



## **Admissions Policy and Entry Requirements including Early Years**

Ipswich School (including Ipswich Prep School) is a selective, co-educational day school where academic merit is valued. It has a strong tradition of pastoral care and a family ethos. Ipswich Prep School prepares boys and girls for entry, at 11+, into the Senior School and life beyond. Ipswich School follows a long tradition and the Prep School's curriculum is rich and full with many co-curricular activities on offer. Boys and girls enjoy an academic, cultural and social education, broadened by a programme which includes Music, Drama, Art, Sport, Computing, Science, Modern Foreign Languages. Unlike our Senior School, Ipswich Prep School does not offer any bursaries or scholarships.

Ipswich Prep School is a selective, independent, co-educational IAPS, HMC school. It welcomes applications from boys and girls from all social, ethnic or cultural backgrounds who will benefit from a holistic education and who will contribute fully and enthusiastically to the wider life of the school, regardless of disability, ethnicity, gender, religion or belief and including those pupils with Education, Health and Care (EHC) Plans.

At Ipswich Prep School, we evaluate each boy or girl on his or her academic potential and also look at other aspects of his or her educational background and profile, including conduct, behaviour and attitude. The Head of their current school is asked to make a recommendation, which is an important part of this process.

In summary, admission to Ipswich Prep School will depend on the school's ability to feel reasonably sure that it will be able to educate and develop the prospective pupil to the best of his or her potential so that there is every chance that he or she will have a happy and successful school career.

The entry requirements set out below will apply to selection from the academic year beginning in September 2021.

### **ENTRY REQUIREMENTS**

#### **ENTRY INTO THE LODGE DAY NURSERY (INCLUDING Pre School)**

The School and the Lodge Day Nursery are registered as an independent school and registered provider in the Suffolk Directory of Providers and therefore offer funded early education to a maximum of 15 hours free education a week (see website for further details of hours available).

Admission to The Lodge Day Nursery is through registration, following a timetable for admissions. Children are not assessed prior to entry but a successful taster session where behaviour (age appropriate) will be evaluated, will confirm acceptance. Where behaviour is deemed as inappropriate for starting in accordance with usual timeframes, a decision will be made about the child's entry in consultation with the child's parents.

Children are eligible to join The Lodge Day Nursery from the age of 3 months and can remain in The Lodge until the September after their fourth birthday when they transfer to Reception either at Ipswich Prep or at another setting.

It is expected that all pupils registered for the Pre-School Room will attend a minimum of three terms in the year preceding the start of the Reception year and a minimum of five sessions per week. The maximum number of sessions a child may attend is ten.

It is expected that all children entering the Pre-School Room will be out of nappies and fully toilet trained, unless a child has a medical condition or disability that makes this difficult. If this is not possible, we will work with parents to establish toilet training as soon as a child joins Pre-School.

There is a minimum requirement of three sessions a week, or 15 hours in order to establish good bonds and routines for all children below Pre-School in The Lodge Day Nursery.

## **ENTRY INTO RECEPTION**

For entry to Reception, preference is given to pupils in The Lodge Day Nursery. Other places are offered on the basis of an assessment to external applicants who are registered with the School.

### *Reception Entry Procedure*

Children are usually assessed in the January before entry unless places are available at a later time. The assessment is made up of four main parts including language development, practical reasoning, group participation and play. The assessment acts as a screening process to suggest those who might have the potential to cope with a busy, fast-paced school day. The assessment includes some standardised testing in language and reasoning and all scores are weighted according to age so that younger children are not disadvantaged. Use of pencils is kept to an absolute minimum and reading and writing are not assessed.

All children have innate curiosity and the range of activities during the assessment will give every child an opportunity to participate in some area of personal interest. The School appreciates that children reach developmental milestones at different times. Every attempt is made to make a child's assessment experience as much fun as possible.

It is preferable that assessments are conducted live but it is possible for a child to be assessed virtually for specific reasons, which can be discussed with parents.

A timetable for admissions for Reception is followed.

Ages are taken from the 1<sup>st</sup> September, so children join the Reception class in the September following their fourth birthday. There is one entry per year – in September, at the start of each academic year unless spaces are available.

There are usually two classes in each year group.

## **ENTRY INTO YEAR 1 AND 2**

Children are usually assessed in the January before entry unless places are available at a later time. A 'first come, first served' policy operates at this level subject to: a) an assessment of the pupil based upon a day visit; b) an assessment of literacy and numeracy and reasoning; and behaviour. It is preferable that assessments are conducted live but it is possible for a child to be assessed virtually for specific reasons, which can be discussed with parents.

## **ENTRY INTO YEAR 3 TO 6**

Children are assessed in the January before entry unless places are available at other times. Pupils wishing to join the school in Years 3 to 6 will be assessed in English and Mathematics and Reasoning. A confidential school report from the pupil's current school will be obtained and used as part of the assessment of a child's suitability and we also ask parents to complete a report to gather as much information about their child as possible.

Children being assessed for Year 3 will usually complete their assessments on a Taster Day whilst children attending for Years 4-6 entry will usually complete a Taster Day followed by a Saturday Morning Assessment. When assessments are completed at an alternative time to January, all assessments are likely to be completed on a taster day.

It is preferable that assessments are conducted live but it is possible for a child to be assessed virtually for specific reasons, which can be discussed with parents.

## **DISABILITIES, LEARNING DIFFERENCES AND ENGLISH AS AN ADDITIONAL LANGUAGE (EAL)**

Ipswich Prep School aims to be flexible in its assessment procedures, such that all candidates can be fairly assessed. Arrangements are considered on a case-by-case basis. Parents must notify the Prep School Head, in writing, at the time of registration, if they are aware or suspect that their child has a disability, language or learning difference that may need special consideration including those with an Education, Health and Care (EHC) plan. This is in order that the School may have time to put the required provision in place.

## **FINAL SELECTION PROCEDURE**

The selection team is made up of the Prep Head, and at least one of the following at any one time: the Deputy Head; the Head of Lower Prep; the Director of Studies (Assessment); the Director of Studies (Curriculum); the Upper Prep Phase Leader. The team convenes to decide to whom offers will be made. After this consultation, offers are made as soon as possible. Some candidates will have done well enough in the assessment to be offered a place at the School, but due to the number of candidates may be placed on a waiting list. Should a vacancy arise, candidates on the waiting list will be reconsidered, and an offer of a place may be made. New applicants can be added to the waiting list at any time.

The waiting list will remain active until the following September. After that point, any candidates remaining on the waiting list will move to the casual vacancy list. In the event of a vacancy arising during that school year, the School may reassess candidates on the casual vacancy list before deciding whether to offer a place.

At all age groups, the School may invite pupils back for further assessment if it is felt that not enough information has been gathered to make a decision.

The School reserves the right to establish from any previous school that all fees have been paid, and any offer of a place may be withdrawn if they have not.

## **SIBLINGS POLICY**

There is no priority given to siblings for entry to Ipswich Preparatory School.

## **TRANSFER OF IPSWICH PREP SCHOOL TO IPSWICH SCHOOL SENIOR SCHOOL**

It is assumed that a pupil in Year 6 at Ipswich Preparatory School will be working at the level required for the Senior School and as a result, all children should continue automatically into the Senior School, unless it is felt that an individual child would not benefit from the educational opportunities on offer in a way which would allow them to be both happy and successful there. This judgement will be based on the School's knowledge of an individual pupil's aptitudes, their performance in school assessments and their willingness and ability to contribute positively to the life of the school.

There is no formal 'pre-test' for Prep School pupils moving on to the Senior School. The decision on whether to offer a place is determined by careful monitoring of academic progress in Year 5. Pupils are expected to satisfy the same academic criteria as external candidates, the main difference being that assessment is an on-going process rather than a one-off test. It is anticipated that the rounded nature and delivery of the Prep School curriculum will give all internal candidates an excellent opportunity to meet, or significantly exceed, the minimum academic standard expected for entry into the Senior School.

Pupils in the Prep School are usually offered a place into the Senior School at the end Year 5 on recommendation to the Headmaster by the Prep Head. If a pupil has not met the entrance criteria a conditional offer may be made whereby a final offer will be made after the Entrance Tests. After this, a probationary place may be offered, which guarantees a place into the Senior School for Years 7 and 8. Any conditional offer, or where no offer is recommended by the Head of Prep, will not be a surprise to parents as discussions will have taken place prior to the offers being made at the end of Year 5.

All children take the entrance exam for Senior School in November of Year 6. This allows for benchmarking and for the selection of the interview shortlist candidates for academic scholarships and other awards.

For those children who join the Prep later in Year 5 or in Year 6 the usual Senior School selection procedures apply.

**Amended - August 2021**