



Admissions Policy and Arrangements

Admissions Policy and Arrangements

Newcastle Preparatory School (NPS) welcomes children from the age of 3 to 11 years.

A non-selective school, NPS allocates places as parents register their children to join. Usually oversubscribed, a waiting list is also in operation.

NPS does not unlawfully discriminate in any way regarding entry. The School welcomes pupils with disabilities and/or special educational needs, provided we can offer them any support that they require and cater for any additional needs and that our site can accommodate them. We regularly review and take steps to improve the physical environment of the school in order to increase the extent to which disabled pupils are able to take advantage of education and associated services offered by the school. A 3-year Action Plan to improve access to the facilities is produced as part of the Accessibility Plan. We aim to ensure that all our pupils, including those with disabilities and/or special educational needs, are provided with a safe and inclusive environment in which to learn.

Our policy is to apply our admission criteria to all potential pupils. We require parents of children with special educational needs, disabilities or allergies (suspected and diagnosed) to discuss their child's needs with the School at the outset of the admissions process so that we can make adequate provision for them.

Parents are required to provide with the Registration Form full details of all relevant information, including any reports (including any educational psychologist reports, medical reports or other relevant expert third party reports), materials or information about their child's needs, and this may include any final or draft EHC Plans. This is so that the School can assess their child's needs and consult with parents about any adjustments which can reasonably be made and so that the School can ensure, for example, that their child will be able to meaningfully access the education offered and that we are able to ensure their health and safety, and the health and safety of others.

Where parents of a prospective pupil feel their child requires adjustments, the School will discuss with parents (and their child's medical advisers, if appropriate) the adjustments proposed and whether they can reasonably be made for the child if they were to become a pupil at the School.

There may be exceptional circumstances in which we are not able to offer a place for reasons relating to a child's special educational needs and/or disability. For example, if, despite reasonable adjustments (in the case of disability), we feel that a prospective pupil is not going to be able to meaningfully access the education offered, or that their health and safety or those of other pupils or staff may be put at risk, we may not be able to offer a place at the School.

Sometimes, the situation of pupils with disabilities and/or special educational needs changes between an offer of a place being made and the pupil starting at the School. The School requires parents to be pro-active in updating the School as to any significant changes which mean that the information provided during the application process is out of date or incomplete. In the vast majority of cases, this will not affect a pupil's place at the School. However the School may, in exceptional circumstances, need to reconsider the offer of a place if a pupil's circumstances change materially. It is in the pupil's interests that any such decision is made as early as possible to avoid any disruption to their education, so parents are urged to be forthcoming in their communications with the School about any material change to their child's circumstances.

The main entry points are at age 3 into First Steps Nursery and at age 4 into Reception with some places being available at age 7. (Very occasionally there may be vacancies in other year groups). Should the year groups be full, a waiting list system will operate.

The school operates a sibling preference policy.

Process:

1. Parents complete a Registration Form, enclose a Registration Fee of £50 and return to the Admissions Officer.
2. During the Spring Term, for children entering into school in Reception to Year 6 in the following September, a visit is arranged for all children who are registered to join. During the visit, children take part in a variety of activities which are age appropriate and may include some reading and numeracy tasks for children entering at age 7.

For children joining First Steps Nursery a visit is arranged during the summer term. During the visit they can take part in a variety of activities in the Nursery and meet the staff.

It is important that NPS is the right place for each child and we ensure that all needs can be met when offering a place.

Places are allocated fairly. There is equality for all children whatever their gender, religion, race or background may be.

3. After the visit, an offer of a place is given (in writing) and a Parent Contract enclosed.
4. Parents complete and sign the Parent Contract and return to the Admissions Secretary with a refundable deposit of £250.
5. Parents and children are invited to a welcome meeting later in the Summer Term to discuss practical arrangements and to receive a Welcome Pack.

Bursaries

Bursaries are available to new applicants from Year 3 onwards whose parental circumstances are such that they would not be able to attend the School without such an award.

The number of bursaries offered depends upon the funding available. Inevitably the demand for bursaries exceeds the number available each year.

All bursaries are means tested on an annual basis and may cover up to 100% of school fees.

Our bursary policy can be viewed on our website or can be obtained from the Bursar.

Reviewed – February 2024