



Gidea Park

PREPARATORY SCHOOL AND NURSERY

Admissions Policy

This policy applies to all pupils in school, including in the EYFS

Reviewed	<i>October 2021</i>
Next Review	<i>October 2023</i>
Revised by	<i>Callum Douglas</i>

Welcome to Gidea Park Preparatory School and Nursery

Gidea Park Prep is an independent, co-educational, day school for children aged 3 to 11 (2-11 from January 2022) where pupils get the best start possible and learn in a happy and secure environment. We value each pupil as an individual, encouraging talents to blossom and strengthening weaknesses, enabling each child to achieve their potential.

Whilst we have a long-standing tradition of nurturing talent and identifying those with the potential to become academic high achievers, we believe one of our greatest strengths is the value we add to all pupils within our school.

Gidea Park Prep welcomes all applications irrespective of background. We appreciate that deciding on the right school for your child is very important, and we believe that a personal visit is invaluable.

The school is owned by Inspired Learning Group.

Applying for a place at the School

Admission systems for each of our departments differ. Please refer to the relevant one for your application, as detailed below. However, in all cases, we ask parents to visit the school to view the form rooms and to meet staff and the Head, prior to completing an Application Form.

All queries on the school's Application Form and Admissions Process should be directed to the Head.

Please note:

- ◇ The School's admissions literature, policy and assessments are reviewed on an annual basis.
- ◇ Accessibility to the School is explained in more detail in the School's Equal Opportunities Policy, Special Educational Needs Policies and Accessibility Plan.
- ◇ The School is committed to equal opportunity for all its pupils, regardless of an individual's race, ethnicity, gender, disability, religion or belief, cultural or linguistic background, sexual orientation or gender reassignment.
- ◇ An entry will be made on the Pupil Central Register (Roll Book) for all current and potential pupils at the School, including parent information and contact details.

Admissions:

1. Nursery

Admissions into Nursery are normally in the term containing a child's third birthday. From January 2022 the Nursery will accept children once they turn 2.

Children are invited to attend Nursery for a full day or part of a day. Places will be offered on the basis of observation and general assessment of school readiness during these visits.

On being made a formal written offer, parents are requested to select the preferred sessions for their child.

The academic year is from the 1st September to the 31st August. Vacancies (as they arise) for other years of entry are as follows: -

EYFS: Nursery	Children who are three years old by 31 st August
EYFS: Reception	Children who are four years old by 31 st August
Key Stage One: Year One	Children who are five years old by 31 st August
Key Stage One: Year Two	Children who are six years old by 31 st August

Entry into the school is in the September unless a vacancy occurs at another time in the academic year.

2. Entry to the Reception Class

Applicants for Reception are invited to spend a morning with our current Nursery group to ascertain their readiness to move into the more structured environment of our Reception Class.

Entry is by selection, ensuring that parental expectations match closely with the aims and philosophy of the School, and that their child is ready to join Gidea Park Prep.

Once the Reception Class is full, any remaining applicant's names are placed on a waiting list and will be contacted in strict order should a place become available

3. Later Entries into the Pre-Prep or Prep School (Years 1 to 6)

Applicants to other year groups will be invited to visit the school for a taster day where the staff will have the opportunity to assess the child's ability and attainment level prior to the offer of a place should one be available.

When selecting pupils for entry, the school recognises that a balanced proportion of boys and girls in a year group is preferable for a co-educational environment. This proportion will vary from year to year, but where possible we will be mindful of this factor given the abilities of the boys and girls sitting the assessments.

The School may seek references from the child's current school.

4. SEND

The School welcomes pupils with disabilities and/or special educational needs, provided we can offer them any support that they require. We strongly advise parents of children with special educational needs or physical or mental disabilities to discuss their child's requirements with us during the admissions process so we can make adequate provision.

5. Retention and Security of Records

The School will comply with its data protection obligations in respect of processing all parent and pupil personal data, in particular, sensitive personal information. More information on this is included in our Privacy Notice and the Data Protection Policy.

The School will not hold the personal data of you or your child for longer than is necessary for a lawful purpose. This will generally be no more than 6 months following an unsuccessful application, but reasons to retain for longer might include, for example, if the parents express an interest in the candidate re-applying for any reason at a later date, or in the potential candidacy of another sibling.

6. Concerns or Complaints

If prospective parents have any concerns, complaints or queries about the Admissions Process, they should address these concerns to the Head.

7. School's Terms and Conditions

The School's Terms and Conditions are on the School's website and will be made available to parents as part of the admissions process.

8. Legal Statement

All schools are legally required to have an admissions policy that gives a clear account of their entry procedures:

- Education Act 2002
 - School Standards and Framework Act 1998
 - School Admissions Code 2014
 - Education (Independent School Standards) (England) Regulations 2014 as amended by the Independent Education Provisions in England (Inspection Fees)
 - Independent School Standards (Amendments) 2018 (the **ISS Regulations**).
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