

# Avenue Pre Preparatory School & Nursery

## **Admissions**

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### Rationale

The Avenue Pre-Preparatory School and Nursery (the School) is a co-educational Independent School for pupils from ages 3 to 7+. The school is registered with the Department of Education for 100 pupils and is a member of the Independent Association of Preparatory Schools (IAPS).

Deciding on the right school for your child is very important, and we believe that a personal visit is invaluable - we very much hope that you will visit the School during one of our Tours or the Open Evening for prospective parents. See further details below.

This Policy applies to EYFS and KS1.

## Visiting the School

We offer weekly tours of the school on a Tuesday morning at 9.30am to which prospective parents are invited to attend. It is essential to contact the school and reserve a place as numbers are restricted. Please refer to the school's COVID – 19 policy statements available on the school's website.

## Entry to the School

The school has three main points of entry in the September each year.

The first relates to children who turn 3 between 1st September and the 31st December of that year and is in respect of the Afternoon Nursery Class on Monday to Thursday, 1.00pm to 3.00pm.

The second intake relates to the Morning Nursery class for children who are aged 3+ by 31st August. The Morning Nursery class hours are 9.00am to 12.00am, Monday to Friday.

The third intake in September each year is for Reception aged children who will be aged 4+ in the September of entry. In addition, we have a very small intake in January each year of children into our Afternoon Nursery Class who will have their 3rd birthday between 1 January and 31 March and have occasional places throughout the year in our other classes.

We are able to admit children for whom English is their second language. See “English as an Additional Language” Policy

## Registration

Parents who wish their children to attend the Avenue Pre Preparatory School and Nursery may register their child anytime after birth.

Registration form is accessed online via our school website [www.avenuepreprep.co.uk](http://www.avenuepreprep.co.uk) An email acknowledging receipt of the completed Registration Form will be sent once payment of registration fee has been confirmed, giving details of the particular intake for which the child is registered. The child's name will be put on the waiting list for that intake, according to when the completed Registration Form was received in the School Office.

## Sibling Policy

We guarantee admission to siblings of children who are at or have attended the School, provided places are available in the relevant classes.

## The Admissions Process

We invite prospective parents make arrangements to visit the School to attend one of the regular School Tours which are held throughout the year on a Tuesday morning.

- Pre-Nursery - September and January intakes, siblings

We send Offer letters to parents of siblings at the beginning of the Autumn Term in the academic year prior to entry to the School.

- Pre-Nursery - September and January intakes, non siblings

An appointment for parents of non-siblings to meet the Principal/Head will be made during the course of the Autumn Term of the previous academic year before possible entry. During these meetings all matters relating to the school will be explained and discussed in detail. We do not assess children for entry in the September intake into the Pre-Nursery.

If a place is available at the School, a letter offering a place to the child will be sent following the appointment. Offer letters to parents of Pre-Nursery children are sent from October/November of the academic year prior to entry until all the places available have been allocated. If we are unable to offer a place at this stage, the child's name would remain on the waiting list for either a chance occasional place during the course of the academic year or for consideration for intake into the Morning Nursery Class.

- Morning Nursery Class, siblings

We send Offer letters to parents of siblings at the beginning of the Autumn Term in the previous academic year prior to entry to the School.

- Morning Nursery Class, non siblings

An appointment for parents of non siblings to meet the Principal will be made during the beginning of the Spring Term before possible entry. During these meetings all matters relating to the school will be explained and discussed in detail. We do not assess children for entry in the September intake into the Nursery Class. Once all such visits by prospective parents have occurred, letters offering places will be sent. If we are unable to offer a place at this stage, the child's name would remain on the waiting list for either a chance occasional place during the course of the academic year or for consideration for intake into Reception.

- Reception

We will contact parents of all children on the waiting list for the Reception Class in the middle of the Autumn term prior to the possible intake, to enquire if they are still interested in a place at the School for their child in the Reception Class starting the following September.

Invitations to attend an informal visit in January at the school will be sent out to all children whose names are on the waiting list. This is not an academic assessment of the children – but a means by which we evaluate the child's readiness for a School environment and eagerness to participate in the activities that the school offers. We will request copies of recent School Reports as part of the admissions procedure.

Offers of a place will be sent out after this event. If we are unable to offer a place at this stage, the child's name would remain on the waiting list for either a chance occasional place during the course of the academic year or for consideration for intake into Year 1.

If a child is potentially joining our Reception Class during the course of the academic year he/she will spend a morning at the school with the current Reception Class before any offer of a place can be confirmed. This is to ensure that the child in question can settle into the existing Reception Class without any undue difficulties.

- Year 1 and 2

Applicants into our Year 1 and Year 2 classes are invited to visit the School for a morning to spend time with their peer group. We will request copies of recent School Reports as part of the admissions procedure. In addition, an offer will not be made until the School has received a satisfactory reference from the child's current school.

Our Admissions process is not based upon academic selection. We are heavily oversubscribed with registrations from local families who live in close proximity to the School and therefore are often unable to offer places to children who live outside the schools informal "catchment" area, of Highgate, Muswell Hill, Crouch End, East Finchley. We are able to admit disabled children and will make reasonable adjustments to adapt the premises to suit their needs. We offer additional support to children with SLT and OT needs with an on-site provision at no extra cost to the parents.

### Acceptance of an Offer of a Place

Acceptance of the offer of a place must be received by the School within the time specified in the Offer Letter. A deposit, as specified in the offer letter, is payable on acceptance of the offer. The deposit is deductible from the last term's fees if the schools terms and conditions in relation to giving notice are met but is not refundable in the event that the place is not taken up. If no reply is received, it is assumed that the parents are no longer require a place at the School and this place is offered to another child.

### Offer of a Place, not Taken Up

If a parent decides to decline the offer of a place and wishes their child's name to be carried forward to a later intake, their name will go onto the relevant waiting list on receipt by the School Office of the completed "Decline of Offer" form which was sent with the Offer.

### Acceptance of a Place, Subsequently Deferred

On occasions, parents accept an offer of a place for their child and before entry to the School their circumstances change so that they are unable to take up the place originally offered. In this situation, the place given up will be offered to another child on the waiting list and their child's name may be put on the waiting list for the next possible intake if requested. Every effort will be made to accommodate the child in the later intake, if a place becomes available however this cannot be guaranteed. Siblings of children already in the School will, however, take priority.

### Equal Treatment

Our aim is to encourage applications from families with as diverse a range of backgrounds as possible. This enriches our School community and is vital in preparing our pupils for today's world. The School is committed to equal treatment for all, regardless of a candidate's race, ethnicity, religion, sexual orientation or social background. Please see the school's equal; opportunities policy.

## Special Needs

We do not discriminate in any way regarding entry. We welcome pupils with special educational needs, providing that our Learning Support Department can offer them the additional support that they require. We welcome pupils with physical disabilities provided that our site can cope with them. However, we advise parents of children with special educational needs or physical disabilities to discuss their child's requirements with the School during their meeting with the School Principal. Parents should provide a copy of any Educational Psychologist's report or medical report during this meeting, if it is relevant to their child's education at the School.

We will discuss thoroughly with parents and their medical advisers the adjustments that can reasonably be made for the child if he/she becomes a pupil at the school.

## Settling In

### New Joiners to the School

All new joiners are invited to the School for a session near the end of the Summer Term before entry except for the Afternoon Nursery new joiners who have a home visit during the week prior to starting at the school

He/she spends one hour in the School with the parent/carer to familiarise themselves with the staff and the environment. The parents will be able to meet with other new parents to the School. Prior to the visit an Information Pack is sent to the parents containing all necessary forms for completion which are to be returned to the School by a set date.

In addition, at the end of the Summer term we invite the parents of all new joiners to a "New Parent's Evening" when all new parents have an opportunity to meet with the staff, representatives of the PTA and each other. The evening commences with a brief introductory talk given by the Principal. The new parents are given details of the Staff who will be teaching their child. New parents are also given details of the User Name and Password to enable them to access the Parents' section of the School Website. This contains all the information that the parents will require about the School, including the settling in period for their child at the start of their first term, daily routines, uniform requirements, the curriculum on offer and health issues etc.

## Religious Beliefs

The School is non-denominational and we respect all faiths, celebrating a wide range of relevant religious festivals with the children throughout the School year (eg Divali, Holi, Christmas, Easter and Chinese New Year).

## Contractual Terms & Conditions

Copies will be made available to parents as part of the Admissions Process.

## Complaints

The School's Parental Complaints Policy is available on the School Website.

## Related Policies

This policy is to be read in conjunction with the following School Policies:

- Child Protection
- Equal Opportunities
- Special Educational Needs and Disabilities
- COVID-19

## Publications

Equality Act 2014

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By Martin Ayres & Mary Fysh

Reviewed annually

