



## ADMISSION AND ASSESSMENT OF PUPILS

### General

This policy applies to the whole school including the Early Years Foundation Stage.

The School seeks to maintain a balance between boy and girl numbers in each class to reflect the need to have greater boy numbers to maintain Years 7 and 8. Girls usually leave at the end of Year 6 to join 11+ Independent Schools. Boys are encouraged to stay on to 13 and seek admission to 13+ Independent Schools. Occasionally, boys leave at 11+ if they are admitted to Grammar School or the State sector. Children admitted to the Nursery classes are expected to join the Prep School.

From Reception upwards the class size is usually 18. This can change in Year 2-3 when the target is to have three classes in Year 4, with 40+ in the year group. To achieve this we sometimes take more than 18 children into Middle School classes in Years 2 and 3. The benefit of this system is that children can be divided more accurately according to their needs in the Upper School, where they are being prepared for entrance tests and where setting in smaller teaching groups is an advantage.

The school pays due regard to the Equality Act 2010 and reasonable adjustments are made for pupils with special educational needs and / or disabilities (SEND) in terms of admissions.

### Moving between IAPs Schools

Parents of children already in schools in the area are asked to discuss a possible move with the Head of the school which their child is already attending. We do not encourage parents to move their children from a local school without good reason. We follow the IAPS protocol for moving between IAPS schools.

### Aims

- To give children and parents as much information about Westbrook Hay and the education we provide as possible.
- To assist in helping parents find a school in which their child will thrive.
- To make each child's start a happy and successful one.
- To begin a partnership with parents that will be lasting and mutually supportive.

### Process

- Following an enquiry a prospectus pack is sent out.
- Parents meet with the Headmaster (with or without their child) and tour the School.

### Assessment (takes place with the child's chronological age group)

Prior to any assessment day taking place, the Registration form must be completed, in full by the parents and, where applicable, the last school report and any educational reports forwarded to the Registrar who will circulate these to the Headmaster, Class/Form Teacher and SENCO.

Prior to assessment, parents must inform the school if a child has been diagnosed with any SEND in order that reasonable adjustments can be made.

### Nursery

Children entering Nursery (rising 3) attend a one hour accompanied session. Those entering Nursery (rising 4) attend a 2 hour unaccompanied 'taster session' prior to confirmation of place.



### Reception and Year 1

Children entering Reception and Year 1 are invited to spend a day at the school and are assessed within the classroom environment by the class teacher. Children of Nursery age being assessed for Autumn Term Reception entry will attend a 2 hour 'taster session' in Nursery. Should the class teacher feel there may be some educational or behavioural issue, this will be reported to the SENCO and, if she is not available to see the child on that day, the child may be invited back for further assessment.

**Assessment criteria for Reception and Year 1: The class teacher will assess phonological and numeracy skills. Social skills will also be assessed through observation.**

### Year 2 – Year 4

Children are invited to spend a minimum of one day (additional days are dependent on reports and Headmaster's discussion with parents) with their relevant age group. The social and behavioural assessment takes place within the classroom environment. Educational assessments are carried out by the SENCO or class teacher on a one-one basis.

### Year 5- Year 8

A more formal assessment is carried out with children being set specific language and numerical tasks. They are also individually assessed by the SENCO or a senior member of staff.

**Assessment criteria for Years 2-8: Word reading age, reading comprehension skills and spelling age, using a standardised test. Mathematical competence will also be assessed. Additional tests may be set if felt appropriate. This is to establish the appropriate setting for the child. All subject teachers will assess, through observation, social and behavioural skills.**

In all cases, a formal report is forwarded to the Headmaster by both the SENCO and the Class/Form teacher. Should it be felt at any stage that there is reasonable doubt in respect of the child's academic ability or social behaviour, they will be invited back for an extended visit before a final decision is made by the Headmaster.

### **Following a visit**

- Parents are generally contacted by the school within 48 hours of a visit either with an offer or the reason why one is not being made;
- Any offer of a place is made in writing by the Headmaster;
- Where a place is likely to be immediately taken up, a full registration pack accompanies the offer;
- Acceptance of a place is confirmed when the signed acceptance form and deposit (Reception – Yr 8 children) have been received by the Registrar;
- Acceptance of the terms and conditions of entry begins the legally binding contract between the school and parents in respect of payment of fees and notice periods (see Parent Contract for full details)

### **Registration**

- A child's name and details are entered into the School register on the first day that he/she attends the School;
- A child cannot be officially registered without a copy of his/her birth certificate;
- A recent passport photograph and the completion of various forms by the parent/carer are required to finalise the process.

- In line with safeguarding requirements and children missing education 2016 Westbrook Hay must notify the local authority when a child's name is removed or added to the Admissions Register at non-standard transitions ie. where a compulsory school-aged child leaves a school before completing the school's final year or joins the school after the beginning of the school's first year.
- Westbrook Hay is also under a duty to provide information to the local authority for standard transitions if requested and also to inform the local authority where the child is resident.
- Westbrook Hay works cooperatively with Hertfordshire County Council and has an agreed procedure in place to inform them of all non-standard admissions or deletions in accordance with Hertfordshire County Council procedures. Notifications to the local authority are made prior to deletions from the Register and non-standard admissions within five days of entry to the Register.

#### **Attendance**

- Westbrook Hay is obliged to notify the local authority when a child or pupil fails to attend school regularly or is absent without leave for more than 10 school days (continuous) or after 20 school days of authorised absence (in the absence of illness or unavoidable cause). Deletions from the Register would only be made after reasonable enquiries have been made by the school and the local authority as to the pupil's whereabouts and subject to the school's terms and conditions set out in the parent contract.