

Title:	Admissions Policy		
Ref.:	AC002	Rev.:19	Date: Sept 20

# ADMISSIONS POLICY -15a

(AC002)

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## Admissions Policy

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## 1 Admissions Policy

There are three major entry points, at age 2 into the Nursery, at age 4 into Reception, and at 7 into Year 3. Entry at all other stages, from 3 to 13, is possible and depends on vacancies being available.

All pupils need to be registered before a place can be offered at Yateley Manor. If you have decided that Yateley Manor is the right school for your child, then a registration form is to be completed and payment of the non-refundable registration fee of £100 to be made.

Pupils entering Nursery may do so from their second birthday, Reception normally enter in the September after their fourth birthdays. There are no formal entry requirements and every candidate seeking entry into the Nursery or Pre-Prep will be invited to spend half a day at school prior to definite acceptance for an informal assessment of social, emotional and mental development. Parents will also be asked to produce a report from their child's previous educational setting, where appropriate.

All pupils who enter the Nursery or Pre-Prep are expected to continue into Yateley Manor at the age of seven and only in very exceptional circumstances will the school not allow a pupil to proceed in this way. Parents will be fully consulted and informed throughout the transfer process.

Pupils entering at 7 into Year 3 are required to take a straightforward assessment in mid-February, two terms before entry the following September. A report from the pupil's current school is also required. (Pupils who have done sufficiently well are offered places).

Older candidates who are seeking entry into Years 4 and above are invited to Yateley Manor for a couple of taster days during which they will be asked to perform some straightforward assessments and will also meet their future friends and attend some lessons with the class they will be joining.

Where there are more candidates than places priority is given to siblings followed by academic performance, other talent and length of registration.

### 1.1 Admissions Criteria

Admission to Yateley Manor depends upon a prospective pupil meeting the criteria required to maintain and, if possible, improve the educational and general standards for all its pupils, commensurate with the School's ethos and aims. The School must also feel reasonably 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.

The School's criteria for admissions are:

- that a prospective pupil achieves sufficient results during a "taster" / assessment day to satisfy the Head that he or she can cope with the general pace of learning at the School. An individual's economic status, gender, race, ethnicity, sexual orientation, religious beliefs, and disability do not form part of this selection process;
- that a satisfactory report is received from a pupil's current school (not always applicable for Nursery and Reception aged pupils);

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- that a prospective pupil, in the judgement of the Head, shows sufficient aptitude, commitment and willingness to benefit from the educational opportunities on offer at the School;
- that the School is able to meet the needs of a prospective pupil without impairing the education of other pupils.

## 2 Entry Assessment Visits

### 2.1 Pre-Prep

Visiting pupils are attached, where possible, to the class they are hoping to join.

- Reception and Nursery: Class teachers observe pupil's social skills. Can they play imaginatively? Can they share? What are their fine motor skills like? Can they make themselves understood? Would they fit into the class they will be entering?
- Year 1: New pupils are benchmarked for reading and asked to write about their family/themselves. They are also asked to do some sounding and blending. In numeracy they are asked to add and subtract. Depending on the time of year they may be asked to tell the time and answer simple table /division questions.
- Year 2: Before January pupils do some maths and some free writing with illustrations. They read and are benchmarked if reading appears poor. Social skills are monitored in the playground.
- The child is also asked to read. If they are not sure about the reading book they were on we benchmark them.

### 2.2 For Entry Aged 7

All pupils registered to join Year 3 at the age of 7, whether from Pre-Prep or other schools, are assessed during the months prior to entry. All pupils sit the same test papers to advise structuring of Year 3 classes according to the [Class Placement Policy](#).

### 2.3 Older than Age 7

#### 2.3.1 Guidelines for Staff

- Visiting pupils are attached, where possible, to the form they are hoping to join. Form tutors are notified and requested to appoint a reliable guide.
- Visiting pupils spend some periods with the form and follow a suitable timetable throughout the day to experience the school.
- Staff feedback to the Headmaster before a de-briefing with parents.

### 2.4 Guidelines for Pupils Acting as Guides

- The following instructions will be given to pupils acting as guides:
- Stay with the visitor at all times.

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- If you are unable to continue being a guide for any reason (e.g. choir or music lesson), please ask a member of staff to appoint someone else.
- Show the visitor where to get a morning snack, lunch and how to find the toilets.
- Introduce the visitor to each member of staff taking periods, particularly games staff, and escort them at the change of lessons.
- At the end of the school day make sure the visitor stays with a member of staff until collected by the office staff.

## 2.5 Offer of a place

Provided we have a place available and we feel your child would benefit from the educational experience at Yateley Manor, a place will be offered.

On accepting the place, a confirmation deposit of £500 is payable terms prior to starting.