



TAVERHAM HALL

Preparatory School

Admissions Policy

Registration

Pupils are registered onto our lists after parents have completed and signed the School's Registration Form and returned it with the registration fee of £75 per pupil (£50 for Nursery). The registration fee is not refundable. Correspondence should be addressed to the Admissions Secretary and cheques should be made payable to Taverham Hall School Educational Trust Ltd.

Entry

Entry to all years is at the discretion of the Headmaster and depending upon availability of places. However, the main entry points are into:-

Nursery (age 2 ½)

Reception (age 4)

Year 3 (age 7)

Lower School (age 3 - 6: Nursery, Reception, Year 1 and Year 2)

- Entry to Nursery and Reception is non-selective and generally operates on a "first come, first served" basis. Parents are therefore advised to register their children well in advance of the required entry year. Parents should note that Taverham Hall School will request reports from previous schools and nurseries where possible.
- Parents who have registered their child for a place in Nursery/Reception will receive a formal offer prior to the required time of entry.
- Children are assessed informally by the Head of Pre-Prep, often in a 'taster day' for entry into Years 1 and 2. The taster day is offered to all pupils wishing to take up a place at Taverham Hall School.
- Places can only be confirmed following receipt of the signed Acceptance Form together with a deposit of £250. (See **Deposit** for details.)

Prep School (age 7 - 13: Years 3 to 8)

- All children registered for entry to Year 3 are invited for assessment and places are offered following this.
- Assessments are generally carried out in November prior to the September entry required, but prospective pupils can be assessed at other times, according to need.

- The entrance papers constitute short tests in English, Maths and Reasoning and the standard required is that of a pupil who has made good progress in the National Curriculum.
- Parents will receive the results of the entrance examination within a week.
- Pupils are prepared for entrance to senior independent schools by Common Entrance, the usual entry examination to Senior Independent Schools. Some pupils in Year 8 are selected to be prepared for Public School Scholarships.

Offer of a place

A letter offering a place will enclose an Acceptance Form (to be signed by both parents, unless some other arrangement has been agreed) and a request for a deposit. The letter will be accompanied by the Standard Terms & Conditions which represent the contract between school and parents, entered into by accepting the place and paying the deposit.

Deposit

Details of the deposit are set out in the Scale of Fees which accompanies the Prospectus, and in the Standard Terms & Conditions. On acceptance of the offer of a place a deposit of £250 per place is payable. The sum is held over until the end of the last term and used to pay any extra charges outstanding once the pupil has left the School. Any remaining will be refunded to parents. If, for any reason, following acceptance of the offer the place is not taken up at the beginning of the stated term, the deposit will not be returned.

No deposit is required for entry to the Nursery but will be requested in the Autumn term prior to the transfer to Reception.

Disability

The School will act reasonably when considering an application for entry by a parent of a prospective pupil with a disability. In so doing it will wish to have detailed discussions to determine the nature of the child's disability, the level of care required, the need for the School to maintain academic and other standards, the practicalities of making a particular adjustment, the resources available, the health and safety of the prospective pupil and others, and the interest of both the child and other pupils. The School is only able to accept children with mild learning difficulties. (See anti-prejudicial discrimination policy.)

Open Days

Open Days are held at least three times a year, usually in January, May and October, and are advertised in the local Press. Visits at other times can be arranged via the School office.

Siblings

Whenever possible, and where places are available, preference will be given to requests for places for siblings of current pupils.

Reviewed May 2010

In May 2010 there are a total of 220 pupils on roll - 131 in the Prep School, 47 in the Pre-Prep Department and 42 in the Nursery Department.