



IPSWICH PREPARATORY SCHOOL Admissions Policy and Entry Requirements including Early Years

Ipswich School (including Ipswich Prep School) is a selective, co-educational day school where academic merit is valued. It has a strong tradition of pastoral care and a family ethos. Ipswich Prep School prepares boys and girls for entry, at 11+, into the Senior School and life beyond. Ipswich School follows a long tradition and the Prep School's curriculum is rich and full with many co-curricular activities on offer. Boys and girls enjoy an academic, cultural and social education, broadened by a programme which includes Music, Drama, Art, Sport, Computing, Science, Modern Foreign Languages. Unlike our Senior School, Ipswich Prep School does not offer any bursaries or scholarships.

I Admissions Policy

Ipswich Prep School is a selective, independent, co-educational IAPS, HMC school. It welcomes applications from boys and girls from all social, ethnic or cultural backgrounds who will benefit from a holistic education and who will contribute fully and enthusiastically to the wider life of the school, regardless of disability, ethnicity, gender, religion or belief and including those pupils with Education, Health and Care (EHC) Plans.

At Ipswich Prep School, we evaluate each boy or girl on his or her academic potential and also look at other aspects of his or her educational background and profile, including conduct, behaviour and attitude. The Head of their current school is asked to make a recommendation, which is an important part of this process.

In summary, admission to Ipswich Prep School will depend on the school's ability to feel reasonably sure that it will be able to educate and develop the prospective pupil to the best of his or her potential so that there is every chance that he or she will have a happy and successful school career.

The entry requirements set out below will apply to selection from the academic year beginning in September 2016.

2 Entry Requirements

Entry into Nursery

The School is registered as an independent school in the Suffolk Directory of Providers and therefore offers grant funded early education to a maximum of 15 hours free education a week (see website for further details of hours available).

Admission to the Nursery is through registration, following a timetable for admissions. Children are not assessed prior to entry but a successful taster session where behaviour will be evaluated, will confirm acceptance. Where behaviour is deemed as inappropriate for starting in accordance with usual timeframes, a decision will be made about the child's entry in consultation with the child's parents.

Children are eligible to join the Nursery in the term in which they turn three. Entry to the Nursery is offered in September, January and April if spaces are available.

It is expected that all pupils registered for the Nursery will attend a minimum of three terms in the year preceding the start of the Reception year and a minimum of five sessions per week. The maximum number of sessions a child may attend is ten.

It is expected that all children entering the Nursery will be out of nappies and fully toilet trained, unless a child has a medical condition or disability that makes this difficult.

For a child who is expecting to attend either four or the maximum six terms in the Nursery, there is a minimum requirement of three sessions a week in the year prior to their last year in Nursery.

The Nursery class is equipped to accommodate a maximum number of 24 children at any one time.

Entry into Reception

For entry to Reception, preference is given to pupils in the Nursery. Other places are offered on the basis of an assessment to external applicants who are registered with the School.

Reception Entry Procedure

Children are assessed in the January before entry unless places are available at a later time. The assessment is made up of four main parts including language development, practical reasoning, group participation and play. The assessment acts as a screening process to suggest those who might have the potential to cope with a busy, fast-paced school day. The assessment includes some standardised testing in language and reasoning and all scores are weighted according to age so that younger children are not disadvantaged. Use of pencils is kept to an absolute minimum and reading and writing are not assessed.

All children have innate curiosity and the range of activities during the assessment will give every child an opportunity to participate in some area of personal interest. The School appreciates that children reach developmental milestones at different times. Every attempt is made to make a child's assessment experience as much fun as possible.

A timetable for admissions for Reception is followed.

Ages are taken from the 1st September, so children join the Reception class in the September following their fourth birthday. There is one entry per year – in September, at the start of each academic year unless spaces are available.

There are two classes in each year group.

Entry into Year 1 and 2:

Children are usually assessed in the January before entry unless places are available at a later time. A 'first come, first served' policy operates at this level subject to:

- a) an assessment of the pupil based upon a day visit;
- b) an assessment of literacy and numeracy and reasoning; and behaviour

Entry into Year 3 to 6:

Children are assessed in the January before entry unless places are available at a later time. Pupils wishing to join the school in Years 3 to 6 will be assessed in English and Mathematics and Reasoning. A confidential school report from the pupil's current school will be obtained and used as part of the assessment of a child's suitability. Children being assessed for Year 3 will complete their assessments on a Taster Day whilst children attending for Years 4-6 entry will usually complete a Taster Day followed by a Saturday Morning Assessment. When assessments are completed at an alternative time to January, all assessments are likely to be completed on a taster day.

3. Disabilities, Learning Differences & English as an Additional Language (EAL)

Ipswich Prep School aims to be flexible in its assessment procedures, such that all candidates can be fairly assessed. Arrangements are considered on a case-by-case basis. Parents must notify the Prep School Head, in writing, at the time of registration, if they are aware or suspect that their child has a disability, language or learning difference that may need special consideration including those with an Education, Health and Care (EHC) plan. This is in order that the School may have time to put the required provision in place.

4. Final selection procedure

The selection team is made up of the Prep Head, and at least one of the following at any one time: the Deputy Head; the Director of Studies (Assessment); the Director of Studies (Curriculum); a Phase Leader. The team convenes to decide to whom offers will be made. After this consultation, offers are made as soon as possible.

Some candidates will have done well enough in the assessment to be offered a place at the School, but due to the number of candidates may be placed on a waiting list. Should a vacancy arise, candidates on the waiting list will be reconsidered, and an offer of a place may be made. New applicants can be added to the waiting list at any time.

The waiting list will remain active until the following September. After that point, any candidates remaining on the waiting list will move to the casual vacancy list. In the event of a vacancy arising during that school year, the School may reassess candidates on the casual vacancy list before deciding whether to offer a place.

At all age groups, the School may invite pupils back for further assessment if it is felt that not enough information has been gathered to make a decision.

The School reserves the right to establish from any previous school that all fees have been paid, and any offer of a place may be withdrawn if they have not.

5. Siblings Policy

There is no priority given to siblings for entry to Ipswich Preparatory School.

6. Transfer of Ipswich Prep School pupils

It is assumed that a pupil in Year 6 at Ipswich Preparatory School will be working at the level required for the Senior School and as a result, all children should continue automatically into the Senior School, unless it is felt that an individual child would not benefit from the educational opportunities on offer in a way which would allow them to be both happy and successful there. This judgement will be based on the School's knowledge of an individual pupil's aptitudes, their performance in school assessments and their willingness and ability to contribute positively to the life of the school.

There is no formal 'pre-test' for Prep School pupils moving on to the Senior School. The decision on whether to offer a place is determined by careful monitoring of academic progress in Year 5. Pupils are expected to satisfy the same academic criteria as external candidates, the main difference being that assessment is an on-going process rather than a one-off test. It is anticipated that the rounded nature and delivery of the Prep School curriculum will give all internal candidates an excellent opportunity to meet, or significantly exceed, the minimum academic standard expected for entry into the Senior School.

Pupils in the Prep School are usually offered a place into the Senior School at the end Year 5 on recommendation to the Headmaster by the Prep Head. If a pupil has not met the entrance criteria a probationary place may be offered which guarantees a place into the Senior School for Years 7 and 8. Any probationary place, or where no offer is recommended by the Head of Prep, will not be a surprise to parents as discussions will have taken place prior to the offers being made at the end of Year 5.

All children take the entrance exam for Senior School in January or February of Year 6. This allows for benchmarking and for the selection of the interview shortlist candidates for academic scholarships and other awards.

For those children who join the Prep later in Year 5 or in Year 6 the usual Senior School selection procedures apply.

January 2017