



IPSWICH PREP SCHOOL

Ipswich Prep School Admissions Policy

1. Introduction

Ipswich School is a co-educational independent school and Ipswich Prep School provides education for pupils from ages 4 to 11 years. We are an all through school and many of our Prep children commence their Ipswich School education in our Lodge Nursery. The Lodge Pre School class is located in the Lower Prep building along with Reception, Year 1 and Year 2 pupils. This provides a seamless transition from Pre School to Reception. Upper Prep accommodates pupils between Years 3 and 6 and a similar transition occurs for our Upper Prep pupils with frequent visits to our Senior School.

We encourage anyone interested in joining Ipswich Prep to visit the school. Observing our children and staff on a typical school day provides families with the best insights into our academic, pastoral and co-curricular opportunities. We welcome visits by prospective parents and their children at any time of the year. We also hold a number of open events throughout the year which can be found on our website.

To arrange a tour of Ipswich Prep School please email prepadmissions@ipswich.school or telephone 01473 281320 to speak with our Prep Admissions Officer.

2. The Admission Procedure

Tours of the Prep School happen regularly. There is no requirement to register prior to a tour. Once parents have decided to register for place at Ipswich Prep they are required to complete the [online registration form](#) and complete payment of the £90 registration fee.

When the online registration is complete, applicants are invited to either an Observation Session or a Taster and Assessment Day. Organised by the Prep Admissions Officers and led by the Prep Acting Deputy Head, this day is designed to help us understand a child's learning potential. In addition to a child's learning potential, we will observe their enthusiasm about learning, discuss with the child and parents about their interests outside of the classroom and observe how they interact with their peers showing kindness and compassion.

The Taster Day experience varies according to the age of the child.

3. Observation Sessions, Taster and Assessment Days

Lower Prep Reception Entry

Applicants can apply for entry and join Reception at any point in the academic year. Applicants are welcome from all nursery settings including our own Lodge Pe School.

Applicants from other nursery settings are invited for a morning Observation Session. The EYFS and Lower Prep Lead observes whether a child is 'Reception Ready' which includes checking that a child can work and play with others and that their personal development is age appropriate. A report is also obtained from a child's current nursery and the information combined informs the decision of an offer.

For applicants who currently attend the Lodge, parents will be notified early in the calendar year as to whether a child will be ready to start Reception in the following September. There is no registration fee or deposit required to transition from the Lodge to the Prep.

Lower Prep (KSI) Entry

Applicants can apply for entry and join Lower Prep at any point in the academic year. Applicants are invited for a Taster Day during which age appropriate work is completed. This may include reading, writing and maths. Applicants will be assigned to a class and supported by a designated buddy. They will attend lessons and the EYFS and Lower Prep Lead will observe the child's learning potential and interactions with their peers. On occasions we may invite an applicant for a second Taster Day. A report is also obtained from a child's current school and the information combined informs the decision of an offer.

Upper Prep Key Stage Two Entry

Applicants can apply for entry and join Upper Prep at any point in the academic year. Applicants are invited for a Taster and Assessment Day during which applicants will complete a range of age appropriate class work and assessments. This will include reading, writing, maths and underlying ability assessments. Applicants will be assigned to a class and supported by a designated buddy. They will attend lessons and their interactions with peers are observed. On occasions we invite applicants back for a second Taster Day. A report is also obtained from a child's current school and the information combined informs the decision of an offer.

Observation Session and Taster Day Preparations

There is no specific preparation required for our Observations Sessions or Taster and Assessment Days.

Every attempt is made to make the experience as enjoyable as possible. The Prep Admissions Team will enquire what particular interests an applicant has and do everything possible to invite applicants on a day where they can experience a day that aligns to the child's passions.

We carefully select a class and buddy that will support an applicant, often based on shared interests or experiences. On enrolment a new pupil is usually assigned to the same class and buddy which eases the transition to a new school.

Overseas Applicants

Applicants living overseas are also required to complete the online registration form and fee.

Once this is complete, online assessments are arranged using Google Meet at a time that is mutually convenient between the School and the applicant's family. The information that is collated from the online assessment, together with a report from the child's current school, is used to inform a decision.

4. Special Educational Needs and English as an Additional Language

Ipswich Prep School does not unlawfully discriminate regarding entry and aims to be flexible in its assessment procedures so all candidates can be fairly assessed. Parents should discuss their child's needs with the Admissions Team at the outset of the admissions process and they should notify in writing, at the time of registration, if they are aware or suspect their child has a disability, language or learning difference. This includes those who have an Education, Health and Care Plan in order that the School can make arrangements to support applicants on a case by case basis.

At Ipswich Prep we are proud to have a diverse community with pupils from many different cultural backgrounds and languages. We offer tailored support during the admissions process for children whose first language isn't English to ensure they can access our assessments effectively.

5. The Offer Process

Information gathered from the Observation Session or Taster and Assessment Day, together with a report from the applicant's current school, will be considered by a selection team made up of the Prep Head, Deputy Head and/or the Lower Prep and EYFS Lead.

The Selection team convenes to review all information and determine whether an offer will be made. Following consultation, offers are communicated as soon as possible.

An Offer Letter will be emailed and posted together with Pupil Contracts, Fee forms and other admissions paperwork. Parents will be asked to communicate whether they accept the offer by a given date, usually within a month but this can be sooner depending on when the parents wish for their child to enrol. It is possible for applicants to have short turnaround dates depending on availability of places.

Siblings Policy

There is no priority or fee remission given to siblings for entry to Ipswich Prep school.

6. Transfer from Ipswich Prep School to Ipswich Senior School

It is highly likely that Prep pupils will be offered a place at the Senior School. Where this may not be possible, parents will have an early indication. All Prep children will sit the Senior School entrance and scholarship exams, affording them the opportunity to apply for fee remissions/scholarship opportunities. 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.

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