

North Bridge House Nursery and Pre-Prep School



Admissions Policy for Academic Year: 2017 - 18

This policy is to be read in conjunction with the Assessment and Marking Policy, Learning Support Policy, Curriculum Policy and Behaviour Policy.

Abstract:

Teaching and Learning at NBH has, at its heart, the 5 core aims of the school:

- To celebrate each child as an individual
- To have a happy school with a friendly, family atmosphere
- To provide a secure and nurturing environment where children can learn tolerance, consideration and respect for others
- To help every child fulfil...and even exceed...their potential through dedicated and inspirational teaching
- To educate the whole child by offering a wide variety of academic, sporting and extra-curricular activities

Enquiries

Parents usually make an initial enquiry through the school website where they can either download a prospectus or request to be sent a hard copy. Further to this, the admissions team will contact them once they leave their details on the enquiry form via the website. If a parent calls or sends an email, the admissions team will send the parent full details of the admissions process together with a registration form to complete and return.

Parents are then invited to visit the school, either for a scheduled open morning or for a private tour. The next step would be to complete and submit a registration form: which is either enclosed in the prospectus, available at all open events, can be sent to you upon request and available on the website. This is submitted together with a non-refundable registration fee of £100.00 along with supporting documentation such as the child's latest School Report, any Special Educational Needs details, Passport and Birth Certificate. The registration form is not binding on either side. Those registered will be placed on a waiting list.

If a child has had an assessment by an Educational Psychologist, we would request a copy of the report in advance of the admissions day, this will not disbar the child as long as the school can support the child's needs.

Entry to Nursery, Pre-Reception and Reception at the Nursery School, Fitzjohn's Ave

The Nursery school accommodates 3 years groups and there are sessional options available in the lower year groups as follows:

Nursery Class: Children can start the term they turn 3
September – December born children attend mornings only or full time
8.30-11.30 and/or 12.30-3.30

January-August born children attend afternoons only 12.30-3.30

Pre-Reception:

For the 2017 – 18 academic year, we are offering 2 full time classes and 2 classes with a sessional build option. Parents will need to indicate at registration which option they would prefer. Sessional places will be allocated after the offer is made to those parents who present the acceptance form and deposit on a first come first served basis. It will be worth accepting early to avoid disappointment.

Children can attend either full time or the following sessions:

Autumn 2016	Monday Morning	Tuesday Morning	Wednesday Morning	Thursday Morning	Friday morning
	Monday Afternoon	Tuesday Afternoon	12:00 collection	Thursday Afternoon	12:00 collection

Spring 2017	Monday Morning	Tuesday Morning	Wednesday Morning	Thursday Morning	Friday morning
	Monday Afternoon	Tuesday Afternoon	12:00 collection	Thursday Afternoon	Friday Afternoon

Summer 2017	Monday Morning	Tuesday Morning	Wednesday Morning	Thursday Morning	Friday morning
	Monday Afternoon	Tuesday Afternoon	Wednesday Afternoon	Thursday Afternoon	Friday Afternoon

- Please note that these days are not interchangeable

Reception: Children attend full time.

The Admissions team will contact all those registered for entry into the Pre-Reception and Reception classes during the Spring Term of the year , preceding the proposed September entry and they will invite parents in with their children to meet the Headteacher for a short interview.

This visit provides an opportunity for the Headteacher to meet each child. Parents are then given a tour of the Nursery and Pre-Prep buildings. There is no formal assessment of children but the Headteacher meets everyone before an offer of a place is made.

Parents of applicants for the nursery class, are invited in meet up and have a tour of the school, but no interview is required at this young age.

Offers for places for these classes will be made in September/October for the following September. If there are insufficient places for all applicants, some may be placed on a reserve list and contacted later, should a place become available.

A waiting list system runs throughout the year up to and including the beginning of term.

The parents of children with accepted places are invited in for a coffee morning to meet the Head Teacher, Admissions Team and Teachers of relevant year groups in the Spring Term.

They are also invited in for information evenings at the end of the Summer Term where they are given all the details required for joining in September. The children are invited in to an induction morning also at the end of the Summer Term, preceding their entry.

Entry to Years 1 and 2 at the Pre-Prep School, Netherhall Gardens

Vacancies for Years 1 and 2 at the Pre-Prep School may arise at any time during the school year. Parents are advised to register their child well in advance of the preferred entry date.

For entry from Year 1 onwards, parents will be shown around the school at any of the open mornings or a private tour can be arranged, if more convenient. The children are invited to an activity morning assessment in January 2017 prior to the September entry.

Places are offered in February 2017, and throughout the Spring and Summer Terms as places become available.

Upon receipt of an offer of a place, parents will also be requested to complete an acceptance form and return it to the school along with the deposit of £2,000. £1,000 is held as the deposit and £1,000 is deducted off the fees during the first year. Children will then be invited to a taster morning during the Summer Term where they will meet their teacher and refresh their memory of the school. The school secretary will send a "joining pack" to the parents providing details of the school uniform, school rules, medical consent details and other practical matters.

Entry to Year 3 at the Prep School

The majority of the Year 2 children at the Pre-Prep School will move to the Prep School at Gloucester Avenue. However, there are normally a small number who will relocate or go to other schools at this transition point.

During the Autumn Term prior to the September intake, we hold a number of open mornings and visits specifically for parents of year 3 applicants. All relevant assessment dates and deadlines are outlined here for them in an FAQ sheet and parents are asked to register their child for a place.

The children are then placed on a waiting list and the deadline for registration is the beginning of December. In December, the list is compiled and all children are sent invitations to come into the school in January, for an assessment for a possible year 3 place.

We invite children in from the same schools, on the same day where possible so they have familiar faces at the assessment. We also liaise with the Head Teachers of their schools to accommodate any of their dates or wishes also. The assessments are held over 3 mornings at the end of January. Children are invited in for 2 hours and are tested in English, Maths and Non-verbal reasoning. Every applicant's school is contacted for a confidential reference prior to the assessment.

The assessments are marked by the Head of Special Educational Needs and a Learning Assistant and presented to the Head Teacher and the Admissions Manager.

The results are checked by the Head Teacher and Admissions Manager, offers are agreed and sent out to parents by the beginning of February, with an acceptance date due before the February half term. Upon acceptance, parents are asked to complete and return the acceptance form, together with a deposit of £2,000. £1,000 of this is held until the child finishes his/her schooling with us and £1,000 is taken off the fees during the first year.

A waiting list is in operation throughout the Spring and Summer Terms so we can offer places once we hear that notice has been handed in or if someone does not take up their accepted place.

Occasional Places

On occasions, places become available in Year 3-8. Prospective pupils are invited to visit the school for a tour and then complete and return a registration form and fee of £100. They are also asked to provide their latest School Report prior to the assessment. They are then invited to attend an interview and an informal meeting with the Head Teacher. They are also invited to complete an assessment with the Head of Study Support at which they will be used to judge their suitability to join the existing classes. They sit assessments in Maths and English and may also spend some time in a class.

The criteria are essentially concerned with being compatible intellectually, academically and socially with the existing year group. We accept pupils who we feel will be happy in our environment and who will be able to benefit from the education we offer. Particular care is taken with the selection of those joining examination groups.

If a child has had an assessment by an Educational Psychologist, we would request a copy of the report in advance of the admissions day and a School Report. This will not disbar the child as long as the school can support the child's needs.

Parents will need to have a full understanding of the procedures for the Senior School Hampstead and the Senior School and Sixth Form Canonbury. The Head Teacher will give parents an idea of the possible options open to a child after the assessment. This is especially the case for those applying for places in year 5 or above.

North Bridge House Senior School

All pupils who attend NBH Prep School may continue through to the Senior Schools in either Hampstead or Canonbury, either in Year 7 or Year 9, dependent on whether places are available and subject to a successful assessment and on the recommendation of the Head Teacher.

Head's report

Where relevant, it is normal to ask for a report from the candidate's present school. When a child is moving from another independent school, the Head Teacher will remind the parents of their obligation regarding 'notice'. When all formalities have been completed, the Head Teacher will out of courtesy inform the present Head Teacher of the proposed transfer.

Sibling Priority Policy

Siblings have priority of other candidates providing we consider NBH to be the appropriate school and that we can offer study support if required. These places are all subject to availability, references from their current school and successful assessments where applicable.

Offer of a place

On offer of a place, parents will be requested to complete an acceptance form and return it to the school with a non-refundable deposit of £2000. £1000 will be deducted from the first year's fees and the remaining £1000 will be held by the school until the pupil has left and all accounts are settled to the school's satisfaction.

Once the place has been accepted, should the decision be made to not to take it up, a liability fee will be incurred if the school is notified less than three calendar months before the proposed start date.

After entry procedures are completed, parents will be given a joiner's pack dealing with matters such as uniform list, consent forms and other general information about the school. They will be invited in to the school to meet their teacher during the Summer Term. The Head Teacher also holds a series of information evenings for the parents.