

Admissions Policy

Criteria for Admissions

Pupils usually enter Winston House at Age 3, 5 or 7.

An application form will be completed and a non-returnable deposit paid. Application forms are available from the School Office.

At age 3 children will come into school for a morning and will spend time playing. How they react to others will be assessed.

Pupils will not be accepted unless they are trained to use the toilet.

At age 5 we will request a report from the Nursery School they have attended, if relevant. Again they will be invited in to spend a morning and staff will make an assessment.

At age 7 a report from their previous school will be required. Again, they will be invited in to see how they react with others. There will also be a more formal assessment of numeracy and literacy as well as an informal interview with the Head Teacher and Class Teacher.

If there are vacancies, pupils will be accepted at other times over the age of 7. In this instance there will be a more formal assessment of abilities, together with time spent in school in the relevant year group to ascertain how the pupil reacts with others. There will also be an informal meeting with the Head and Class Teachers as well as a report from their previous School.

In the case of over subscription to a year we will consider applications in order:

- Date of registration
- Siblings
- Statement that Winston House Preparatory School is the First Choice of school
- Distance from school

Once a pupil has been accepted into the school they will be allowed to progress unless they are deemed **not** to uphold the behaviour and ethos of the school. In this case we will give support and help in finding alternative arrangements.

If a pupil is subsequently found to have special educational needs and the school is supported, in upholding its standards and ethos by the parents, we will work with other agencies and organise Individual Education Plans to enable the pupil to remain with us and to achieve their potential. (See Curriculum Policy)

Winston House Preparatory School has a marking policy which focuses on helping pupils to move on. Pupil's attainment will be tracked throughout their time at the school. Teachers will use prior attainment to set challenging targets for each individual at the start of each term, they will be shared with pupils and their parents.

If a pupil is deemed not to be making progress an individual learning plan will be developed shared with all parties and SMART targets set.

Extra help will be available at lunchtimes and after school if required.

Assessment will be both formative and summative. There will be teacher assessment, peer assessment, self assessment and pupils will be encouraged to demonstrate what they have learnt to others in the class.

Pupils work will be displayed in the school and displays changed during the year.

In the KS1/KS2 pupils will be encouraged to make presentations of their findings or learning either just to their class or to the whole school in Assemblies and if relevant to parents.