



SHREWSBURY HOUSE  
PRE-PREPARATORY SCHOOL

**Admissions Policy**

## **Admission to Shrewsbury House Pre-Preparatory School**

This Policy applies to the whole of Shrewsbury House Pre-Preparatory School including the Early Years Foundation Stage.

Shrewsbury House Pre-Preparatory School is an independent day school for boys and girls from the ages of three to seven years. Nursery children are eligible to join Shrewsbury House Pre-Preparatory School at the start of the term in which they turn three. The majority join in either the term, or the September, that follows their third birthday. They are able to have up to six full terms in Nursery depending on their parents' preference and where in the year their child's birthday falls. Children joining the school in Reception to Year 2, where possible, start in September, though exceptions can be made.

### **The Entry Procedure**

Parents are asked to telephone the School Office to make initial enquiries. An appointment may be arranged, and during your visit the Head will discuss your child's admission to the School and give a tour.

Prospective parents are invited to telephone the school office to book an appointment for a Parent Tour. The Admissions Section of the Website contains further information and details of the next Open Morning.

Parents are required to complete a Registration Form and pay a Registration Fee, which initiates the formal entry process. A deposit is also requested, prior to admission, and payment of this deposit secures a guaranteed place.

For Nursery children, prior to entry, parents are invited to bring their child to visit the school for a 'Stay & Play' session to meet some of the Nursery staff and children.

If a child is older than Nursery age, prior to entry, they will be invited to spend some time in school, so the child's numeracy, reading and writing can be assessed, to gauge the levels at which the child is working.

Parents with a child already at a school either in the area or elsewhere are asked to discuss the possible transfer with the Head of that school. The Administrative staff may request records from the previous school as soon as entry has been arranged. Information relating to Safeguarding will also be requested.

In line with the latest regulatory requirements (September 2016), Shrewsbury House Pre-Preparatory School will notify our Local Authority of any children joining or leaving the School.

Prior to entry, parents are asked to complete a Child Information Profile and sign relevant school consent forms which can be completed electronically via a Wufoo form. Parents are also provided with a Parent Handbook. Shrewsbury House Pre-Preparatory School records all information on the School's Admission Register as defined by the DfE statutory requirements. Prior to a child's entry to the School, at least two contact numbers are requested.

A New Parents' Induction event is held in the Summer Term prior to the children starting in September and new children are invited to join our 'Transition Morning' at the end of the Summer Term when they will visit their new classroom and meet their new teachers. Prospective parents are also invited to a number of events held throughout the year, when parents and children will have the opportunity to come into school and may meet the Head again and other members of staff.

Once children have started at school, parents are asked to keep in close contact with staff, to help ensure that their child's transition to Shrewsbury House Pre-Preparatory School goes smoothly.

## **Equal Opportunities**

Our aim is to encourage applications from parents with a diverse range of backgrounds. This enriches our community and is vital in preparing our pupils for today's world. Shrewsbury House Pre-Preparatory School is committed to equal treatment for all, regardless of a candidate's race, ethnicity, religion, or social background and fully complies with the Equality Act 2010. Although Shrewsbury House Pre-Preparatory School has Christian roots, we do not select for entry on the basis of religious belief, and we offer the opportunity for all children to practice their own faiths.

## **Special Education Needs**

There is no discrimination regarding entry. We welcome pupils with special educational needs, providing that our staff can offer them the support that they require. We welcome pupils with physical disabilities provided that our site can accommodate them. However, we advise parents of children with special educational needs or physical disabilities to discuss their child's requirements with the School before he or she begins the admission process, so that we can make adequate provision for him/her. Parents should provide a copy of an Educational Psychologist's report or a medical report if they have one. We will discuss thoroughly with parents and their medical advisers the adjustments that can reasonably be made for the child if he/she becomes a pupil at the school.

## **Fluency in English**

If English is an additional language and parents have concerns relating to their child's fluency in English, please do raise this with the Head who will be able to outline what support the School can offer.

## **Sibling Policy**

Most siblings join us at Shrewsbury House Pre-Preparatory School. However, admission is not automatic, and there may be occasions where we judge that a sibling may thrive better in a different academic environment.

Where a waiting list exists, preference will be given to current siblings.

## **Terms & Conditions**

The School's Terms and Conditions are made available to parents as part of the admission process.

## **Data Protection**

During the admissions process, you will be sharing personal data, about you and your child with us. Shrewsbury House Pre-Preparatory School is committed to the highest standards of data protection of all personal data. Please refer to the School's Parent and Pupil Privacy Notices which can be found within the Policy Section of the School Website: <https://www.shrewsburyhousepreprep.net/about-us/policies-and-documentation/>

## **Other Information Available to You**

The following policies are available on the School Website, please click <https://www.shrewsburyhousepreprep.net/about-us/policies-and-documentation/> to find:

- Admissions Policy
- Anti-Bullying Policy
- Behaviour Management Policy

- Complaints Policy & Procedures
- Curriculum Policy
- First Aid Policy
- Health & Safety Policy
- Safeguarding and Child Protection Policy

Other policies can be requested from the Registrar, Mrs J Akhurst: [shppadmissions@shstrust.net](mailto:shppadmissions@shstrust.net), including:

- The School's Educational and Welfare Provision for pupils with EHC plans
- The School's Educational Provision for pupils for whom English is an additional language

Details of Leavers' destinations can be located on our website under the section 'School Life':

<https://www.shrewsburyhousepreprep.net/school-life/leavers-destinations/>

A copy of the most recent Inspection Report can be found in the 'About Us' section of the school Website

<https://www.shrewsburyhousepreprep.net/about-us/isi-report/>

Information regarding EYFS provision, (including any alternative provision in the case of exemptions), how parents and carers can access more information about the EYFS, including sharing learning at home, may be found in our Parent Handbook, which is provided to parents on joining Shrewsbury House Pre-Preparatory School. The Handbook also covers information on how Shrewsbury House Pre-Prep supports children with SEN or Disabilities, details of food and drinks provided to children and details of policies and procedures, including the procedure in an event that a parent/carer fails to collect a child or dealing with a missing child circumstance.

This Policy was approved by the Board of Governors.  
This Policy is reviewed annually by the Head.  
This Policy was reviewed in June 2023.