



ADMISSIONS POLICY (DRAFT 2)

AIMS

- To give all prospective pupils a fair approach to registration as a pupil at Cransley
- To ensure that entry procedures are appropriate to the age and ability of the child.
- To accept a pupil into the school at an appropriate point in the schools academic year.

PROCESS

- Parents can express an interest in the school by telephone or by touring the school at a pre arranged Open Afternoon or at another time.
- An application to the school can be made at any time by completing a blue application form and returning it to the school
- The child is invited to spend some time in the school. When the parent brings the child to school for the first time, copies are made of recent school reports.
- Entry into the school is based upon satisfactory completion of the two-day entry procedure, a satisfactory confidential report being received from the child's present school and at the Head's discretion.
- During this process, if a child has any special learning needs, some testing within the schools dyslexia department may be arranged should the school feel it appropriate.
- On being offered a place, both parents / guardians are required to sign the registration form and pay a deposit to the school.
- Any failure to disclose information pertinent to the child's entry into the school may result in the place at Cransley being withdrawn.

ENTRY INTO NURSERY

- Entry into the nursery usually occurs during the term in which a child has his / her third birthday.
- There is no formal assessment. Each child visits the school for one or two sessions. (a session being either a morning or afternoon)
- During this time the child's personal, social and emotional skills are assessed.
- This time spent in the school gives parents, carers and staff an opportunity to discuss the child's needs.
- On admission a 'Welcome Booklet' is given to parents to complete and this information forms the basis for recording the child's achievements both at home and at school.

- Children are admitted for between two and ten sessions per week. The number of sessions is agreed with parents after individual assessment of the child, taking into account of parents, carers and the child's needs and availability.

ENTRY INTO RECEPTION AND YEARS 1 AND 2

- Children visit the school, preferably for two consecutive days, although the two days can be separated if necessary. One day may be sufficient in the reception class.
- During this period in school the child's academic and social skills are assessed in a classroom setting.
- In years 1 and 2 reading, writing and number tasks are also undertaken and, at the Heads discretion, a place is offered in the school based on all of the information received (see 'process' above)

TRANSITION FROM THE PRE PREP DEPARTMENT TO THE JUNIOR DEPARTMENT

- It is expected that, once a child has been accepted into the Pre Prep department, he / she will automatically move into the junior department.
- A record of each child's achievements in NFER tests, SAT's tests and other pastoral information etc is passed onto the year 3 teacher.
- Year's 2 and 3 teachers meet to discuss individual children and their needs in order to ensure a smooth transition from one department to the other.
- A meeting is arranged with parents to discuss the transition from Pre Prep to the junior department.
- A 'Changeover Morning' is arranged towards the end of the Summer Term where each child spends a morning with the teacher who will be teaching them the following year and they may have the opportunity to meet the Head of the Junior Department.

ENTRY INTO THE JUNIOR DEPARTMENT

- During the two-day familiarisation period spent in the school the child will be tested on their reading, (which, in year's 5 and 6 will be a reading comprehension test) mathematics and verbal reasoning. Additional testing (see process above) may be included where appropriate.
- When a child enters the junior department at any stage, entry into the senior department is not guaranteed.

TRANSITION FROM THE JUNIOR DEPARTMENT TO THE SENIOR DEPARTMENT

- Year 6 children and their parents are invited to attend an Open Afternoon in the autumn term.
- The process of entry into the senior department is set out below.
- In February the entrance examination is held for entry into year 7 the following September.

- The candidates will be examined in Mathematics, English and Verbal Reasoning
- All candidates must obtain satisfactory marks in the entrance papers and in SAT's for entry into the senior department.

ENTRY INTO SENIOR DEPARTMENT

- All external candidates are invited to visit the school with their parents.
- All candidates must obtain satisfactory marks in the entrance papers for entry into the senior department.
- Entry into the Senior Department at any time after the entrance tests will be via the two day process as mentioned above and a confidential reference from the child's present school will be sought.
- A place in the Senior Department is offered on the understanding that the candidate achieves a satisfactory level on the entrance papers.
- All places offered to candidates are at the heads discretion.

ENTRY INTO THE SENIOR DEPARTMENT BEYOND YEAR 7

- This will be via an entrance examination at the appropriate level. (See process above)
- Admission to the school is, in addition, dependent upon the school receiving satisfactory reports from the school where the pupil currently attends.
- Entry to the school is at the Heads discretion.