



RYDES HILL

PREPARATORY SCHOOL & NURSERY

Admissions Policy

This policy also applies to EYFS

1. Introduction

Rydes Hill Preparatory School and Nursery ("Rydes Hill") is part of Tormead Limited. Rydes Hill is an independent non-selective day school for girls and boys between the ages of 2 and 7. Our aim is to encourage applications from candidates with as diverse a range of backgrounds as possible. This enriches our community and is vital in preparing our pupils for today's world.

2. Other Policies

This policy should be read in conjunction with our:

- Accessibility Policy
- Behaviour Policy
- Pupils' Equal Opportunities Policy
- SEND Policy

3. Head of Admissions

The admissions process is managed by the Head of Admissions at Tormead. Rydes Hill have a dedicated Admissions Secretary who can be contacted via RHAdmissions@rydeshill.org.uk or on 01483 563 160 (select option 2).

4. Visiting Rydes Hill

Open Mornings are held throughout the year in both the Nursery and Prep School. Visits at other times can be arranged with the Admissions Secretary.

5. The Entry Procedure

Rydes Hill School is not academically selective. Our selection process is designed to identify pupils who will benefit from our balanced and well-rounded education and to make a positive contribution towards the life of the School. Once parents have registered their child at the School, each child will be invited to attend the School for a "taster session" during which they will be asked to join in with other pupils and may be asked to carry out simple aptitude tests. Our aim is to ensure that any pupil admitted will develop and fulfil their potential within the general academic and social framework of the School, and will benefit from the mission, ethos and resources of the School.

Children can join our Nursery from the September after their 2nd birthday. Rydes Hill Nursery is a more formal setting than a day-care Nursery. There is a timetable, with lessons from specialist teachers each day. This requires children to be able to follow instructions and participate in the sessions. Not all 2-year-olds are ready for a structured setting. Following their taster session, we may recommend that children who are not able to manage the structure of our Nursery delay their entry until they are a little older.

For pupils being admitted to existing classes after the beginning of the academic year for Reception upwards, consideration will also need to be given to how the new pupil will integrate with existing pupils in the class.

6. Registration

Pre-Prep

The closing dates are as follows:

- 1 October for Reception (4+)
- 31 October for Year 1(5+)
- In the year proceeding entry for Year 2 (6+)

Once registered, prospective Reception (4+) pupils are invited to a Taster Day in October and Year 1 (5+) and Year 2 (6+) in early January.

Nursery

Parents may register their child any time before the year of intended entry.

All years

To register parents will need to complete a registration form and pay a non-refundable registration fee. Payment of the registration fee in no way commits the School to accept the child.

Parents should disclose any relevant information relating to their child's health including known allergies, disabilities, behavioural or learning difficulties. We also ask parents to disclose any other information which may be relevant to their child's application such as whether English is an additional language. This is in order that the School can consider any reasonable adjustments that can be made to accommodate the child and ensure that they are able to fulfil their potential at Rydes Hill. The School's terms and conditions set out full details of the School's and the parents' obligations and responsibilities relating to the child. These will be provided to parents with the School's Acceptance Form once an offer of a place has been made.

Children can only start at Rydes Hill once a signed Acceptance of Place Form has been completed and received, and the deposit paid and received.

7. Admission Criteria

Applicants are offered a place following an assessment during a School "taster" visit. Where there is any doubt about a child's suitability for the School, the Head of Rydes Hill will contact the child's previous Nursery/School setting for an oral/written report and the child may be invited for further visits before a final decision is made.

There are occasional places in other 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 other children. The work covered will include Mathematics and English. Their social skills are also assessed. The Head of Rydes Hill will contact the child's previous school for an oral or written report and/or the child may be invited for a second visit before a final decision is made.

8. Reports from Current Schools

Once parental permission is received, contact is made with the pupil's current school, nursery or playgroup to request a brief confidential report on their academic and other achievements (where relevant).

9. Special Educational Needs and Disabilities (SEND)

The School is fully committed to ensuring that its admissions policy and procedures are non-discriminatory. The School has limited facilities for disabled pupils but will do all that is reasonable to comply with its legal and moral responsibilities under the Equality Act 2010 and other applicable legislation. The School needs to be aware of any known disability or special educational need that may affect a prospective pupil's ability to take full advantage of the education and facilities provided at the School. This information is needed so that, in the case of a child with particular needs, it is in a position to assess those needs and consult with parents about the adjustments which may reasonably be made by the School to enable it to adequately provide for the child's needs during the admission process and after the child starts at the School.

Before a prospective pupil attends the School, as part of the admissions process, parents are requested to disclose whether their daughter/son has a disability, special educational need, or other medical condition. If this is the case the School may request additional information about the prospective pupil and take such advice as may be appropriate. Parents should provide a copy of an educational psychologist's report, EHCP or other medical report relating to their child, if appropriate.

If the School becomes aware of special educational needs or a disability after the child has started at the School, we will consult with parents about reasonable adjustments that may be put into place to allow the child to continue at the School. Parents may be requested to provide a copy of an educational psychologist's report, EHCP or other medical report relating to their child, if appropriate.

10. Preparation for joining Rydes Hill

During the summer term, the entrants for the next academic year are invited to a "moving on afternoon". This is a welcome to the School. They meet their teachers and class peers and spend some time in the classroom where they are going to be from September. Other informal events, such as family picnics, are arranged by the parent representatives from each class to assist with the transition into Rydes Hill.

A full term's notice must be given by parents who wish to move from All Year Round to Term Time or vice versa. A full term's notice must also be given if parents wish to make changes to their child's sessions.

11. Transition

We recognise that the transition between schools can be a period of challenge for a number of our pupils and have systems in place to ease this process and minimise any sense of upheaval. Please see our Behaviour Policy for further details. The Head of Admissions will notify the local authority when we add a pupil to the Admissions register and the School secretary notifies of any leavers.

12. Admissions register

The admissions register is electronically backed up on a monthly basis. The Network Manager is responsible for ensuring this has been done. The admissions register will be kept for a minimum of six years and in accordance with the Records Management Policy.