

Arbor Preparatory School



Admissions Policy

1 Introduction

- 1.1 All admissions to Arbor Preparatory School are at the discretion of the Head teacher or Company Board of the school.

2 Aims

- 2.1 We actively seek to be an inclusive school, welcoming children from all backgrounds and abilities.
- 2.2 All applications will be treated on merit, and in a sensitive manner.
- 2.3 The only restrictions we place on entry are those of number and whether we feel that Arbor Preparatory School is the right place for the particular child to fulfill his or her potential without detriment to any other pupils.
- 2.4 A child's level of ability is irrelevant to this school's admissions policy, as are any special needs the child may have.

3 How parents and carers can apply for their child to be admitted to our school

- 3.1 Parents/carers can contact the school and arrange to receive a prospectus and fees sheet, or these can be downloaded from the school website. They can then arrange a visit at a time convenient to both school and parents. As a result of this visit a trial day can be arranged during which the class teacher will make an academic and behavioural assessment. Following this, the Head teacher will notify the parents as to whether a place is to be offered. If the child is transferring from an independent school, Arbor Preparatory will contact that school to verify that there are no outstanding debts. (No child will be accepted until all debts are cleared).

4 Sizes of classes

- 5.1 In the lower prep school the maximum class size is 20, with 2 staff per class. 1:10 ratio.

In the upper prep school the maximum class size is 20. Specialist staff are used to teach sport, drama, music, science, ICT, dance and art.

6 Monitoring and review

- 6.1 This policy will be monitored by the head teacher and/or Company Board and reviewed every 2 years or earlier in the light of any changed circumstances.

Signed:

Date: 26th November 2009