



IBSTOCK PLACE PREP SCHOOL

ADMISSIONS GUIDE

Applications for Entry in
September 2022

Please note that while we plan run our entry procedures in accordance with the arrangements set out in this publication, should the School be required to implement further Covid-19 containment measures in response to evolving local circumstances during the course of the 2021/2022 academic year, the arrangements described within may be subject to change at short notice. 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 Although believed correct at the time of printing, certain statements may become out of date; parents wishing to place specific reliance on a statement in this booklet should seek written confirmation.



VISITING THE PREP SCHOOL

Each academic year Ibstock Place Prep School offers 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 at any time but may wish to attend an Open event prior to doing so. 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 £155 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 12 November 2021**. Please note that the School expects all candidates to 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 12 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 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+ Entry to IPS Prep School

Children should have reached their 7th birthday by 1 September at the year of entry and turn eight during the course of the academic year. Applications must be made by 12 November in the year preceding entry. A report will be sought from the child's 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. 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 Head of the Prep School or their deputy on a date following the written tests.

Occasional Places in 2022/2023

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. Candidates will be invited to an interview with the Head of the Prep School or their deputy on a date following the written tests.

PROGRESSION OF PUPILS AND TRANSFER FROM THE PREP TO SENIOR SCHOOL

Internal

- 1.1 For pupils in Kindergarten or Prep 1, pupils will proceed to the following year. 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.
- 1.2 From September 2021, Prep 2 pupils' progression into Prep 3 also follows completion of assessments at the end of the Prep 2 year. For these, pupils who reach the expected level in these assessments **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.**
- 1.3 For any pupil identified by the Head 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.
- 1.4 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.
- 1.5 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.
- 1.6 From September 2021, at the end of each academic year all pupils in Prep 3, Prep 4 and Prep 5 will have their performance reviewed through assessment. Where this is judged satisfactory, pupils **shall be granted an automatic right of progression to the Senior School** on the same basis as that set out in 1.2 above. Where unsatisfactory, a procedure similar to that outlined in 1.3-1.4 above will obtain.
- 1.7 During the course of 2021-22, all pupils in Prep 6 will sit the Senior School's 11+ Entrance Examinations. Where performance is judged satisfactory, **pupils shall be awarded a place in the Senior School unconditionally.** Where concerns remain about the pupil's ability to thrive in the Senior School following review of the pupil's examination performance, they will be **granted admission to the Senior School subject to a performance evaluation by the Headmaster to be undertaken in October of their Senior 8 year.** This may lead to parents being asked to seek an alternative school for their child at 13+.

External

- 2.0 Pupils who join the School in Kindergarten or Prep 1 will proceed to the following year. From September 2022, future progression arrangements for Prep 2 pupils will be as set out in 1.2-1.4 above.
- 2.1 **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.**
- 2.2 **External applicants who take up occasional places in Prep 4 or Prep 5 from September 2022 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.**

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 7 March 2022 at 12noon.** 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, 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 Head. 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 Head 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.

SCHOOL FEES *(as of September 2021 per term)*

Kindergarten / Prep 1 (ages 4 – 5)	£5,870
Prep 2 – Prep 6 (Ages 6 – 11)	£6,040
Senior School	£7,450

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 2022-2023

Autumn Term	Thursday 1 September – Thursday 8 December
<i>Half Term</i>	<i>Friday 14 October – Monday 24 October inclusive</i>
Spring Term	Thursday 5 January – Thursday 23 March
<i>Half Term</i>	<i>Monday 13 February – Friday 17 February inclusive</i>
Summer Term	Tuesday 18 April – Wednesday 5 July
<i>Half Term</i>	<i>Monday 29 May – Friday 2 June inclusive</i>

Times of the School Day

Kindergarten – Prep 1	8.40am – 3.10pm
Prep 2	8.40am – 3.20pm
Prep 3 – Prep 6	8.20am – 3.40pm
Senior School	8.15am – 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**