



LEE Hurst Swan Admissions Policy For Children Entering The Prep Department

Last reviewed in November 2018 by the Acting Head

THIS POLICY IS PUBLISHED ON THE SCHOOL WEBSITE FOR PARENTS.

The aim of selecting children to join the Prep Departments is to ensure that all pupils are able to cope in a class situation without individual teacher support. There may be children for whom additional support becomes necessary (dyslexics, for example) and this will be arranged with the agreement of the parents. The preferred time of entry into the Prep Department is at the start of the academic year but in special circumstances entry can be at any time provided a place is available.

Children would normally be accepted into their correct curriculum year. Only in exceptional circumstances are they placed one year behind their natural year group. Children are **not** allowed to be ahead of their natural year group.

Key Stage 1

Children entering Key Stage 1 will spend a day in school during which they will be assessed by the form teacher whose form corresponds to their current age group or the Head of Learning Support.

Key Stage 2

Entry into Year 3

Children already in the school and those joining from other schools are invited to sit a scholarship examination. This takes place in the January of the year in which they are due to enter Year 3 and is usually on the same day as the entrance examination for entry into the Senior School.

The Scholarship Examination consists of an English test and a Mathematics test.

Each scholarship is up to the value of 30% of fees and is valid for the time that the child is in the Prep Department.

Entry into Year 3 (children not taking the Scholarship Examination), Year 4, Year 5 and Year 6.

Children will be expected to spend a day in school during which time they will be assessed. During the morning the relevant form teacher or Head of Learning Support, will test the child in:

Reading and Understanding – this may be by reading from a book or using a standardised reading test

Writing – children will be asked to write a story if there is time

Mathematics – check up tests or standardised Mathematics tests may be used

Spelling (optional) – to depend on what the rest of the class are doing

Children with diagnosed learning problems may be tested by a learning support teacher.

Staff who teach the children during the day will be asked to report back to the form-teacher.

The form teacher reports back, by the end of the school day, to the Head, who decides, on the recommendations of the form teacher, whether or not a place should be offered. The Head's decision is final.

This policy is subject to annual review according to a timetabled programme.