



# STRATFORD PREPARATORY

2 - 11 YRS CO-EDUCATIONAL INDEPENDENT DAY SCHOOL

## Admissions Procedure

**Approved by:** David Preston, Executive Headteacher

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## Admissions Procedure

### 1. Introduction

Stratford Preparatory School is an academically selective independent co-educational school for children between the ages of 4 and 11. At Stratford Preparatory School, our school mission is to develop the happiness & confidence and skills & knowledge of each pupil so they can be successful in their aspirations.

If you are considering Stratford Preparatory School for your child, we would love to invite you to visit the school. Whether you attend an Open Day or have an individual tour with the Headteacher or Deputy Headteacher, you'll receive a warm welcome. To book a tour, contact the school Admissions team on [admissions@stratfordprep.co.uk](mailto:admissions@stratfordprep.co.uk) or call 01789 297993.

### 2. Entrance to Stratford Preparatory School

As an independent preparatory school, the necessary requirements for entrance to Stratford Preparatory School will differ depending on the age of the child and the point of entry. While children are admitted to Stratford Preparatory School throughout the school year and at different ages if there is sufficient space in the year group, the school normally accepts pupils into Nursery, Reception and Year 3 upon the child satisfactorily meeting the entrance criteria.

#### Entrance to Nursery

Prospective pupils for Nursery will need to register and attend a taster session before they are due to begin Nursery. This visit will be used to assess the suitability of the child via informal assessments by the class teacher.

Following a successful visit to Stratford Preparatory School and/or a successful visit to the child's current nursery or home setting, a formal offer will be made. If there are limited places available, the prospective pupil may then be placed on our waiting list.

For pupils who have attended one term of school/nursery or more, a reference will be required from their

prior school/nursery before a place at Stratford Preparatory School can be confirmed. Places are offered to Nursery and Reception applicants based on set criteria. During the nursery year, informal assessments will take place to ensure that Stratford Preparatory is a suitable environment in which the child will flourish.

Entry to SPS nursery does not guarantee progression into Reception. Where a pupil is at risk of not meeting the requirements for progression to Reception, the school will communicate this clearly and hold a formal meeting setting before a final decision is made.

### **Entrance to Reception**

Prospective pupils for Reception will need to register and attend a taster session in the year before they are due to begin Reception. Following a successful visit to Stratford Preparatory School and/or a successful visit to the child's nursery or home setting, a formal offer will be made. If there are limited places available, the prospective pupil may then be placed on our waiting list.

For pupils who have attended one term of school/nursery or more, a reference will be required from their prior school/nursery before a place at Stratford Preparatory School can be confirmed.

Entry to Reception does not guarantee progression to Key Stage 1. Where a pupil is at risk of not meeting the requirements for progression to Key Stage 1, the school will communicate this clearly and hold a consultation meeting with parents before a final decision is made.

### **Entrance to Year 1 & 2**

Entry into Key Stage 1 (Year 1 to Year 2) is via a taster day, a review of literacy and numeracy and a satisfactory reference from the Headteacher of the applicant's current school. Entry into the school between Reception and Year 2 does not guarantee progression into Year 3. Where a pupil is at risk of not meeting the requirements for progression to Key stage 2, the school will communicate this clearly and hold a formal meeting setting before a final decision is made.

Following a successful visit to Stratford Preparatory School, a formal offer will be made. If there are limited places available, the prospective pupil may then be placed on our waiting list.

### **Entrance into Year 3**

Entry from Year 3 to Year 6 is via a taster day, a review of literacy and numeracy assessment, review of the prospective pupil's latest school report and a satisfactory reference from the Headteacher of the applicant's current school.

Following a successful visit to Stratford Preparatory School, a formal offer will be made. If there are limited places available, the prospective pupil may then be placed on our waiting list.

## **3. Conditions for admission to Stratford Preparatory School**

### **The considerations for successful admission are:**

- > The present school of the applicant reports satisfactory attitudes, behaviour and conduct
- > The applicant is of the appropriate age and sufficient maturity
- > Expected support for the ethos of Stratford Preparatory School from the applicant and the family as a whole. Stratford Preparatory School's ethos and approach to education is very important and children from families who share the values of Stratford Preparatory School will generally be more successful.

More information on our ethos, values and school missions can be found on the school website and school prospectus.

- > The child's overall contribution to school life based on school reports and interview.
- > The applicant's special educational needs (if any) can, in the opinion of the Headteacher, be successfully met by the school's normal provision.
- > Where such an admission would not create an imbalance of needs within the year group
- > Where such an admission would not jeopardise the performance and progress of their peers

#### **The academic criteria for selection are:**

- > Satisfactory results from the assessments of literacy and numeracy. For all entry points, successful applicants will likely be working at, or around, age expected levels for the point of entry
- > A good report and reference from the pupil's current school
- > A positive taster day and/or interview with a member of the Leadership Team
- > The success criteria we use for entry includes our judgement that each applicant is able to pursue successfully the scheme of work for their relevant Key Stage and to make good progress.
- > The purpose of employing an academic assessment filter on entry is to ensure that the child is capable of accessing the learning appropriate to the age and key stage
- > The school is not obliged to state its reasons for rejection of an applicant.

#### **4. Equal Treatment**

Stratford Preparatory School aims to encourage applications from pupils from diverse backgrounds; this enriches our community. We are committed to equal treatment for all, regardless of a candidate's sex, race, religion or beliefs.

#### **5. Pupils with SEND**

The School will do all that is reasonable to comply with its legal and moral responsibilities under equality legislation in order to accommodate the needs of applicants who have such disabilities for which, with reasonable adjustments, the School can cater adequately.

The School welcomes pupils with special educational needs (SEN) providing that its learning support department can offer them the support that they require. We welcome pupils with disabilities provided that the setting and site appropriate to the child's age can accommodate them.

Nevertheless, we strongly advise parents of children with specific educational needs or disabilities to contact us at any stage in the application process so that we can ensure that these needs are met. The school will do everything that it reasonably can to accommodate all children, no matter what their needs or background. Where reasonable adjustments cannot easily be made, the school will discuss with parents how additional funding could be secured to enable all children to make good progress.

#### **6. Pupils with Statements of SEN (Statement) or EHC Plans**

Where the learning support department at Stratford Preparatory School is able to meet the needs of a pupil with an EHCP and the LEA has agreed that a child is best placed at Stratford Preparatory School, the LEA will be financially responsible for those elements of the school tuition and/or additional supplementary

fees described in the statement/plan.

## **7. Disability**

At present, our facilities for children with disabilities are limited but we will do all that is reasonable to ensure that the school's culture, policies and procedures are made accessible to children with disabilities. When a disability or special educational need is made known to us, will do all that is reasonable to comply with the legal and moral responsibilities under the Equality Act 2010 in order to accommodate the needs of applicants who have disabilities for which, with reasonable adjustments, the School can cater adequately.

## **8. Disclosures**

Parents must disclose, as soon as possible, and certainly in advance of publication of results of the application process, any known or suspected circumstances relating to their child's health, allergies, disabilities or SEND.

# Guidance on Deferred and Delayed Entry to Year Groups (Addendum)

## Introduction

This guidance outlines Stratford Preparatory School's position on requests for children to be educated outside their normal age group, including deferred entry. As an independent school, Stratford Preparatory makes decisions on a case-by-case basis in the best interests of each child and the school community.

This guidance takes into account best practice from Warwickshire Local Authority and considers the educational principles that underpin decisions about year group placement.

## 1. School Policy Position

Stratford Preparatory School's policy is that pupils should normally be educated in the year group appropriate to their chronological age. This approach is based on the following educational principles:

- **Whole child development:** We consider the physical and emotional maturity of the child, the development of social and interactional skills, and the pupil's ability to respond to an age-appropriate curriculum suited to their abilities.
- **Academic expectations:** Stratford Preparatory is an academically selective school. Our curriculum is designed to challenge and support pupils working at or around age-expected levels or above. For entry from Year 3 onwards, pupils are expected to achieve satisfactory results in literacy and numeracy assessments appropriate to their chronological age.
- **Adaptive teaching:** Our teachers match learning objectives and activities to the attainment levels and individual needs of pupils through high-quality differentiated teaching and, where appropriate, learning support provision.
- **Curriculum continuity:** Our all-through 4-18 provision is designed with clear progression pathways. Pupils have an entitlement to the curricula designed for their age group, which builds sequentially across key stages.
- **Peer relationships and social development:** Being educated with chronological age peers supports appropriate social and emotional development.

## 2. Delayed Entry (Admission Outside Normal Age Group)

### What is delayed entry?

Delayed entry is where a child is admitted to school a year later than their chronological age peer group, meaning they will be the oldest in their class. This is also referred to as being educated "out of year group."

### **When might delayed entry be considered?**

Delayed entry requests will only be considered in exceptional circumstances, such as:

- **Summer-born children** (born between 1 April and 31 August) where there is compelling evidence that entry to their chronological year group would be detrimental to the child's educational progress and wellbeing
- **Children who have experienced significant medical problems** that have had a substantial and documented impact on their development
- **Children with specific developmental delays** where professional evidence demonstrates that placement in the chronological year group would not meet the child's needs and would be detrimental to their progress

### **Stratford Preparatory's decision-making process**

Each request will be assessed individually by the admission panel taking into account all available information.

**The decision will be based on what is in the child's best educational interests and whether Stratford Preparatory can successfully meet the child's needs in the proposed year group.**

As an academically selective school, we must also consider:

- Whether the child can successfully pursue the scheme of work for their point of entry
- Whether the child is working at or around age-expected levels (or the proposed year group level)
- The child's ability to access the curriculum and make good progress
- The impact on the composition and needs balance within the year group

### **What parents/carers should provide**

Parents/carers requesting delayed entry should submit:

1. **A written request** outlining the reasons for the application, submitted to the admissions panel
2. **Professional reports** from relevant specialists (e.g., educational psychologists, medical practitioners, speech and language therapists)
3. **Educational reports** from the child's current early years or school setting, including evidence of academic attainment and social/emotional development
4. **Reference from the child's current setting** (as required by our standard admissions procedure)

### **What the school will consider**

The Headteacher and Head of Inclusion will consider:

- The child's individual needs, abilities, and developmental profile
- Whether the child has previously been educated out of year group
- Professional evidence regarding the child's academic, social, and emotional readiness
- The views of relevant teaching staff, particularly the Head of Early Years/Key Stage Leader
- The child's performance during the taster session/assessment day
- Whether Stratford Preparatory can successfully meet the child's needs in the proposed year group
- The impact on class composition and the needs balance within the year group

## Important considerations and risks

### Parents/carers will be notified of the decision.

If delayed entry is approved, parents must understand:

- **Future transitions:** The decision applies only to Stratford Preparatory. When your child transitions to secondary school (if leaving at Year 6) or applies to other schools, the admission authority of that school will decide which year group the child will be placed in. This could result in your child being required to skip or repeat a year.
- **Progression within Stratford Preparatory:** Entry to one stage does not guarantee progression to the next. As stated in our Admissions Procedure:
  - Entry to Reception does not guarantee progression to Key Stage 1
  - Entry to Key Stage 1 does not guarantee progression to Year 3

Where a pupil educated out of year group is at risk of not meeting progression requirements, this will be communicated clearly through formal meetings.

- **Academic expectations:** The child will be expected to work at the level of their placed year group and meet Stratford Preparatory's academic standards for that cohort.
- **Social implications:** Being significantly older than peers may have social implications as children move through adolescence.

**The school reserves the right to decline a request for delayed entry if it is not deemed to be in the child's best interests or if it would not be appropriate for the school community.**

## 3. Deferred Entry Within Reception Year

### What is deferred entry?

Deferred entry is where a child starts school in Reception but later in the academic year (for example, after Christmas at the start of the Spring term). The child remains in their chronological year group.

### When might deferred entry be appropriate?

Deferred entry may be considered for children who:

- Are not ready to start school in September due to a medical condition
- Are summer-born and parents/carers feel a later start would be beneficial, but a full year's delay is not necessary
- Have other developmental reasons supported by professional evidence

### How to request deferred entry

1. **Register for Reception** for your child's chronological year group through our normal admissions process
2. Once a place has been **offered and accepted**, submit a **written request to the Headteacher** outlining:
  - Your reasons for requesting deferred entry
  - Any supporting information from medical or educational professionals
  - Your proposed start date

The Headteacher will consider your request in consultation with the Head of Early Years and Head of Inclusion.

### **Important information**

- The child must start attending Reception on a **full-time basis by Compulsory School Age (CSA)**:
  - Born 1 Sept - 31 Dec: CSA is 31 December (Spring term)
  - Born 1 Jan - 31 March: CSA is 31 March (Summer term)
  - Born 1 April - 31 Aug: CSA is 31 August (following Autumn term after 5th birthday)
- The place in Reception will be held for the agreed start date
- Parents are responsible for childcare arrangements until the child starts at Stratford Preparatory School

### **5. Mid-Year or In-Year Requests**

For pupils seeking to join Stratford Preparatory School mid-year or at non-standard entry points (Years 1, 2, 4, 5, 6, 8-11), requests to be educated outside the normal age group will be considered using the same principles outlined above.

Applications will be subject to:

- Space being available in the requested year group
- The child meeting our admissions criteria (taster day, literacy and numeracy assessment, satisfactory reference)
- A successful assessment that Stratford Preparatory School can meet the child's needs in the proposed year group

### **6. The Admissions Process for Pupils Requesting Out-of-Year Group Placement**

For pupils requesting placement out of their chronological year group, the following process applies:

- Contact the admissions team?
- Register for your child's proposed year group
- Attend a taster session
- Provide supporting professional reports and evidence
- The Headteacher will make a decision in consultation with the Head of Inclusion
- If successful, proceed with the standard admissions process (reference from current setting required if applicable)