

ADMISSIONS POLICY

Alleyn Court Preparatory School



Written By: Rupert Snow.

Reviewed By: SLT

Date of next Review: September 2024

CONTENTS

1. General	1
2. The Entry Procedure	1
3. Equal Treatment.....	3
4. Special Needs	3
5. The Assessment Process.....	4
6. Sibling Policy.....	5
7. Waiting List.....	5
8. Scholarships and Talent Awards	5
9. Purpose of Scholarships, Talent Awards.....	6
10. Bursaries	6
11. Overseas Applicants	7
12. Fluency in English	7
12. Religious Beliefs.....	8
13. School's Contractual Terms and Conditions	8
14. Behaviour	9
15. Complaints.....	9

The Policy

Note: Based on ISBA Model Admissions Policy Version: 1.0 (Issued August 2017)

1. GENERAL

Alleyn Court Preparatory School is a co-educational independent day-school for pupils aged 2½ to 11 Years. Deciding on the right school for your child is very important, and we believe that a personal visit is invaluable. With that aim in mind we expect that where possible you and your child will visit Alleyn Court Preparatory School. We hold a number of open events throughout the year which give a general introduction to the school. Details are published on our website. We are very happy to welcome prospective parents and their children at any time of the year, supporting increasing numbers moving into the Southend area to take advantage of its many splendid aspects. Please contact the Registrar at registrar@alleyn-court.co.uk or through the link on our website www.alleyn-court.co.uk

2. THE ENTRY PROCEDURE

Registration: Pupils will be considered as candidates for admission and entry to the School when the Application for Admission Form has been completed and returned to us and the non-returnable registration fee paid. Applicants for admission should ideally register by the September of the year preceding the desired year of admission. Admission and entry will be subject to the availability of a place and the pupil satisfying the admission requirements at the time. The School operates an equal opportunities policy. If the year group is full, the candidate will be added to a waiting list and the parents informed as soon as a place becomes available. Application for Admission forms may be obtained from the Registrar at registrar@alleyn-court.co.uk or through the link on our website www.alleyn-court.co.uk.

The school will require details of any previous schools attended by your children. This allows us to communicate with them to ensure transition systems, records of achievement and behaviour may be discussed. All independent schools agree to a principle of contacting previous schools to ensure fees have been settled before a child starts at their new school.

Selection: Alleyn Court Preparatory School is an academically non-selective school. Our entry process into Reception Class (or any class from Yr1-6) from our Nursery, other nurseries, or from families new to Alleyn Court is designed to identify pupils who are able to benefit from our balanced, well-rounded education, our expansive site, and to make a positive contribution towards the life of the School.

Children are welcome to enter the School, subject to available spaces, at any stage in their schooling providing a suitable place becomes available.

Offer of a Place and Deposits: If, in due course, a place is offered, the deposit will be payable when parents accept the offer. Details of deposits are set out in the Fees List as varied from time to time. 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, it will form part of the general funds of the School.

Admission beyond 20 children in a class: In extreme situations the Trustees may allow admission to a child who would take the class size to 21. This would only be possible were the child academically above the class average and fully capable of making best use of the school's broad curriculum and full offer. Were a child to leave such a class the class would then return to a nominally full number of 20 children.

3. EQUAL TREATMENT

Alleyn Court Preparatory School's aim is to encourage applications from candidates with as diverse a range of backgrounds as possible. This enriches our community and is vital in preparing our pupils for today's world. Bursaries may be offered to scholarship candidates, within a limited budget, in order to make it possible for as many as possible who meet the School's admission criteria, to attend the School.

Alleyn Court Preparatory School is committed to equal treatment for all, regardless of a candidate's sex, race, ethnicity, religion, disability, sexual orientation or social background. The school recognises that radicalism exists within some sections of society and actively works to prevent it through a curriculum that supports British Values.

The School's provision for bursaries is described below.

4. SPECIAL NEEDS

Alleyn Court Preparatory School does not unlawfully discriminate in any way regarding entry. The School welcomes pupils with disabilities and special educational needs providing that we can reasonably offer the support the child requires, cater for any additional needs and that our site can accommodate them appropriately. The school expects parents to engage positively with requests from the school to investigate additional/external support and testing (including the application of an EHCP) where the school sees fit. Parents should provide a copy of an educational psychologist's report or a medical report if they have one and it is appropriate to do so.

Please note; as Alleyn Court Preparatory School is an independent school, we do not receive the SEND funding allocated to state schools through their AWPU (Age Weighted Pupil Unit) and as such any Local Authority SEND allocation that is applied following the approval of an EHCP, is unlikely to cover the full cost of the

enhanced provision. Parents must be prepared to accept additional costs to ensure the school is able to employ appropriate specialist support staff and provide equipment.

The School will thoroughly discuss with parents (and their child's medical advisers, if appropriate) the adjustments that can reasonably be made for the child if he/she becomes a pupil at the school. The Headteacher will view all such adjustments from the perspective of the individual as well as from the perspective of the other children in the care of the school and their continued welfare and educational progress. The school recognises that we are not a specialist facility and that there will be children for whom we are unable to provide the appropriate care, education and environment. The school also recognises that as children grow, their position in relation to their peers and in terms of their ability to access an increasingly complex curriculum, may change. If the school considers it will not be possible to continue to meet a child's needs into the next school year, they will notify parents no later than the end of the Spring Term.

The school will endeavour to make reasonable adjustments to enable a child to access the curriculum and the school site and the school will discuss provision with parents. It may be that the school decides a particular provision is not 'reasonable' and this could be because the lack of available finance means the school is unable to afford specialist equipment, or make site alterations, or to recruit specialist staff. It may also be impossible to recruit suitable staff due to local recruitment issues.

5. THE ASSESSMENT PROCESS

As an academically non-selective school, we do not formally test potential pupils prior to acceptance for entry (except those being assessed for a scholarship). However, as part of their taster day children will complete a screening assessment to ensure that the School is able to personalise, as appropriate, the educational

provision to the child. Children applying to join the Pre-Prep are assessed by observation only.

6. SIBLING POLICY

Most siblings join Alleyn Court Preparatory School and are encouraged to do so. However, admission is not automatic and there may be occasions where the School judges that a sibling is likely to thrive better in a different academic environment.

7. WAITING LIST

When all available places in any particular year group have been allocated, the School will operate a waiting list. Parents who wish their child to be included on the waiting list must have completed a registration form and paid the appropriate registration fee.

Upon receipt of this registration, the child's name will be added to the waiting list.

If a child on the waiting list is a sibling (as defined above) of a child already at the School, then that child will take priority on the waiting list as and when a suitable place becomes available.

The School will endeavour to maintain family groups as and when a suitable place becomes available. The Headteacher will ultimately approve all places given to children and will therefore reserve the right to use his discretion in the allocation of places. At the end of each School year, parents with a child on the waiting list will be contacted by the Admissions Officer and asked if they wish to remain on the list for the following year.

8. SCHOLARSHIPS AND TALENT AWARDS

Scholarships and Talent Awards do not come with a financial offer and are only available to children in the Prep School, Yr3-Yr6.

Alleyn Court Preparatory School offers a number of Scholarships/Talent Awards each year for excellence in:

- Academic Scholarship
- Talent Award - Music
- Talent Award - Drama
- Talent Award - Sport
- Talent Award - Art

9. PURPOSE OF SCHOLARSHIPS, TALENT AWARDS

Scholarships are designed to promote excellence and to celebrate exceptional talent. In recognition of this achievement, if your child is offered a scholarship, you will be offered the opportunity to apply for a Financial Bursary (see below). Further details on scholarships can be obtained from the Registrar.

Scholarships are awarded for Academic Excellence for children tested to be working within the top 5% of children at the school. We also have Talent Award recognition for a particular talent in Sport/Musical/Drama.

10. BURSARIES

The Charitable Trust manage Alleyn Court Preparatory School's bursary fund. It is a limited fund designed to make it feasible for as many children as possible who would gain from the education offered at the School, to take up a place here.

The School offers means-tested awards, usually to children admitted to the school on a scholarship/talent award or awarded one during their time at the school. Scholarships/talent awards may be awarded to children working within the expected levels (academic/sporting/dramatic) of the top 5% of children in the school. Enquiries about the possibility of a Bursary should be

discussed initially with the Headteacher who will, if appropriate, ask the Bursar to forward a Bursary Application Form.

Bursaries are independently means-tested for the school by Bursary Administration Limited. Both parents are required to provide proof of their income and net assets. The level of support varies according to parental need and affordability for the School. It takes approximately twelve weeks to review the application and this includes a visit to the family at their home by a representative from Bursary Administration Ltd.

Applications may be made up to 31st January, each year, for consideration for the following academic year. Bursaries are always offered for 12 months at a time. The family is required to provide fresh information about its circumstances for every year that their child attends the School. Levels of support may vary with fluctuations in income.

Bursaries are only offered to families who are resident in the UK, for children in Years 1 and above. The opportunity for a bursary will always be dependent on the number of children in a particular year -group already receiving a fee remittance.

11. OVERSEAS APPLICANTS

Alley Court Preparatory School welcomes overseas pupils who can attend as a day pupil provided that he/she has a relative or responsible adult/ legal guardian living in the Southend area who has accepted guardianship and with whom he/she can stay.

12. FLUENCY IN ENGLISH

In order to cope with the academic and social demands of Alley Court Preparatory School pupils must generally be good English speakers. Tuition in English as an Additional Language (EAL) might

be possible (ensure you make this clear to the Admissions Officer) and if agreed, will be charged as an additional cost to parents.

12. RELIGIOUS BELIEFS

Although Alleyn Court Preparatory School maintains a broadly Christian ethos, the School does not select for entry on the basis of religious belief. However, parents should be aware that there are seasonal assemblies that will have a Christian element to them and we do attend St Augustine's Church in Thorpe Bay for our annual Carol Concert.

As such there will be events which will include an element of Christian worship. The RE curriculum studied at the school, embraces the religious and culturally diverse makeup of the school community. We aim to ensure children leave the school, in Yr6, with respect, tolerance and understanding for the rich diversity of religious beliefs and cultural identities within our community and the wider world.

13. SCHOOL'S CONTRACTUAL TERMS AND CONDITIONS

Copies of the School's T&Cs are available on the School's website and will be sent to parents as part of the admissions process. Parents should be aware that a term's notice must be given before a pupil is withdrawn from the School or a term's fees in lieu will be immediately due and payable as a debt at the rate applicable on the date of invoice whether or not the place can be filled. The pupil's decision to withdraw from the School shall, for these purposes, be treated as withdrawal from the school by the parents. The main reason for these rules is to ensure that the School has sufficient notice with which to plan fee levels, other resources and the curriculum.

Both signatories on the school's Contract Acceptance Form must agree before a child may be removed from the school.

14. BEHAVIOUR

If a child's behaviour is not in accordance with the school rules and the Behaviour Policy, there are repeated indiscretions of any sort and it is found that internal sanctions have had no effect in changing this behaviour, the Headteacher may invoke a period of exclusion.

For persistent misbehaviour or occasions of gross misbehaviour, the Headteacher has the right to exclude a child permanently. Parents will have the right of appeal to the Trustees for such a decision and must put this in writing to the Chair of the Trust.

15. COMPLAINTS

The School hopes that parents and pupils do not have any complaints about the School's admissions process; but copies of the School's complaints procedure can be found on the website or sent to parents on request. Complaints about the Admissions Procedures should be addressed to the Headmaster and/or Chair of Trustees.