

## Admissions Policy

### **1 Introduction**

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

### **2 Aims**

- 2.1** We 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 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 can apply for their child to be admitted to our school**

- 3.1** Parents can contact the school and arrange to receive a prospectus and fees sheet or can be downloaded from the web site. 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 the which the class teacher (if the child is of school age) will make an academic and behavioral assessment. Following this the Head 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 directors and reviewed in July 2010 or earlier in the light of any changed circumstances.