

ROSEMEAD PREPARATORY SCHOOL

ADMISSIONS POLICY

Reviewed: January 2010

Ratified by the Governors:

To be reviewed: September 2011

Aims

The aims of this policy are to set out clearly for prospective parents the procedures and timings of Rosemead Preparatory School.

Procedures and Timings

We have three main intake points during the academic year: Nursery (age 3+); Reception (age 4+); and year 3 (age 7+). From time to time, we also have occasional places across other year groups.

If you are considering Rosemead for your child, the Head and staff would like to extend a warm invitation to you to visit our school. Frequent opportunities are available for visits. If you would like further information or would like to book into a school show-round, please call the School Office on 020 8670 5865.

Our usual admissions procedure is as follows:

1. You can download the Application for Admissions form. Alternatively, you may request a hard copy from the School Office. The application should be completed and either brought into the School Office or sent in by post, together with a £50 registration fee. We will contact you at this point to acknowledge receipt of both the application form and the fee.

Registrations should ideally be submitted a month earlier than the scheduled assessment date if possible.

2. We will then invite your child for assessment. Assessment dates will follow a similar timetable to that set below:

Start Term	Assessment Date
Pre-Nursery, Jan 2010/Sep 2010	Tue 10/11/2009
	Wed 11/11/2009
Nursery, Sep 2010	Sat 21/11/2009
	Thu 07/01/2010
Reception, Sep 2010	Sat 21/11/2009
	Fri 08/01/2010
Year 3, Sep 2010	Sat 21/11/2009
	Wed 25/11/2009
	Mon 30/11/2009

If applications are received for children after the scheduled assessment dates or for other year groups, individual assessment dates will be arranged as necessary. Depending on the availability of a place at the time of application, we will confirm whether the assessment will be undertaken for a possible class place or a waiting-list place.

For the children applying for Nursery or Reception places, the assessment is an

informal half hour play session. For those children applying for years 1-6, there is a variety of language and mathematical exercises. Those applying for years 3-6 will also be asked to complete some verbal and non-verbal reasoning exercises.

3. Children applying for a Nursery place may attend on a part-time basis, although numbers are limited for this. Children must attend five morning sessions as a minimum. Parents can elect for their child to select some full days. In the spring term, children need to attend on at least two full days. In the summer term, all children are expected to attend full-time (and parents will be invoiced accordingly).

We have a January entry point for children whose falls during the autumn term. They spend five terms in the Nursery class and their attendance must follow the above pattern for the final three terms.'

4. As soon as possible after your child's visit, we will contact you to inform you of the outcome of their assessment.

Pupil Information

Once an application has been made, Rosemead will contact the child's previous setting or school to obtain a copy of their last school report or learning profile.

Special Educational Needs

We are asked that you inform us of any special educational needs prior to your child's assessment, and that you supply us with a copy of any outside agency reports, including those from educational psychologists. We also request any relevant medical information.

Notice Period

In all cases except nursery, the school requires one full term's notice in writing in lieu of fees. Notice must be served on the first school day of the term at the end of which your child will be leaving. For nursery this period is one and a half terms. If these notice periods are not adhered to, full fees in payment for the notice period will be payable. Deposits are returned in the holiday following the child's departure, once the final bill has been calculated.

If you would like a hard copy of our prospectus, please feel free to request this from the School Office on the number given above.

If you have any other questions or require any further information in respect of admissions to Rosemead, please email our Admissions Registrar at admissions@rosemeadprepschool.org.uk.