



KELLY COLLEGE PREPARATORY SCHOOL

Admissions Policy

Pupils may join the school at any age from 3 to 11 depending upon the availability of places, which can be confirmed on initial enquiry to the Headmaster's Secretary.

Nursery (Age 3 – 4)

Pupils may join the Nursery class from the age of 3. During the term prior to joining your child can sample a day at school as an introduction to life at Kelly College Prep. This also gives an opportunity for you as parents to have an informal discussion with the staff. Children can join the Nursery class part-time or full-time and may do either full days, mornings or afternoons only; the exact arrangements can be discussed prior to joining and will depend very much on the individual and the maturity of the child in coping with the academic and social demands.

Pre-Prep and Prep Departments

Admission is based on parents visiting the school and meeting the Headmaster, (or delegated person). We understand that it is not always possible but it is seen as very desirable for the children to have a taster day during which the teachers will assess the child at an informal level. A report from the child's current school is invaluable. If you wish to proceed into Reception from Nursery the children have to reach a certain acceptable standard of behaviour and social interaction before a place in Reception is guaranteed.

Kelly College Prep School reserves the right to refuse entry, if the School's structure, in the opinion of the Headmaster and teachers, does not meet the educational, pastoral and social needs of the pupil concerned. Parents have the right to appeal against an unsuccessful application. Appeals are made to the Chairman of Governors. This may affect pupils who are already in the School when evidence comes to light that suggests the education of the pupil, and other pupils, will suffer if the pupil in question remains at Kelly College Prep School.

Special Education Needs and Disability

The School has limited facilities for the disabled but will do all that is reasonable to comply with its legal and moral responsibilities under the *Special Educational Needs and Disability Act 2001* in order to accommodate the needs of applicants who have disabilities for which, with reasonable adjustments, the School can cater adequately.

Parents or guardians of an applicant who has any disability or special educational needs should provide the Headmaster with full written details when applying for admission and any additional information at least one week before attending an interview or open morning at the School.

The School needs this information so that, in the case of any applicant with particular needs, we can assess those needs and make sure the School can provide adequately for them throughout the admission process (including at interview and on attendance at the School).

The School will consult with parents or guardians about the adjustments which can reasonably be made for the applicant both during the admission process and later as a pupil.

Registration

To secure a place parents complete a registration form for the Prep School (which is not the same form as for the Senior School). Parents are asked to make payment of £375, £300 as a refundable deposit (non-refundable if a pupil leaves before entering Reception) and a non-refundable registration fee of £75. The Headmaster will write confirming a place has been reserved.

Scholarships and Bursaries

At Kelly College no scholarships are awarded in the Prep School. Support with fees (bursaries) is in all cases means tested and may be offered with the discretion lying with the Chairman of Governors.