



ORWELL PARK SCHOOL
Nacton, Ipswich IP10 0ER

PUPIL ADMISSIONS
POLICY AND PROCEDURE

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ORWELL PARK SCHOOL

PUPIL ADMISSIONS POLICY AND PROCEDURE

Orwell Park School ('the School') welcomes children with a very wide range of talents and abilities. We recognise and celebrate the fact that every child comes as a unique person who needs to be nurtured and encouraged and our aim is to meet their differing academic needs and help them to achieve their full potential.

We also recognise that it is important to ensure, as far as possible, that any final decision regarding admission of any new pupil to the School is made on the basis of full information being provided to both the School and to potential parents and their children.

This policy refers to the whole school, including Early Years.

I. Pre-admission information

I.1 Information available via the School website to all prospective parents, and available on request, will include:

- a) Aims and objectives of the School
- b) Details of the physical environment (i.e. site and premises) and the facilities offered
- c) Options regarding full/weekly/flexi boarding and day pupils
- d) Senior School destinations of leavers
- e) Academic Curriculum Guide
- f) Lower Prep Information booklet / EYFS booklets
- g) The Safeguarding Policy and the RSE Policy
- h) Previous ISI Inspection Reports
- i) Terms and Conditions

I.2 Prospective parents (once registered) will be asked to provide information to the School regarding:

- a) Academic progress / attainment to date, obtained via the pupil's latest school report.
- b) Learning Support requirements (including reports from specialists such as an Educational Psychologist or Speech and Language Therapist) if relevant.
- b) Medical conditions (including allergies) if relevant.
- c) Any other information which may be necessary to ensure that the School is able to provide fully for the pastoral and academic needs of the child.

In addition, all parents will be asked for a copy of their child's passport. International pupils will need to supply further documentation for Home Office compliance, including their child's birth certificate and proof of parenthood.

It is in everybody's interest that the School is informed well in advance if the child has any specific learning difficulties.

2. Admissions procedure

2.1 Initial contact

In the first instance parents are encouraged to visit the School, when the Headmaster or Head of Lower Prep (as applicable) meets the parents to discuss their child's education and give a tour

of the School. Visits are normally scheduled during term time so that parents can see and experience the School's daily routine.

Parents wishing to secure a place for their child must complete a registration form and forward this to Admissions, together with the registration fee.

Pupils normally join the School at any age from 2½ upwards, usually at the beginning of the academic year, but also at other times during the year by arrangement. There is boarding provision for children from age 7/8 years (Year 3) full or part time (subject to availability).

2.2 Entrance to Orwell Park Pre-Prep – Nursery

Every child in Nursery 1 (2+ years) and Nursery 2 (3+ years) is appointed a Key Person so that the child can form an attachment with one particular person in the school setting.

Following the registration of the child, parents are sent an 'All About Me' booklet, which is completed in advance of any taster visits. A School visit is arranged for the child, during which he/she will participate in part of the morning routine, and meet the other children. During this visit the School may involve the Head of Learning Support and Enrichment to ensure that the child's educational needs can be met. Feedback on the school visit is given to parents both verbally at the end of the session and in a written letter from the Headmaster if the child is offered a place. Parents are then able to request specific session days and times, in liaison with the Early Years Lead.

2.3 Entrance to Orwell Park Lower Prep – Reception to Year 4

Prior to transition to the Reception Class, the literacy, numeracy, verbal and social skills of all Nursery 2 pupils are assessed. If a child is having learning difficulties, or has not yet developed the skills needed to cope with the new routines in Reception, this is raised in the Spring term by the class teacher. Following discussion between the EYFS team, the Head of Lower Prep and possibly the Head of Learning Support, the best way forward is decided and discussed with the parents.

A child will not be offered a place in Reception if the Class Teacher, the Head of Learning Support, the Head of Lower Prep and the Headmaster believe Orwell Park will not be able to meet the specific learning needs of the child in question after making reasonable adjustments.

Prior to entry, external candidates wishing to join the Lower Prep are invited to spend a morning in school (for current Nursery-age seeking to join Reception) or spend a day in school (for current Reception-age upwards). During the visit day, they will spend time working and playing alongside Orwell Park pupils of their age group. Their literacy, numeracy, verbal and social skills are assessed using materials selected by the Class Teacher and the Head of Lower Prep. Feedback on the school visit is given to parents both verbally at the end of the session and from the Headmaster if the child is offered a place.

The school must receive notification of a child's needs in advance of any taster visit e.g. food allergies/ intolerances, medical conditions and any learning difficulties. Any written reports relating to the child must be shared; providing any learning needs are not considered severe, the child will be invited to spend a day working alongside their peers. This will be under the supervision of a Class Teacher and a member of the Learning Support Department if the child has recognised needs, who will carry out an initial assessment.

A child will not be offered a place should the Lower Prep Class Teacher, the Head of Learning Support, the Head of Lower Prep and the Headmaster believe Orwell Park will not be able to meet the specific learning needs of the child in question after making reasonable adjustments.

2.4 Lower Prep to Upper Prep School

Orwell Park School offers pupils the opportunity of continuity to the Orwell Park Year 8 but promotion from the Lower Prep to the Upper Prep School, although expected, is subject to the achievement of a satisfactory standard and is not therefore automatic.

The decision to offer a place in the Upper Prep School is taken by the Headmaster following the recommendations from the relevant Lower Prep staff, the Head of Lower Prep and the Learning Support Department. The Lower Prep staff will base their decision on:

- a. mathematical ability
- b. reading age
- c. spelling age
- d. free writing skills
- e. perceived maturity
- f. the child's educational needs.

In some cases, there may be doubt that a child will reach the required standards after receiving support from the Learning Support Department in the Lower Prep. In these instances, parents will be alerted to the belief that Orwell Park may not be able to provide for the future learning needs of their child, at least one term prior to the date when he/she would be expected to transfer to the Upper Prep School.

2.5 Entrance to Orwell Park Prep School – Year 5

Entry to the Prep School (9-13 years) is not competitive, although a minimum standard is imposed upon entry, together with receipt of a current school report.

Prior to entry, external candidates wishing to join the Upper Prep School are invited to spend a day working and playing alongside Orwell Park pupils of their age. During their stay their literacy, numeracy, verbal and social skills are assessed using materials selected by the Class Teacher. Feedback on the assessment is given to parents both verbally at the end of the session and in a written letter from the Headmaster if the child is offered a place.

If the School receives prior notification of a candidate having learning difficulties, providing these are not considered severe, that child will be invited to spend a day working alongside their peers under the supervision of a Class Teacher and a member of the Learning Support Department, who will carry out an initial assessment.

In some cases, there may be doubt that a child will reach the required standards and they will be referred to the Learning Support Department for further examination. A place will not be offered if the Headmaster, following discussion with the Year 5 teachers, the Deputy Head Academic and the Head of Learning Support, believes that Orwell Park will not be able to meet the needs of the child after considering reasonable adjustments; information regarding more specialist schools will be forwarded to the parents.

This may also apply if the candidate has other severe difficulties that produce an unusual profile, such that the School is likely to be unable to fully provide for his/her educational needs.

2.6 Entrance to Orwell Park School – Year 5 to Year 8

All candidates for Years 5-8 will be assessed as part of the admissions process. Candidates for Year 5 will normally have an in-class assessment of their English and Maths ability. Candidates for Years 6-8 will normally sit tests in English, Maths, Verbal Reasoning and Non-Verbal Reasoning in liaison with the Deputy Head Academic. The mixture of internal and standardised tests set is designed to suit those from either independent or maintained schools.

All tests are designed to assess potential rather than knowledge. No special preparation is required and no past papers are available. The reasoning tests provide a standardised score that gives an accurate measure of the pupil's ability. The purpose of these tests is to enable us to be certain that the child can cope with the academic demands of Orwell Park, to place him/her in the right academic sets and to alert the Learning Support Department to a potential referral.

Feedback on the assessment is given to parents both verbally at the end of the session and in a written letter from the Headmaster if the child is offered a place.

If the School receives prior notification of a candidate having learning difficulties, providing these are not considered severe, that child will be invited to spend a part of a day under the supervision of a member of the Learning Support Department (as above).

A candidate with a standardised score in all tests of below 90 will be referred to the Learning Support Department for further examination. Those candidates with a standardised score below 80 in any tests will normally not be suited to life at Orwell Park and advice regarding more specialist schools will be discussed with the parents.

This may also apply if the candidate has other severe difficulties that produce an unusual profile, such that the School is likely to be unable to provide fully for his/her educational needs despite the implementation of reasonable adjustments.

2.7 Entrance to Orwell Park School – International Pupils – Year 3 to Year 8

Agents for international pupils will send a copy of the pupil's most recent school report to the Registrar along with a copy of their passport. Normally pupils joining Years 6 – 8 on a long term basis will sit online tests (arranged through their agent) and/or have an online interview with the Headmaster. Written notes of the interview will be kept on file.

Feedback on the assessment is given to parents via the agent (if they have one) via email and through a formal letter from the Headmaster if the child is offered a place.

If the School receives prior notification of a candidate having learning difficulties, the Head of Learning Support will have access to the child's school report and test results. If necessary, she will also be involved with the online interview.

2.8 Entrance to Orwell Park School – Members of Staff Children

Members of staff who want their children to join the School will follow the same entry process as any other pupil wishing to join the school (see above section for relevant level of entry).

2.9 Learning Support Criteria for Placement to the Prep School

A candidate who gives any cause for concern during the admissions process will be referred to the Learning Support Department for further assessment. If, after discussion with the Headmaster /the Head of Lower School, the parents, the Deputy Head Academic and any relevant teachers, it is considered that Orwell Park is not the most suitable school for the child, and in the opinion of the Learning Support Department it would be necessary for a candidate to receive more than 3 individual Learning Support lessons a week, the candidate will not normally be offered a place in the School.

The decision of the Headmaster, after all these discussions, shall be final. In arriving at his decision, he will take into account the Learning Support requirements of the candidate for the whole of his/her likely career at the School. Reasonable adjustments will be made for SEND pupils to support their learning.

Wherever possible a report will be received from a candidate's previous school, plus any other reports from outside agencies, if available.

2.10 Equality and diversity

In accordance with the Equality Act 2010, the School is open to all members of the community.

- We advertise our service widely.
- We aim to reflect the diversity of members of our society in our publicity and promotional materials.
- We provide information in clear, concise language, whether in spoken or written form.
- We base our admissions policy on a fair system.
- We ensure that all parents are made aware of our Equal Opportunities policy.
- We do not discriminate against a child or their family, or prevent entry to our School, on the basis of gender, colour, ethnicity, religion, social background, pregnancy or maternity, linguistic background, sexual orientation, gender reassignment, SEN and disability.
- We do not discriminate against a child with a disability or refuse a child entry to our School because of any disability unless, after making all reasonable and practicable efforts, we are unable to provide for the individual needs of the child.

- We work with parents to develop an action plan wherever possible to ensure that children with disabilities can participate successfully in the activities of the School and in the curriculum offered.
- We take action against any discriminatory behaviour by staff or parents.

3. Fees

After having been offered a place and prior to the child joining the School, parents are asked to confirm their child's place by way of a deposit and standard Acceptance Form from Reception onwards, or by way of standard Acceptance Form for children joining the Nursery. The Acceptance Form includes the School's Terms and Conditions, including contractual agreement of payment of fees, and must be signed and returned together with a form of identity. This deposit is deducted from extras accrued during the pupil's final term at the School.

Fees are payable in advance and must be received by the first day of term. A full term's notice must be given prior to the removal of a child from the School, otherwise a full term's fees in lieu of notice will be charged. A full term's notice means that written notice must be received by the Headmaster before the first day of the child's last term at school.

Extras are kept to a minimum and include those activities not included within the established curriculum, such as individual music lessons and the cost of outings and expeditions.