



Early Years and Junior School Admissions Policy

Open Days and Assessment Days

The Junior School advertises in the *Ham and High*, *Jewish Chronicle*, *Angles and Urchins* and various other publications. We publish Open Days and Assessment Days for the Junior School and Early Years department. These sessions will always comprise of a tour of the Junior School and a short speech by the Head of Junior School and/or Deans of First and Lower School.

There are four, whole school open sessions: September, October, March and May (evening session).

Parents can make individual appointments to tour the school and meet with the Head of Junior School/Deans of First and Lower School throughout the term.

Girls in the Early Years unit will come into school on an assessment day but girls in Key Stage One and Two will book to come into school for a morning when convenient.

Feeder Nursery schools and Primary schools are visited by Deans of First and Lower School and the Head of Juniors.

Junior School Admissions Assessment

The assessment comprises of a half day from 8:30am-12am in the child's current year group age. The class teacher has age appropriate tests and observes their interaction with staff and peers. The girl does not need to bring anything with her to the assessment. Social interaction with the class and peers is also a valuable part of the assessment process.

Early Years assessments are mainly during specific sessions and comprise of social interaction and short observations using the EYFS and parents can stay or leave their daughter and attend a short tour.

Key Stage One has will join in class work and have a short reading, writing and maths based assessment.

Key Stage Two has NFER Non-Verbal reasoning paper and they complete class work. We aim for a Non-Verbal score of 100+ in Key Stage Two but this is at the Head of Junior's discretion as we are also looking at the individual strengths which we can extend and develop.

EAL Pupils

EAL pupils will not necessarily complete written assessments but their reports from previous schools will form the basis of the assessment. Class teachers will observe them and complete an initial assessment.

Procedure

The School Operations Administrator answers internet and telephone enquires for admission and follows the procedure below:

- Prospective Parents receive a pack with the prospectus and open session dates.
- Completes a basic enquiries form.
- Checks with the Deans of First and Lower School for vacancies in the required year group.
- Sets up an Assessment morning by liaising with the Deans of First and Lower School.
- Asks the parent to bring any recent school reports with them to the assessment or post copies in advance.
- Gives a tour of the school.
- Creates a file for the child.
- Checks with the Deans of First and Lower School if the child has received a place.

- Follow up attendance at open sessions one week after using the enquires contact details form

Deans of First and Lower School are responsible for:

- Liaising with the School Operations Administrator and class teachers to set up a morning assessment
- Making sure that the year group assessments are ready
- Meeting the parent and child on the morning of the assessment
- Ensuring that the class teacher completes the Admissions Assessment Form
- Discusses the decision with the Head and SENCO
- Replies to the parent within a week of the assessment.
- Liaises with the School Operations Administrator to ensure the offer letter is sent out

Head of Junior School is responsible for:

- Has a short interview with the pupil and parents
- Decides on the number of places available per year group
- Accepts admission of a pupil in consultation with the Deans

Offers

When an offer is accepted and the deposit is secured, parents receive a Joiners Pack. Joining pupils are invited to attend the school for one day in the Summer term to meet their class and teacher for the next academic year.

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