



Admission Policy



2024-2025

Approved by: Headteacher

Date: September 2024

Last reviewed on: September 2024

Next review due by: September 2025

Reception:

From September 2024, the school has a reception class of a maximum size of 34 pupils. Classes are split into 2 groups of 18 for all areas of the curriculum with specialist teaching in PE and music and drama.

Hale Prep offers a purpose-built building providing a conducive environment for educational learning. A bespoke curriculum is offered which provides a holistic educational experience that nurtures children's intellectual, social, emotional, and physical development.

Places are offered in strict accordance with the date of registration, that is, on "a first come, first served" basis.

If the first 34 definite offers are not taken up, then offers are made to those on the waiting list in strict accordance with the date of application and registration. The one exception is that the school aims to keep families together. In the event of more than one family being on the waiting list and the school is unable to offer a place to every family, then the places will be allocated accordingly:

1. The number of siblings.
2. The length of time the sibling has been in the school.
3. Historical connections to the school (e.g. children of past pupils).

There is no form of selection. No reference is made to gender, race, or religion.

Year 3

Until the Reception 2024 class reaches Y3 in 2027, an extra 14 places are made available for children to join the school in Y3. The increased number of pupils in year 3 allows two classes, with a maximum of 18 pupils, in years 3-6 inclusive.

Places are offered in strict accordance with the date of registration. There is one exception whereby if parents already have children in the school, they are given preference. In the event of more than one family being on the waiting list and the school is unable to offer a place to every family, then the places will be allocated accordingly:

1. The number of siblings.
2. The length of time the sibling has been in the school.
3. Historical connections to the school (e.g. children of past pupils).

There is no form of selection. No reference is made to gender, race, or religion.

Occasional Vacancies

If, during the academic year, a place becomes available, then parents whose child is on the waiting list will be contacted to enquire whether they are still interested. Parents are contacted in strict accordance with the date of registration.

Procedures

- Every prospective parent will receive a prospectus from the school or forwarded by post.
- Any prospective parent may make an appointment with the headteacher to be shown around the school. The headteacher will then discuss the school's ethos, policies, and procedures and answer any questions.
- Should the parent wish to accept the place, a registration form will be completed and returned to the school along with a £10.00 administration fee. On receipt of the form, the parents will receive an email informing them whether their child has a definite place or is on the waiting list. Several parents complete the registration form without visiting the school, having had the school recommended or having knowledge of the school.
- Approximately eighteen months before their child is due to start school, parents with a definite place are asked whether they wish to take up the definite offer. If they still wish the place, they must complete an agreement form committing them to a term's fees if their decision is changed before their child starts school, and a deposit of £500, refundable when the child leaves year 6. At this point, offers are made to those on the waiting list if places have become available.
- One morning in the summer term before a child starts school, all reception children are invited to attend a morning in school. Whilst the children spend time in the reception classroom with, the head speaks to the parents discussing the curriculum and ways of the school.

- Pupils joining the school in year three will be invited into the school for a transitional day. Parents will have the opportunity to speak to the headteacher and form teachers about any concerns they may have.