

ADMISSIONS POLICY

Entry into the Kindergarten 'Honey Pot' (age 2+) is non-selective and is arranged on a strictly first-come, first-served basis. Maximum numbers are limited to a total of 30.

Entry into the Kindergarten 'Beehive' (age 3+) is automatic for those moving up from the 'Honey Pot'. Any spare places are offered on a non-selective, first-come, first-served basis. Maximum numbers are again limited to ~30.

For entry into the main school Reception classes (age 4+), precedence is given to those moving up from the 'Beehive'. Spare places are allocated on a first-come, first-served basis. Maximum numbers in Reception are limited to 36.

Entry (from outside) into Reception is also non-selective, although where children have been previously attending a nursery, we ask for a brief report to confirm satisfactory cognitive and social development.

Entry into Year 1 (age 5+) is automatic for those moving up from Reception. Spare places are then allocated on a first-come, first served basis, subject to report and entry test. Maximum numbers for Year 1 and beyond are usually 40 per year group.

A candidate may be accepted for entry into any year group provided that a place is available, and provided that we are able to obtain evidence to indicate that Pennthorpe should prove a good choice academically and that he or she will be happy here.

We normally gather evidence from four different sources:

- talking with parents
- confidential report from previous school
- entry test
- observation during a preliminary visit

Our entry tests are non-competitive and designed to assess a pupil's literacy and numeracy skills, along with his or her academic potential, within the context of the Pennthorpe curriculum and of the entrance examination requirements of the senior independent schools to which the majority of our pupils transfer. We encourage each applicant for entry after the start of Year 1 to spend at least one morning or whole day with us, typically during the term before entry. This gives us the opportunity to administer the entry test and to observe the pupil in the classroom setting. Importantly, it also gives the pupil an opportunity to have a brief experience of the school, to meet his or her future classmates, and so to allay some of the anxieties that inevitably accompany a move to a new school. A preliminary visit incurs no obligation on either side.

New pupils normally spend a day at school prior to joining full time. During that day an assessment is made. In **Reception, Years 1,2 & 3**: the child joins the class for the day and an informal assessment is made by the class teacher. In **Years 4 & above** the child will join the appropriate class and will do tests in English and Maths and where time allows a NFER Screening test.

Special Needs

Pennthorpe is not able to offer extensive specialist provision for Special Needs.

We recognise, however, that as a largely non-selective school and with a high proportion of our pupils moving up from our own Kindergarten and Reception classes, a small but significant number of our pupils will be identified as having Special Needs.

We therefore have a small Learning Support Department where qualified Special Needs teachers can offer one-to-one tuition. The provision is restricted to one or two hours per week and normally requires pupils to be withdrawn from other lessons (on a rotating basis). These extra lessons are charged at an hourly rate in addition to normal fees.

Where a pupil is assessed as needing more extensive specialist support than that described above, then it must be recognised that Pennthorpe may not be able to meet the pupil's needs and that an alternative educational setting may have to be considered.

REGISTRATION AND CONFIRMATION PROCEDURES

To record interest in a place at Pennthorpe, a parent should fill out and return a Registration Form, a copy of which may be found in the school prospectus, and spare copies of which may be obtained from the school office. There is a registration fee of £100, returnable only in the event of the application for a place being rejected by the school.

For a pupil entering after the start of Year 1, the application for a place can then be confirmed only when the school has had an opportunity to gather the evidence of suitability from the four sources described above and has been able to make a definite offer of a place.

In order to accept the offer of a place and to secure commitment (on both sides) the parent should then fill out a Call-up Form (available from the school office) and return it, together with a deposit of £500. This deposit will be returned in full at the end of the child's time at the school, provided that no outstanding fees or extras remain to be settled.

Where registrations outnumber available places, Call-up Forms are sent out automatically to all those who have registered, giving initial precedence, in the case of Reception, to those moving up from the Pennthorpe Kindergarten. Places are then allocated on a first-come, first-served basis. To be sure of a place, parents may wish to submit Call-up form(s) and deposit(s) earlier, but should be aware of the commitment involved (a full term's notice of withdrawal of acceptance, or a full term's fees in lieu).

Pennthorpe is registered with West Sussex Early Years Partnership to enable Parents to claim for funded places for eligible 3 and 4 year olds. Under the scheme, qualifying children are entitled to receive 5 funded sessions of 2.5 hours early years education each week of the school year. Priority for morning session will be given to those parents requiring wrap around care and specialist activities and additional charges will be levied for the extended session time and any additional services provided.