



# Leicester Preparatory

## School Admissions

### Policy

Last Reviewed: September 2023

Next Review Due: September 2024

*Approved by: Francis Fernandes*

## Admissions Policy

Leicester Preparatory School is a non-selective, co-educational independent preparatory school for boys and girls aged 2-11. The school admits boys and girls who will benefit from an

academic education and contribute to and benefit from its ethos and practice. This policy aims to give an overview of the admissions procedures for the school.

There is often competition for places at the school. If a choice must be made between several children who meet our admission criteria, the school will admit a child with a sibling in the school; a child whose parent is a current staff; a child with a particular skill, talent, or aptitude.

### **Open Days**

Open Days are means by which parents and children can visit the school, see teaching and learning in action, and meet the Headmistress or the Head of the Pre-Preparatory, Preparatory departments and staff. The school advertises the dates of Open Days on its website and other marketing approaches throughout the year.

The Headmistress and staff are always delighted to meet prospective families at any time during the school year. Please contact the school office to arrange a mutually convenient time.

### **Registration**

Children may be registered for the school at any time preceding their proposed entry into the school. Registration does not constitute an obligation on either the school or the parents to offer or accept a school place. The registration fee is £50, and if children are starting school from Reception, a deposit of £300 is also required. The methods of registering and contact details are available on the school websites admission section:

[www.leicesterprep.co.uk](http://www.leicesterprep.co.uk)

Applications will be considered throughout the school year for all age groups if places are available, and the applicants meet the school entry criteria.

### **Entry into adjacent year groups**

There are circumstances when the school will consider offering a place to a pupil one year ahead or behind their standard year group if the school finds, as a matter of professional

judgment that this would be in the child's best interests and the school. Parents should discuss this option with the Headmistress.



## **Admissions procedure**

Our admissions procedure has four elements:

- Attendance to an: Open Day, Tour or Taster day visit, request for a prospectus.  
At a taster day at Leicester Preparatory School (LPS), the pupil will experience a typical LPS day. During this day teachers may assess the child's academic standards
- Interviews/ age-appropriate activities for pupils
- A satisfactory reference, where applicable, from the applicant's current school
- Disability/SEN assessments (if applicable)

## **Entry tests**

At 7+ upwards pupils sit tests in English and Maths

## **Interviews**

In addition to sitting an assessment, pupils will receive a brief interview or an age appropriate activity to ascertain their interests and attitude to learning.

## **Character reference**

The child's current school's Head teacher will be asked to provide a written reference for the pupil's academic and personal development in the school community, talents, interest, outside of school and any other circumstances. The reference may also include the results of tests taken at the school.

## **Disability and special educational needs:**

The school seeks to admit pupils who meet the entrance criteria and who would flourish in the school. The school will make reasonable adjustments to comply with its legal responsibilities under the Equality Act (2010) and SEND Code of Practice (2014).

Should a disability or special educational need emerge after admission, the school will consult with professionals and parents about what reasonable adjustments can be made to enable the child to continue to access his/her education at the school. Some necessary changes may however be beyond the school scope for provision.

The school reserves the right to withdraw a place at the school if parents deliberately withhold information about their child's health, allergies, disabilities, or learning difficulties. For further details, the school's accessibility plan is available upon request.

**Terms and conditions**

Any pupil's admission is at the Headmistress discretion and is conditional; on written acceptance of the school's terms and conditions, which are supplied with the acceptance form.

**Data protection**

Any data provided to the school during the admissions process will be processed following the school's privacy notice.