



Admissions Policy and Arrangements

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Newcastle Preparatory School (NPS) welcomes children from the age of 3 to 11 years.

A non-selective school, NPS allocates places as parents register their children to join. Usually oversubscribed, a waiting list is also in operation.

NPS does not unlawfully discriminate in any way regarding entry and seeks to remove barriers to entry to our school for pupils with special needs and/or disabilities. We regularly review and take steps to improve the physical environment of the school in order to increase the extent to which disabled pupils are able to take advantage of education and associated services offered by the school. A 3-year Action Plan to improve access to the facilities is produced as part of the Accessibility Plan. We require parents of children with special educational needs or physical or mental disabilities to discuss their child's needs with the School before they apply to the school so that we can make adequate provision for them. Parents should provide with the Registration Form a copy of an educational psychologist's report or a medical report if they have one. This is so that the School can assess their child's needs and consult with parents about the adjustments which can reasonably be made and so that the School can ensure, for example, that their child will be able to access the education offered and that we are able to ensure their health and safety, and the health and safety of others.

The main entry points are at age 3 into First Steps Nursery and at age 4 into Reception with some places being available at age 7. (Very occasionally there may be vacancies in other year groups). Should the year groups be full, a waiting list system will operate.

The school operates a sibling preference policy.

Process:

1. Parents complete a Registration Form, enclose a Registration Fee of £50 and return to the Admissions Secretary.
2. During the Spring Term, for children entering into school in Reception to Year 6 in the following September, a visit is arranged for all children who are registered to join. During the visit, children take part in a variety of activities which are age appropriate and may include some reading and numeracy tasks for children entering at age 7.

For children joining First Steps Nursery a visit is arranged during the summer term. During the visit they can take part in a variety of activities in the Nursery and meet the staff.

It is important that NPS is the right place for each child and we ensure that all needs can be met when offering a place.

Places are allocated fairly. There is equality for all children whatever their gender, religion, race or background may be.

3. After the visit, an offer of a place is given (in writing) and a Parent Contract enclosed.
4. Parents complete and sign the Parent Contract and return to the Admissions Secretary with a refundable deposit of £250.
5. Parents and children are invited to a welcome meeting later in the Summer Term to discuss practical arrangements and to receive a Welcome Pack.
6. Depending on the situation regarding COVID 19, these meetings may take place remotely in the format of a parent forum

Bursaries

Bursaries are available to new applicants from Year 3 onwards whose parental circumstances are such that they would not be able to attend the School without such an award.

The number of bursaries offered depends upon the funding available. Inevitably the demand for bursaries exceeds the number available each year.

All bursaries are means tested on an annual basis and may cover up to 100% of school fees.

Our bursary policy can be viewed on our website or can be obtained from the Bursar or Admissions Officer.

Reviewed – September 2021