

Admissions Policy

Prep School including EYFS

2023 / 2024



Ibstock Place

CO-EDUCATIONAL DAY SCHOOL

IBSTOCK PLACE SCHOOL

Admissions Policy

Prep School including EYFS

Scope

This policy applies to all applicants to Istock Place Prep School, including EYFS, (hereinafter 'Istock' or 'the School').

Roles and Responsibilities

The Governing Body has a statutory responsibility to ensure that this policy is ratified and compliant, as set out in the Independent School Standards 2019 (ISS). The Governing Body delegates this responsibility to the Head, who is accountable for the operationalisation of this policy. In turn, the Executive Director of Admissions and Pathways is delegated responsibility for the consistent application and implementation of this statutory policy across the School. Staff must follow the expectations set out in this policy.

1. Introduction

The document will be revised in line with changes in best practice and legislation. Staff should familiarise themselves with its contents and any questions about the document should be directed to the Executive Director of Admissions and Pathways or the Registrar.

2. General Statement of Policy

Istock Place School is committed to equal treatment for all, regardless of an applicant's race, ethnicity, religion, gender, sexual orientation or social background.

The School must feel confident that it will be able to educate fully any applicant child in line with his/her potential and in line with the standards achieved by the prospective pupil's peers, and that he/she would support the aims, ethos and expectations to which the School aspires.

Entry to the School is by selection on academic merit, likely developmental progress and on assessment of a pupil's projected positive contribution to the aims, ethos and co-curricular life of the School.

Siblings do not have priority for entry to the Pre-Prep or Prep School. There may be occasions where the School judges that a sibling is likely to thrive better in a different academic environment.

The School takes into due consideration the applicant's age.

Istock aims to encourage applications from applicants with as diverse a range of backgrounds as

possible. This enriches our community and is vital in preparing our pupils for today's world. Means tested fee assistance may be offered to appropriate applicants.

Ibstock welcomes overseas pupils providing that the pupil has a relative or legal guardian living in London, at the time of admission to the School, a good command of the English language, and has been granted a visa under Home Office Tier 4 arrangements.

The School's policy is to conduct its admissions on a fair and non-discriminatory basis. Extra time is allowed in all papers and a School computer will be used, where appropriate, if such accommodations are deemed to be the applicant's "normal way of working" in their current school. Other reasonable adjustments will be made following receipt of details of any accommodations made by the applicant's current school.

The School will make all reasonable adjustments to ensure that children with disabilities have full access to the School's curriculum, culture, policies and procedures.

3. Open Events

There are regular opportunities for the parents of prospective pupils to visit the Pre-Prep and Prep School through Open Events held in September, November, March and June. Small group tours are also offered on a regular basis for those families unable to attend the larger events. If parents are unable to attend any of the regular Open events, the Executive Director of Admissions or the Registrar is pleased to show them around by prior appointment.

4. Registration

Parents may register their child with the School at any time prior to the published deadline (see section 17). Registration is made through our Admissions Platform OpenApply, a link to which can be found on the 'Registration Form' page of the School website. A form should be completed and submitted for each child. There is a non-refundable registration fee of £160 for each child payable at the time of registering.

5. Admission to the Pre-Prep School

4+ Entry to Pre-Prep School

Children should have reached their fourth birthday by the start of September for the year of entry and turn five during the course of the academic year.

6. Assessment Procedure

Children will be invited to the Prep School for an assessment on a specified date in late January/early February before Autumn Term entry. The process will include an assessment of the child's language development, play and group participation. The assessment will act as a means of selecting those children who have the potential to thrive in a busy school with an active curriculum. The assessment will be age appropriate and the children will be assessed in groups of a similar age. The School has no expectation that a child will be able to read or write and every attempt will be made to make a child's assessment experience as relaxed as possible.

7. Admission to the Prep School

External 7+ Entry to the Prep School

Children should have reached their seventh birthday by 1 September at the year of entry and turn eight during the course of the academic year. Applications must be made by 17 November in the year preceding entry. A report will be sought from the child's current school.

8. Assessment Procedure

Children will be invited to the Prep School for an assessment on a specified date in late January/early February before Autumn Term entry. Written tests will take place in English, Mathematics and Reasoning. There is an expectation that candidates will have followed the appropriate syllabi for English and Mathematics as outlined by the National Curriculum.

9. Occasional Places in 2023/2024

For entry into other year groups, occasional places may become available. Please contact the Registrar for further information.

For entry at 5+ (Prep 1) or 6+ (Prep 2), children will be invited to the Prep School for an assessment of their phonological knowledge, and understanding of Key Stage 1 Mathematics. The assessment will act as a means of selecting those children who have the potential to thrive in a busy school with an active curriculum.

For entry at 8+ (Prep 4) or 9+ (Prep 5), written tests will take place in English, Mathematics and Reasoning. There is an expectation that candidates will have followed the appropriate syllabi for English and Mathematics as outlined by the National Curriculum.

10. Disabilities, Learning Differences and English as an Additional Language (EAL)

In line with the Equality Act 2010, Ibstock Place School aims to make reasonable adjustments to its assessment procedures, so that all candidates can be fairly assessed. Arrangements are considered on an individual basis. Parents are asked to ensure that the appropriate questions are answered on the Registration Form if they are aware or suspect that their child has a need that may need the School's special consideration. Any access arrangements will be agreed upon by the Co-Heads of the Prep School following consideration of any supporting evidence provided.

11. Unsuccessful Candidates

Some candidates who are not offered a place may be placed on a waiting list. Should a place become available, candidates on the waiting list will be reconsidered on the basis of their results in our assessments. The waiting list will remain active until the September following the assessments. Please note that owing to the volume of applications the School is unable to engage in a dialogue about an individual candidate's performance at assessment and does not return completed assessment scripts.

12. Appeal

There is no recourse to appeal against the decision with regards to the offer of a place.

13. Siblings' Policy

Siblings do not have priority for entry to Pre-Prep and Prep School and will take part in the same selection process to other candidates.

14. Progression of Pupils and transfer of Pupils from the Prep School to the Senior School (Safe Passage)

Internal

For pupils in Kindergarten or Prep 1, pupils will proceed to the following year, regardless of their performance on any assessments. Regular assessments will be carried out throughout Kindergarten and Prep 1 to monitor progress and attainment. These assessments will provide parents with a guide to progress and developmental areas of particular achievement and, if applicable, potential concern.

Prep 2 pupils' progression into Prep 3 follows completion of assessments at the end of the Prep 2 year. **Pupils who reach the expected level in these assessments shall be granted an automatic right of progression to the Senior School, as well as progression to the Prep School.** While they will be required to sit the Senior School's 11+ Entrance Examinations at around the same time as all other applicants, progression will not be contingent upon their examination performance. Any pupil who has not received confirmation of 'Safe Passage' to the Senior School at the end of Prep 2 into Prep 3, will be able to progress into Prep 3 but without 'Safe Passage' at this stage.

For any pupil identified by the Co-heads of the Prep School as not having met the expected level of progress in the assessments taken at the end of Prep 2, learning support will be offered and further assessment opportunities will be made available to secure automatic progression to the Senior School in the end-of-year assessments of Prep 4 and Prep 5.

Should these also demonstrate unsatisfactory progress, the pupil will be permitted to continue into the final year of the Prep School where they will be expected to sit the Senior School's 11+ Entrance Examinations, with the award of a place subject to satisfactory performance. For those Prep School pupils who may not thrive in the Senior School, consultations will take place in a timely manner in advance. Parents will have had sufficient notice through meetings with staff and the Prep School Head so that this does not come as a surprise.

The School is aware that some pupils will be sitting entrance examinations for other schools. Our Prep 5 and 6 curricula prepare pupils for the rigours of 11+ examinations.

At the end of each academic year all pupils in Prep 3, Prep 4 and Prep 5 will have their performance reviewed through assessment. For those who have yet to be awarded safe-passage to the Senior School, where their performance on the aforementioned assessments is judged satisfactory, pupils shall be granted an automatic right of progression to the Senior School on the same basis as that set out above. Where unsatisfactory, a procedure similar to that outlined in above will obtain.

From September 2023, pupils sitting the NTS assessments may have use of an English language dictionary as an access arrangement to assist with the spelling section, if agreed by the School.

All pupils in Prep 6 will be shortlisted to sit the Senior Schools 11+ Entrance Examinations. However, for the majority of pupils, progression will not be contingent upon their examination performance.

External

Pupils who join the School in Kindergarten or Prep 1 will proceed to the following year.

External applicants for 7+ (Prep 3) entry from September 2022 who are offered a place following successful completion of the assessment procedure, shall be granted an automatic right of progression to the Senior School. While they will be required to sit the Senior School's 11+ Entrance Examinations at around the same time as all other candidates, progression will not be contingent upon their examination performance.

External applicants who take up occasional places in Prep 4 or Prep 5 shall be granted an automatic right of progression to the Senior School. While they will be required to sit the Senior School's 11+ Entrance Examinations at around the same time as all other candidates, progression will not be contingent upon their examination performance.

15. Overseas Applicants

It is our normal expectation that all candidates shall attend the School for assessment purposes. Where this is impossible, efforts will be made to provide online assessment alternatives for the affected candidates.

16. Financial Matters

There is a Registration fee of £160. A formal offer of a place will be made if a child is successful at assessment. The offer of a place will be deemed to have lapsed if it is not formally accepted by the deadline date and time. A completed Acceptance Form must be submitted together with an Acceptance Deposit of £1,750. This will be retained in the general funds of the School until the pupil leaves. It will then be repaid, after all sums due to the School have been settled. The deposit is not refundable should the place subsequently be declined, should more than 14 days have elapsed after the acceptance deadline. Under the Standard Terms and Conditions, School fees are due on or before the first day of Term. Interest at 1.5% per month accruing on a daily basis will be added to all outstanding accounts after the start of term. Payment of fees can be made by cheque or BACS. A termly direct debit scheme is available by arrangement with the Bursary. A full Term's notice of the intention to withdraw a pupil from School must be given in writing to the Head of Istock Place School. In the absence of such notice, a full Term's fees will be charged. The Governors reserve the right to raise the fees during the course of the year; normally at least one term's notice is given of an increase in School fees.

Please note that while our Senior School offers bursaries and scholarships, the Prep School does not.

17. Closing Date

The Closing Date for applications is Friday 17 November 2023.

18. When Pupils Leave the School

In the event of a pupil leaving without informing Ibstock of the school the pupil is moving to, the Education Department of Wandsworth Local Authority, or the appropriate local authority, will be informed.

19. Data Retention

Registration forms and associated documents of applicants who withdraw or who are not offered a place are held in accordance with the School's Data Retention Policy.

Please note that data relating to the interviews of unsuccessful candidates are destroyed once they are no longer needed for the purposes for which they are being processed.

Queries

Queries on this policy should be directed to the Executive Director for Admissions and Pathways.

Review and Verification

This policy is reviewed annually by the Executive Director for Admissions and Pathways.