Deputy Headmistress.

It is the School's policy to try to keep pupils in the correct year group according to chronological age, so that they move on to Secondary Education at the right age. However, each child is an individual and is assessed as such.

Occasionally children joining the School have gaps in their education, and parents may be advised that a period in the class below the child's chronological age group may be beneficial.

With a very bright child, it may be decided that he/she would benefit educationally by being placed in the year group above.

However, in most cases, as class sizes are small, and because each child is educated on an individual basis in the class, all efforts are made to keep the child with his/her peer group, with extension work being given within that class.

Class Teachers closely monitor each pupil's progress, and from the commencement of each Summer Term, meetings are held both in and between the Infant and Junior Departments to determine where best a child should spend his/her next academic year. These meetings culminate in whole staff group meetings and Senior Management Meetings prior to the last Parents' Evening of the academic year. Results from InCAS and GL Assessments support this decision.

If a child is young for his/her class, it may be of benefit for the child to remain with the present Class Teacher for an extra period of time.

A more flexible approach is adopted in the Foundation and Infant Departments, but School policy favours the important move from Infant to Junior Departments at the correct age, as it is an important benchmark in a pupil's school life.

When pupils move to the Junior Department, they experience quite a big change in their school life. Subjects are introduced into the Curriculum as separate disciplines, many being taught by specialist teachers. Each Class Teacher is responsible for the teaching of Maths and English to their own class. Specialist teachers are able to enrich the curriculum by bringing areas of personal expertise and interest to the pupils.

Year 3 pupils are guided gently and carefully through the changes to their school day. A formal timetable, homework diaries and other important changes are introduced by the Class Teacher with sensitivity and care.

Where appropriate, discussions are held with parents to inform them of the decision regarding the placement of their child for the forthcoming academic year. **However, the final decision regarding classes remains with the Headmistress.**

- **Registration and Contractual Forms**

Having decided to send their child to the Grantham Preparatory International School, a registration form is completed and returned to the School Office with the required registration fee. On receipt of this form, their child's name will be placed on the School's Waiting List. The registration fee is non-returnable.

In the term before their child is registered to join the School, parents will be contacted to arrange a familiarisation session for their child.

Parents will be asked to complete further contractual forms and a deposit of £1000 will be requested. This deposit secures a place for their child and will be deducted from the final invoice with the School.

When Reviewed	Reviewed by
08.05.2014	KAK/PH/MM
11.10.2016	KAK/PH