



# Wakefield Grammar Pre-Preparatory School

<b>Document Reference</b>	<b>Admissions (including EYFS) Policy</b>
<b>Version Number</b>	V1.00
<b>Author/Lead Job Title</b>	Emma Gill WGPPS Head
<b>Consultation</b>	Admissions Office  Director of Finance and Operations
<b>Checker Person Name  Quality Assurance</b>	  Penny Plumpton, Governor
<b>Name of Approver / Committee  Date Ratified</b>	WGPPS GEC  February 2023
<b>Date of Next Review (Annually)</b>	<b>February 2024</b>

**VALIDITY** – Policies should be accessed via FireFly to ensure the current version is used.

### CHANGE RECORD - REVIEW PERIOD ANNUALLY

<b>Version</b>	<b>Date</b>	<b>Change details</b>
V1.00	Feb 2023	Created, Emma Gill, WGPPS Head

To be published on the following:

<b>Staff shared</b>	<b>X</b>	<b>School website</b>	<b>X</b>	<b>ISI Portal</b>	
---------------------	----------	-----------------------	----------	-------------------	--

## **WGPPS Admissions Policy**

### **Introduction**

At WGPPS we provide a stimulating and happy learning environment for children of ages 3 and 7 to learn, develop and make progress. Our pre-prep prepares pupils for entry to schools in the Wakefield Grammar School Foundation. Girls and boys from FS1 move to the FS2 provision in our school in the September after their 4<sup>th</sup> birthday, subject to the recommendation by the FS1 staff and acceptance by the relevant Head. Children from other settings are able to apply for a place at WGPPS throughout the academic year.

### **Policy and Process:**

#### **Registering for WGPPS**

Parents are required to register their child by returning the application form with the registration fee of £50. Once the online application form and registration fee have been received our admissions staff will guide the parents through our admissions process.

#### **Entry into FS2**

Places are offered following a short assessment in school. These assessments may take place throughout the year.

#### **Assessment**

The assessment will look at the academic level as well as a child's personal and social development. Usually questions will be about sounds, reading simple words, recognition of colours and understanding numbers 1 – 10. The British Picture Vocabulary Test will also be administered. A report from the child's current school or setting will be requested.

#### **Entry into Year 1 and Year 2**

There are usually a few places available in key stage 1 classes. These assessments may take place throughout the year.

#### **Assessment at Year 1 and Year 2**

Children are invited to spend a session in school to undertake the assessments. Tasks will focus on reading, writing and mathematical skills. The British Picture Vocabulary Test will also be administered. This will enable us to ascertain how a child compares with pupils already within the year group and the likelihood of being able to move onto the Junior Section. Discussions will take place between the Head and staff concerned as to the suitability both academically and socially. A report from a child's current school will be requested.

#### **Equal opportunities**

The Foundation is committed to equal treatment for all, regardless of an individual's race, sex, disability, religion, belief or sexual orientation. The Foundation's schools are academically selective schools and we believe that the educational experience can only be enriched if children are exposed to as wide a range of cultural experiences as possible whilst they are developing.

## **Learning Differences**

WGPPS is an independent, academically selective school and all pupils are assessed equally on the basis of the entrance assessment and a school report. Parents must notify the School Head in writing if they are aware or suspect that a pupil has a specific learning difference and must provide copies of all written reports and other relevant information. WGPPS will make reasonable adjustments to the entrance procedures where it is deemed that a learning difference is sufficient to create a difficulty for a child to access an examination. Individual support is offered to all candidates during the tests but special consideration might be the award of additional time. Evidence to support such an arrangement is needed, and in most cases this would be a report from an educational psychologist. A pupil may be asked to attend an assessment with the Head of Learning Support.

## **Special Educational Needs**

If a pupil has a disability then parents should inform the school in advance of the entrance exam so that any reasonable adjustments can be accommodated which may include modifications such as extra time, separate room, enlarged papers.

Parents should send a copy of the Educational Psychologist's Report to the school prior to the sitting of the examinations for any candidate who has a Special Educational Need.

## **Securing a place in WGPPS**

Parents will receive a letter offering their child a place. Returning the acceptance forms and paying a deposit to secure the place. The deposit of £200 is refunded when a pupil leaves the Foundation. This is usually at age 18.

## **The next step**

Children who have accepted a place will be invited for a 'taster' afternoon to meet their teacher, teaching assistants and other pupils in the class.

In the Summer Term prior to entry, parents are invited to a 'New to WGPPS' evening to receive information about the school day, activities, uniform, meet their child's form teacher and other parents in their year group.

In the Autumn Term we hold annual curriculum evenings when parents receive information about the delivery of the curriculum, literacy and numeracy teaching within school, the range and type of activities and experiences provided for the children and how they can support their child's development at home.

## **Moving on**

It is usual that boys and girls who are in WGPPS will move automatically to the next stage of their education in our Junior sections. However the final decision will be made by the Head, based upon suitability of a girl or boy to access the opportunities in school.

## **Siblings Policy**

There is no priority given to siblings for entry to QEGS or WGHS junior sections.

### **Staff children**

Admission of children of Foundation members of staff or Governors to the Foundation's schools is on the same basis as for any other child and is as described in this policy.

### **Future policy changes**

This policy may be amended at any meeting of the governing body, in which case the revised policy would operate from the start of the following academic year.

### **Safeguarding**

Staff at WGPPS recognise the need to provide a safe and caring environment for children and young people. We acknowledge that children can be the victims of physical, sexual and emotional abuse, and neglect. We have adopted the procedures set out in the WGSF Child Protection & Safeguarding Policy in accordance with the statutory guidance, where further details can be found about Designated and Deputy Designated Safeguard Lead.

### **Storage of Data**

We ensure that pupils' personal data, including any information relating to their individual needs, assessments and interventions is maintained securely at all times. (General Data Protection Regulation: May 2018). For more information on the way personal data is stored and processed refer to the Privacy Notices and Data Protection Policies.

### **Withdrawal**

A full term's notice is required by 12.00 noon on the first day of term to withdraw a pupil from school after the acceptance of a place, or for removal at any time during the pupil's education at the School. A full term's fees become payable in the absence of the notice period given above.