

# Admissions Policy



Little Lambs  
NURSERY



SUTTON VALENCE PREPARATORY SCHOOL

This Policy applies to Sutton Valence School (including, as the context requires, the Little Lambs Nursery, the Pre-Preparatory School, Preparatory School and Senior School).

Sutton Valence Preparatory School (SVPS) is a co-educational school with pupils from the age of two to eleven.

The School seeks to offer wide opportunities academic, sporting, cultural and musical to children in line with our four journeys: Academic, Community, Co-curricular and Leadership and Service. The curriculum is broadly based and aims to develop the abilities, talents and gifts of all children in the school.

Sutton Valence Preparatory School does not have a selective admissions policy per se but does assess children for the purposes of screening to establish that the environment can suitably address children's needs. Subject to this, it is happy to consider applications from/for any child, regardless of disability, colour, creed or race.

The School will take all reasonable steps to avoid putting a pupil at any disadvantage during the admissions process. However, the School is not equipped, and the geography of some sections of its site may be unsuitable, for pupils with the more severe physical difficulties. Similarly, the School may not have the expertise to assist with more serious learning difficulties. Under such circumstances it will be reasonable to advise parents that the School is unsuitable.

Pupils and their parents should be prepared to work with us for the good of both their own child/ren and the School community. Wherever possible, pupils with specific learning or physical disabilities may be accepted provided that the School is able to offer the level of specialist and general assistance required. There may well be a charge for learning support.

A registration form can be downloaded from the School's website or obtained from the School Office. Please note that completed registration forms should be accompanied by a £50, non-refundable registration fee.

### **Admission Stages**

Children are admitted to SVPS at:

- Little Lambs Nursery (2+);
- Reception (school age); and
- Year 3 - Prep.

### **Criteria for Admission**

#### **Nursery**

- A pupil is eligible for the Nursery class after their second birthday and before Reception age;
- Payment of the fee and completion of the registration form, and form of agreement for admission;

- A report/record received from the previous setting, if applicable, or the ‘My Unique Progress’ form or its equivalent;
- A member of staff from SVPS or Little Lambs will, where possible, visit the pupil in their current setting as part of the process of preparing to receive the child.

It is possible for a child to attend one other provider during their time in Nursery, including for the use of the Early Years Vouchers.

### **Reception to Year 2**

- Movement from the Nursery to the Reception is usually automatic. Otherwise, entry is on a first come, first served basis. Siblings of current pupils are given priority;
- Pupils are eligible for entry upon payment of the fee and completion of the registration form;
- If a space is available, pupils are invited to the School to spend some time in an appropriate Pre-Prep class. The child will be observed by all the teachers teaching them that day. A report on them would be submitted to the Head of Pre-Prep, the Head and possibly the Head of Learning Support;
- During a Year 1 and 2 taster day there may be the opportunity to carry out an appropriate benchmark assessment under the direction of the Head of Pre-Prep. This may include, for example, spelling, reading, a piece of free writing and mathematics.

### **Year 3 to Year 6**

- Pupils are eligible for entry upon payment of the fee and completion of the registration form.
- Pupils are invited to come in for a day in the School to spend some time in an appropriate Prep class. The child will be observed by all the teachers teaching them that day. A report on them would be submitted to the Academic Deputy Head, Head and possibly the Head of Learning Support;
- Appropriate benchmark assessment under the direction of the Academic Deputy Head. This may include, for example, spelling, reading, reasoning, a piece of free writing and mathematics.

For Reception to Year 6 the information gathered from these sources would result in these possible courses of action:

- A place is offered;
- Additional educational needs are identified, and the School agrees, in conjunction with the parents, to support the child in the School. Any known special needs should be declared on the School’s registration form. The School will assume permission to approach schools for a reference and parents for any school or educational reports. These may include end of term reports, NFER or SATs scores and reports from outside agencies.

The financial and educational ramifications of any support will be made clear to parents in writing and their consent to the support be sought.

It may be that a decision is made by the School that the child's level of need is such that they may not be able to be supported by the School's current staffing levels and expertise. The parents would be asked to a case conference and the situation openly discussed with them.

Thereafter it may be decided that the child's best interests would not be served by the taking up of a place at SVPS:

- In all the above cases the School reserves the right to ask for further professional investigation;
- If an additional educational need is identified the place offered will be subject to review, as the School reserves the right to request the removal of a child.

## **Conditions**

In all cases:

- The School has the right to withdraw the offer of a place;
- The Head of the Preparatory School makes the final decision on the admission of a pupils to SVPS;
- The cost of extra tuition and support or visits to and reports from professionals is borne by parents.
- The School reserves the right to ask for the removal of a child if they are not benefiting from the education offered by the School.

## **The Admissions Process**

### **Registration**

Registration is made when a signed registration form and fee have been received and acknowledged by the School. The fee is £50.00. The School favours a meeting with parents during the admissions process.

### **Waiting Lists**

Registration puts potential entrants on a waiting list. Confirmation of places in the Little Lambs Nursery takes place throughout the year. Reception normally takes place in the Michaelmas Term preceding entry. Siblings of children to SVPS are given priority and move to the top of the waiting list when registered. Siblings of children at Sutton Valence School (SVS) are given priority after this.

Once a parent or guardian has registered a child, their name will automatically move from year to year until a place becomes available or until the registration is withdrawn by the parents. Registration fees are non-returnable.

Parents who decline an offer of a place will be moved to the bottom of the waiting list if they renew their desire for a place. If a parent wishes to defer a Nursery place for a Reception place, we endeavour to accommodate this, but do not guarantee a Reception place of entry.

### **Confirmation of place**

Confirmation of place is made when a signed form of agreement and deposit of £300 have been received and acknowledged by the School. This deposit will be returned, less any outstanding disbursements, at the end of the child's last term at the Preparatory School.

If the place is not taken up, the deposit is non-returnable. Also once this form has been signed, parents are obliged to pay one term's fees in lieu of one term's notice if proper, written notice is not given. The full School terms and conditions are sent on the offer of a place and are also available from the Admissions department.

### **Entrance criteria**

The suitability of all candidates to the Sutton Valence Preparatory School's educational environment must have been established.

### **Payment of Fees and extras**

Termly tuition fees, plus any extras, are payable in full on or before the first day of each term. Late payment will attract interest charges in accordance with the Governors' regulations. Parents can opt to pay all fees in monthly instalments by direct debit. The School also runs a foundation scheme which allows those who wish to negotiate the payment of fees up to nine terms in advance.

### **Persons responsible for Payment of Fees and Extras**

The parents and or any other person who undertakes to pay fees will be jointly and severally liable to pay all fees and extras, notwithstanding any change in family circumstances.

### **Non-payment of Fees and/or Extras**

If fees are not paid promptly by the due date, the School may suspend a pupil from School, or require the parents to withdraw the pupil permanently. In such circumstances, fees due are payable in full.

### **Withdrawal**

A full term's notice of the intention to withdraw a pupil from the School must be given in writing to the Head, on or before the first day of the term. If this is not received, a full term's fees will be payable.

### **Conduct and expectations**

All pupils have an obligation, if required by the School, to take part in School games and other beyond-the-classroom activities and to attend practices, meetings, etc. This will stand unless special exemption has been granted. Pupils are required to attend School and all timetabled lessons punctually and regularly. Except in the event of illness, no pupil may be absent from School without prior permission in writing from the Head.

### **Exclusion and Suspension**

The Head has the right, if they consider it appropriate in the interests either of the pupil or of the School, to exclude a pupil permanently or for such a period as they shall decide. In the case of temporary exclusions, the Head's decision is final. In the case of permanent exclusions parents may choose to appeal. Please refer also, in this regard, to the School's Behaviour Management and Discipline Policy.

**Contact and Advice**

Sutton Valence Preparatory School would like to make the process of Admissions as smooth as possible for families, so please do contact us at any stage if you would like further clarification on any matter.

**Contact Information:**

Admissions: Miss Abigail Betts

Address: Sutton Valence Preparatory School, Chart Road, Sutton Valence, Kent ME17 3RF

Telephone: 01622 842117

Fax: 01622 844201

Email: [bettsa@svs.org.uk](mailto:bettsa@svs.org.uk)

Author: Mark Scholey, Chloe Dorban-Hall, Abigail Betts

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