



ALTRINCHAM PREPARATORY SCHOOL

Admissions Policy

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Responsible Person:	Mr N J Vernon - Headmaster
Date of last review:	March 2024
Summary of changes:	Change of Author Removal of Admissions Register Removal of Withdrawal Addition of Bursaries Addition of Records and Review
Date of next review:	March 2025

This policy applies to Altrincham Preparatory School, including the EYFS. It is available to current and prospective parents upon request and is published on the School's website.

INTRODUCTION

Altrincham Preparatory School is a boys' independent day School for pupils from ages 2 to 11. The School has approximately 288 pupils. Deciding on the right School for your son is very important, and we believe that a personal visit is both necessary and invaluable. We very much hope that you will arrange to visit Altrincham Preparatory School in order to speak with the Headmaster and to be shown around the School. This will afford an opportunity for you to gauge whether our ethos and philosophy dovetail with your ambitions and aspirations for your son's preparatory schooling. We hold open events throughout the year, which provide a general introduction to the School, as well as the chance to meet and speak with teachers, pupils and staff. We are also very happy to welcome prospective parents and their children at other times. Please contact the School Office on 0161 928 3366 or email: admissions@altprep.co.uk to arrange a visit at your convenience.

THE ENTRY PROCEDURE

The usual point of entry into Altrincham Preparatory School is at Nursery (2+ years), Pre-School (3+) or Reception age (4+). Our structure and the inherent dynamics of our population do, however, allow us to offer places to admit boys at other ages.

At point of entry (Nursery, Pre-School or Reception), Altrincham Preparatory School is not a selective School. Offers of places for entry into either the Nursery, Pre-School or the Reception classes is dependent on the date of registration, with those registering earliest gaining first consideration. The only exception that is made to this 'list' relates to brothers; a brother of a boy already in the School will, subject to capacity, automatically be offered a place within either our Nursery, Pre-School or Reception classes as appropriate.

For Parents wishing to place their son at APS after Reception age (autumn term) the School requires that each boy joining us undertakes a 'Taster Day'.

Applicants for admission should register using the registration form which can be obtained from the School office (telephone 0161 928 3366, via email admissions@altprep.co.uk or from the School website: <https://enquiries.schoolbase.online/?dname=AltrinchamPrep>

EQUAL TREATMENT

We encourage applications from candidates with as diverse a range of backgrounds as possible. This enriches our community and is vital in preparing our pupils for today's world. Bursaries are available to try to enable boys from all backgrounds to attend the school. Please see the School's Bursary Policy for further information. Altrincham Preparatory School is committed to equal treatment for all, regardless of a candidate's race, ethnicity, religion, sexual orientation or social background.

SPECIAL NEEDS

Our ethos is that each boy is valued as an individual and is able to make a positive contribution to School life so that they grow in confidence and develop a positive self-image. We welcome every boy who can make the most of the opportunities that we offer and can flourish in the caring environment of Altrincham Preparatory School (APS). Treating every child as an individual is important to us and we welcome pupils with Special Educational Needs, as long as our Learning Support Department can provide them with the support that they require. We do not however have the facilities to offer highly specialised and intensive intervention.

THE ASSESSMENT PROCESS (for boys seeking entry post start of academic year Reception entry)

The aim of the process is to identify potential and to ensure that the education we can offer is correct for a particular boy. We are looking for well-rounded pupils with a genuine interest in education in the broadest sense of the word, with interests that stretch beyond the confines of the academic curriculum. The School has strong traditions in art/technology, music and sport. There are many extra-curricular activities, all of which are important in developing a well-balanced, confident individual.

No specific preparation for the assessment is needed. Boys will be asked to come into School for either the whole or part of a day, where they will join their prospective peer group and take part in lessons whilst also completing assessment tests.

The Headmaster will come to a decision over the advisability or not of the boy joining Altrincham Preparatory School and the outcome of the assessment day will be formally reported to the Parents. Any offer of a place will be subject to the receipt of a supportive reference from the boy's present School along with an assurance that all parting arrangements have been amicably completed.

The dates for any assessment process will be specified at a mutually convenient time.

SIBLING (brother) POLICY

Most brothers join us at Altrincham Preparatory School and their application receives priority over others. However, admission, other than at point of entry, is not automatic for there may be occasions where places are unavailable, or we judge that a brother is likely to thrive better in a different academic environment.

BURSARIES

Altrincham Preparatory School's bursary programme is designed to make it possible for as many as possible of those that meet the School's entry criteria to take up a place here. The School offers a limited number of means-tested awards annually. Our bursary policy can be viewed on our website or can be obtained from the Admissions Registrar.

FLUENCY IN ENGLISH

In order to cope with the academic and social demands of Altrincham Preparatory School, it is preferable that boys have family support with regard to the development of their facility with and fluency in English. If English is not the spoken language within the home environment it is necessary that the Parents draw our attention to this position. This will allow us to put in place supportive strategies to help address any issues that might arise.

RELIGIOUS BELIEFS

Altrincham Preparatory School is a non-denominational School although the School has Christian roots. We do not offer places on the basis of religious belief, and we offer, within our curriculum, the opportunity for the introduction and study of the world's major faiths. However, parents should be aware of our policy with regard to assemblies and other religious occasions, e.g. the School's Carol Service, which boys are expected to attend.

SCHOOL'S CONTRACTUAL TERMS & CONDITIONS

Copies are on the School's website and will be made available to parents as part of the admissions process.

COMPLAINTS

We hope that you and your child do not have any complaints about our admissions process; but copies of the School's complaints procedure can be sent to you on request. The Complaints Procedure is not available for use by prospective parents.

RECORDS AND REVIEW

Applicants' details will be held on file with due regard to data protection legislation. Please see the School's Privacy Notice for further information about how the School collects, uses and processes personal data.

The School will not hold the personal data of you or your child for longer than is necessary for lawful purpose. This will generally be no longer than 6 months following an unsuccessful application, but reasons to retain personal data for longer may include e.g if the parents express an interest in the candidate re-applying for any reason at a later date; or to deal with any ongoing matters or queries arising from the application.

RELEVANT DOCUMENTATION

Parents are advised to visit the website in order to access the following documents: 'Statement of Ethos and Aims', this 'Admissions Policy', our 'Terms and Conditions', the 'Behaviour Management Policy', 'Disability and Inclusion, Learning Support Policy', 'Child Protection and Safeguarding Policy', 'Educational Visits Policy', 'Curriculum Policy' and the School's 'Complaints Policy'. You will find other policies as well and all policies appropriate to parents will be provided in a written form on request.