



IBSTOCK PLACE PREP SCHOOL

ADMISSIONS GUIDE

Applications for Entry in
September 2021

Please note that owing to current uncertainties with respect to any future Covid-19 containment measures the School may be required to implement, arrangements described within may be subject to change at short notice. (May 2020)



VISITING THE PREP SCHOOL

Each academic year Ibstock Place Prep School offers a number of tours for prospective parents and pupils to visit. Tours of the Pre-Prep and Prep School take place on most Friday mornings during term time. They are led by the Head of the Prep School. Places are limited to allow small groups to receive appropriate individual attention.

BOOKING TO ATTEND A PREP SCHOOL OPEN MORNING

Reserve your place either by emailing registrar@ibstockplaceschool.co.uk or by telephoning the Registrar, Miss Voysey, on 020 8392 5803. When making your booking, you are asked to indicate whether your interest is in the Pre-Prep (*Kindergarten to Prep 1*), the Prep School (*Prep 2 to Prep 5*), or both. Once you have pre-booked, please note that tours commence promptly at 9.30am on the appointed day, unless otherwise indicated, and you are asked to arrive ten minutes before the starting time.

REGISTRATION

Parents may register their child with the School after receiving details from the Registrar or visiting the School. Registration is made through completing an online form 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 £150 for each child payable at the time of registering. The closing date for receipt of Registration and Assessment forms (*which are provided by the Registrar for completion and return once registered*) is **Friday 13 November 2020**. *The School does not accept postal candidates and all applicants must attend in person for assessment.*

ADMISSION TO THE PREP SCHOOL

4+ Entry to IPS Prep School

Children should have reached their 4th birthday by 1 September at year of entry and turn five during the course of the academic year. Applications must be made before 13 November in the year preceding entry.

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 screening to select 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+ Entry to IPS Prep School

Children for entry into the School at 7+ should have reached their 7th birthday by 1 September at year of entry and turn eight during the course of the academic year. Applications must be made before 13 November in the year preceding entry. A report will be sought from the current school.

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. Assessments will take place in English, Mathematics, Reasoning and small group tasks. There is an expectation that candidates will have followed the appropriate syllabi for English and Mathematics as outlined by the National Curriculum.

9+ Entry to IPS Prep School

Children for entry into the school at 9+ should have reached their 9th birthday by 1 September at the year of entry and turn ten during the course of the academic year. Applications must be made by 13 November in the year preceding entry. A report will be sought from the current school.

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, along with small group tasks. There is an expectation that candidates will have followed the appropriate syllabi for English and Mathematics as outlined by the National Curriculum. Candidates will be invited to an interview with the Headmistress of the Prep School on a date following the written tests.

Occasional Places

For entry into other year groups, occasional places may become available.

OFFERS AND ACCEPTANCE

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. **The deadline for return of Acceptance Forms is Monday 1 March 2021 at 12noon.** A completed Acceptance Form must be submitted together with an Acceptance Deposit of £1,650. 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, if more than 14 days have elapsed after the acceptance deadline.

FEES AND FINANCE *(See overleaf for current fees)*

Under the Standard Terms and Conditions, School fees are due on or before the first day of term. Interest at 1.5% per month 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 Headmistress. 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.

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

SIBLINGS' POLICY

Siblings do not have priority for entry to IPS Prep School and will take part in a similar selection process to other candidates.

TRANSFER OF PUPILS FROM THE PREP TO SENIOR SCHOOL

There is no right of progression through to IPS Senior School and all pupils are required to sit the Senior School's 11+ Entrance Examination. Pupils who have been offered a place from Prep 4 upwards would expect to be offered a place in the Senior School. However, for those pupils whose performance has fallen below the standard expected from external candidates, entry to the Senior School will be declined. Parents will have had sufficient notice through meetings with staff and the Prep School Headmistress so that this result does not come as a surprise.

SCHOOL FEES (as of September 2020 per term)

Kindergarten / Prep 1 (ages 4 – 5)	£5,705
Prep 2 – Prep 6 (Ages 6 – 11)	£5,870
Senior School	£7,245

The School fees include lunch and Pupil's Personal Accident Insurance. Peripatetic Music, Dance, LAMDA and Learning Support Staff are paid on a fee-for-service basis. Should a pupil wish to discontinue these, a notice period of half a term obtains. Notice must be given in writing to the teacher. Fees in lieu of notice are payable.

SCHOOL CALENDAR 2021-2022

Autumn Term	Thursday 2 September – Wednesday 15 December
Half Term	Friday 15 October – Monday 25 October inclusive
Spring Term	Thursday 6 January – Thursday 24 March
Half Term	Monday 14 February – Friday 18 February inclusive
Summer Term	Wednesday 20 April – Wednesday 6 July
Half Term	Monday 30 May – Friday 3 June inclusive

Times of the School Day

Kindergarten – Prep 2	8.20 am – 3.30 pm
Prep 3 – Prep 6	8.20 am – 3.45 pm
Senior School	8.15 am – 3.50 pm (Tuesday and Thursday, 3.55pm)

**IBSTOCK PLACE SCHOOL
CLARENCE LANE
LONDON SW15 5PY**

**Tutor for Admissions - Mr Chris Banfield
Registrar - Miss Catherine Voysey**

**Tel. 020 8876 9991
www.ibstockplaceschool.co.uk**

While this booklet contains what we hope is a helpful summary of the process of Admission, prospective parents and pupils are also encouraged to peruse the Ibstock Place School website at: www.ibstockplaceschool.co.uk. This holds a wealth of information, including the most recent Inspection Reports, and has been designed to provide a flavour of the Prep School's many distinctive features. This booklet does not form part of any agreement between parents and Ibstock Place School. Although believed correct at the time of printing, certain statements may become out of date; parents wishing to place specific reliance on a statement in this booklet should seek written confirmation.