



ADMISSIONS POLICY

1. School Contact Details: **Holy Cross Preparatory School**
George Road
Kingston upon Thames
Surrey
KT2 7NU

Tel: 020 8942 0729

Headteacher: **Mrs Sarah Hair**

The school is a foundation of the Sisters of the Holy Cross, whose registered address is Grange Road, Chalfont St Peter, Buckinghamshire SL9 9AH, telephone 01753 890108.

The Chair of Trustees and Advisory Body is Sister M. Donovan, who can be contacted via Holy Cross Preparatory School, George Road, Kingston upon Thames, Surrey KT2 7NU.

2. Mission Statement

The Holy Cross Preparatory School is a Catholic school, under the trusteeship of the Sisters of the Holy Cross, which provides a Christian education in which the worship of God and gospel values, as well as, a knowledge and respect of other faiths and a sensitivity for others, are central to school life.

In the spirit of Saint Francis, the school is a caring community which strives to enable each person to realize their full potential spiritually, academically, personally and physically. To achieve this, the school welcomes all faiths and works in partnership with parents, teachers and children to develop the God given gifts of each person.

3. Policy

To admit pupils from the age of four who will benefit from the mission, ethos and resources of the school within a range of academic ability which characterises the school, therefore the school is moderately selective.

4. Aims and objectives

- To ensure that any pupil admitted will be enabled to develop and fulfil their potential within the general academic, spiritual and social framework of the school.
- To assess the needs of prospective pupils to ensure that these can be met given the staffing, resources and facilities within the school.

5. Implementation

In keeping with the school's mission and aims, to assess the potential and suitability of each applicant as an individual.

School Visits

Parents are encouraged to first visit the school and meet with the Headteacher or a senior member of staff to experience and gain an understanding of the school ethos and aims, as well as the expectations of both pupil and parental engagement with the school. The individual needs of the child, including Special Educational Needs and Disabilities (SEND), English as an Additional Language (EAL) or Exceptionally More Able and Talented (EMA&T) where appropriate, can be discussed at the meeting and prior to assessment.

Registration

Parents can register their child at any age from birth to 11 by completing the school registration form (available from the school office) and making payment of a registration fee.

Entry at Reception (See temporary assessment procedures below for entry during the Covid-19 pandemic)

As the school has more applicants than places in the two reception classes, prospective pupils are currently invited to an introductory session, typically in early November before admission the following September. Applicants are placed into groups of about 7 or 8 children of similar birth dates. The reception teachers along with other teaching staff, observe and interact with the children participating in a range of enjoyable, age appropriate activities to establish the child's educational needs. The fun 40-minute session ends with an interactive story. A short checklist is completed for each child, including observations about their social skills, communication skills and attitudes towards learning.

Offers

Places are offered to the parents of the children who are assessed to be most suited to what the school has to offer. Priority is given to applicants as follows:

1. Siblings in the school;
2. Catholic families; and
3. Christian families

Offers therefore will be made to these applicants plus others, up to 46 for the 40 places. Those who do not receive offers are placed on a waiting list.

Temporary admission procedures during Covid19 pandemic, for entry to reception 2021

Further to the recent government decision to move the London Boroughs, including Kingston-upon-Thames, to Tier 2 of the local Covid Alert Level, we have taken the decision to temporarily change our admission process for pupils wishing to join us in September 2021.

We are currently unable to invite your daughter to the school for an assessment, however, we do request you visit the school for an outdoor tour with either our headteacher or a member of the senior leadership team. This will provide you, as parents, with an opportunity to learn more about our school's holistic ethos and provision, which nurtures and develops each individual girl academically and emotionally to enable them to flourish and become a confident, curious, independent young learner. You will also be able to discuss your daughter's needs first-hand with the member of staff, whilst seeing our excellent facilities and stimulating learning environment.

Should you then wish to proceed in applying for a place, you will then need to register your child with the school. Registered applications will be reviewed on a first-come-first serve basis and offers made thereafter.

Entry to other years - occasional places

There are occasional places in year groups throughout the school. Older prospective pupils are invited to spend up to a full day in school and are assessed by the class teacher as the pupil works alongside the children. The work covered will include tasks (sometimes papers) which demonstrate their mathematics and English ability. Their social and learning skills are also assessed. Junior pupils will complete an online cognitive ability test. The headteacher also talks with the child on an informal basis. Parents maybe requested to provide their daughter's last school report. Where there is any doubt about a child's ability or suitability for the school, the headteacher will contact the nursery or school for a verbal report or the child may be invited for a second visit before a final decision is made.

Temporary assessment procedures during Covid19 pandemic, for entry to other year groups.

Once registered, prospective pupils are invited to a short assessment session with a member of staff at the end of the school day. The assessment will include short tasks which will demonstrate your daughter's mathematics and English ability. Their social and learning skills will also be assessed. Junior pupils may complete an online cognitive ability test. The headteacher will also talk with your daughter on an informal basis. Parents may be requested to provide their daughter's last school report. Where there is any doubt about a child's ability or suitability for the school, the headteacher will contact the nursery or school for a verbal report or the child may be invited for a second visit before a final decision is made.

The School reserves the right, according to the Code of Practice for Schools (GSA, HMC, IAPS, ISA and the Society of Heads), prior to assessment:

- to contact the pupil's current school to advise of the pupil's application;
- to request a reference; and
- to request confirmation that all fees have been paid.

Waiting list

When no place is immediately available, prospective pupils once registered are placed on the waiting list. Priority on the waiting list is in accordance with the categories above. When a place becomes available, the school contacts the parents to organise a convenient date when the pupil can spend a day, or session, at school with her appropriate year group.

6. Preparation for joining

Reception year

- An informal drop-in session is held in the latter part of the summer term, when in preparation for their first day in September, parents and daughters can visit their new classrooms and meet the teachers and other staff.
- There is a New Parents' Evening for parents of reception children, when information is presented by the headteacher and head of pre prep. Staff in attendance are introduced and the parents have the opportunity for informal discussions. New parents receive a parent handbook about school life and uniform.
- During the summer term, the year 5 pupils send a letter of introduction to the reception entrants for the next academic year. This is a welcome to the school and information about what they will enjoy from September in their new school.
- In the early days of the autumn term, a 'meet the teacher' session is arranged for parents to obtain further information about school routines and ask questions.

Other years

- Children joining other year group classes at the beginning of an academic year have an induction afternoon in the second half of the summer term. On this day, whole classes go up to meet their new class teachers for the next academic year.

This is a public policy which is published on the school website and is reviewed annually by the Advisory Body.

Last reviewed November 2020. Next review November 2021.