



LEWESTON

P R E P

LEWESTON PREPARATORY SCHOOL

Admissions Policy

Introduction

At Leweston Preparatory School, staff, parents and pupils work together to create a happy, caring learning environment, which truly reflects the Christian beliefs and ethos of the Foundation.

This Admissions Policy provides equality of access and opportunity to all in a spirit of Christian love, with understanding and acceptance of individual differences and respect for all persons. The guiding principle for all aspects of school life is to treat others as we ourselves would wish to be treated. This embraces the understanding that everyone has responsibilities, rights and deserves respect.

The Admissions Policy lays out the general criterion for the acceptance of pupils into the School. Deciding on the right school for your child is very important, and we believe that a personal visit is invaluable. We very much hope that you and your child will visit Leweston Prep School. We hold a number of Open Events throughout the year, which give a general introduction to the school. Details are published on our web site. We are also very happy to welcome prospective parents and their children at other times. Please contact, our Register, Chiara Damant on 01963 211010 or email admissions@leweston.dorset.sch.uk to arrange a visit. Admissions decisions will have due regard to the School's capacity to educate each individual to the best of his/her ability and in line with the general level of attainment of the peer group.

This policy meets the requirements of the Early Years Foundation Stage (EYFS). All members of staff have been given access to this policy as part of their induction and it has been explained to and is accessible to all parents. This is communicated to the EYFS parents during the Welcome Sessions.

The Entry and Assessment Procedure

Parents make an appointment to see the Headteacher in order to discuss their child's admission, to tour the school (with or without their child) prior to the child being admitted. No child is admitted until personal contact has been made. All admissions are at the discretion of the Headteacher by the power invested by the Governing Body. Children may be admitted at any point in the term. Our selection process is designed to identify pupils who are able to benefit from our balanced and well rounded education and to make a positive contribution towards the life of the school. All prospective pupils are invited to attend a 'taster day'.

Applicants for admission should register by the Easter of the year preceding the desired year of admission. (A registration form is available on the school's website www.leweston.co.uk).

Once admitted, parents are asked to keep in close contact with the class teacher to ensure that their child's transition to the school is a smooth one. As soon as entry is confirmed, the Registrar will request records from the previous school

Sibling Policy

Most siblings join us at Leweston Prep School. However, admission is not automatic, and there may be occasions where we judge that a sibling is likely to thrive better in a different academic environment.

Learning Difficulties and/or Disabilities

The School is able to provide Individual Support within the facilities and staffing of the Learning Success Department which works with pupils in one to one sessions or in very small groups. The admission decision will take into account the provision the School can reasonably make consistent with the size and dynamics of the Individual Needs group in each year cohort.

Admissions policy in relation to disability is set in the context of the current School Access Development Plan and in the school's SENDA policy. The first key whole school objective commits the School to strive continuously to improve standards of learning and teaching, for every individual.

The School's policy and practice is to have equal regard for all pupils and potential pupils notwithstanding any disability of which it is aware and to make reasonable adjustments so as not to put any disabled pupil or potential pupil at a substantial disadvantage compared to any pupil or potential pupil who is not disadvantaged because of her disability.

Prospective parents should identify a disability which might affect a potential pupil on the Registration Form at the time of application. In assessing any pupil or prospective pupil the School may take such advice and require such assessments as it regards appropriate. This might include:

- an up to date school report, including a confidential statement from the pupil's Headteacher
- a specialist report, e.g. from a doctor or educational psychologist
- a report from the Leweston Prep Learning Success Department
- a Statement of Special Educational Needs
- any other information/background material parents feel will assist the School

The School will be sensitive to any parental requests for confidentiality, subject to the need to involve specific staff of the School in an assessment of a pupil's or prospective pupil's needs.

The School will seek to make reasonable adjustments to meet the needs of disabled candidates for Scholarships notified to the School. Prospective parents will be asked to discuss any relevant adjustments at the time of application.

Reasonable adjustments may include:

- allowance of extra time in any School entrance examination
- allowance for the use of laptop computers
- use of large print materials

Exhibitions and Scholarships

Entry into the School is via one of the following routes:

1. Scholarship Examinations taken at the School in the December.
2. Informal assessments prior to entry into the School. Arrangements for these assessments are made with the School Registrar.

Your child may sit a Scholarship paper or an informal School assessment. The Head may then make the offer of a place and/or Scholarship.

Exhibitions/Scholarships Offered

Leweston Preparatory School offers 6+ (Year 2) 7+ (Year 3), 8+ (Year 4) and 9+ (Year 5) Scholarships in Art, Drama, Music, Sports and for Academic Excellence. Exhibitions are also awarded where a child has done well in the scholarship assessment but not quite met the criteria for a full scholar. Awards are kept under review during the pupil's time at the School and whilst it is extremely unusual for an award to be removed, a significant decline in commitment or performance would bring into question its continuance. Scholars are expected to take a full part in School life and it is anticipated that they will remain in the School until the completion of Year 6. A candidate can enter for more than one scholarship but usually only one scholarship will be awarded. The scholarship awards and the starting date for commencement at Leweston Prep are both discretionary and based on each individual's performance and circumstances.

Scholarships are designed to reward excellence and to celebrate exceptional talent. The value of an exhibition normally ranges between a 5% and 10% reduction in the fees. A Scholarship award will range from a 10% (Minor) – 30% (Major) reduction in the fees. Scholarship guideline and entry forms will be sent to all who express an interest.

We encourage parents of Scholars who anticipate that they will experience difficulty in meeting the balance of the tuition fees, to apply at the same time for one of the school's means tested bursaries described below, when they register their child.

Scholarship details

All awards will take into account the following:

- a) Interview with the Headteacher
- b) Confidential report from the Head of your child's present School – following acceptance and confirmation of a place
- c) Performance in tests of Verbal, Numerical, Perceptual Reasoning

1. Academic Scholarships

In addition to the requirements listed above, children will be expected to demonstrate an ability to perform problem solving tasks and show a real enthusiasm for learning.

2. Art

Art and Design Technology at Leweston Preparatory School are taught in the impressive Norfolk Centre and with pupils being offered the opportunity to work with resistible materials and pottery as well as the more traditional media. An Art Club runs as part of the after-school activities programme. In addition to completing the standard papers children applying for Art will be expected to bring examples of their work. There will also be an opportunity for them to demonstrate and discuss their art interests and there will be a test of artistic skills.

3. Drama

Drama is strong at Leweston Preparatory School with Years 5 and 6 spending every Friday afternoon in Performing Arts. Over the past year the children have performed in Youth Makes Music in Sherborne, various School concerts, a Christmas production and at the Mid-Somerset Festival in Bath. All children from Year 3 upwards participate in the English Speaking Board examinations.

In addition to the standard papers children interested in drama scholarships will be asked to memorise and speak a poem, tell a short story or perform an extract from a play lasting 1-2 minutes. We will be looking for your child to show that they can choose an appropriate piece, learn it by heart, speak it aloud script free, show an understanding of its content and help listeners enjoy the piece through imaginative delivery.

4. Music

Leweston Preparatory School has a very lively and active Music Department which offers children the opportunity to participate in the School Choir, the Chapel Choir, Orchestra and Recorder groups. All of these groups rehearse twice weekly and perform both in School and beyond on a regular basis. The Department also works closely with that of the Senior School and enjoys some joint musical events with them. Children applying for a music scholarship will be expected to have been learning at least one instrument for a year or more. They will be asked to play a prepared piece showing understanding of the skills involved. They will also be tested on their aural and sight reading skills. We will request a confidential report from your child's instrument teacher. They are also expected to complete the standard papers.

5. Sports

Leweston Preparatory School has an exceptional Sports Department offering a wide range of sporting opportunities including hockey, netball, trampolining and sailing. Children applying for a Sports Scholarship will be expected to show a good level of fitness and to demonstrate potential in a series of skills-based activities. We will also be looking at their ability to play as part of a team. In addition to this candidates must sit the standard scholarship papers.

If you decide to go ahead with a Scholarship application for your son or daughter, forms can be obtained from the Registrar, Mrs Chiara Damant, Leweston School who can be contacted on 01963 211010.

The award of an Exhibition or Scholarship does require a positive commitment from your child, Scholars are expected to contribute to the life of the awarding department.

Bursaries

Bursaries are means tested and awarded in the case of financial hardship. Bursaries may be applied for at the same time as a scholarship by completing a separate bursary application form. Both parents are required to provide proof of their income and assets. The level of support varies according to parental need. Before the offer of a bursary is confirmed, parents need to agree to the possibility that a member of staff may visit the family at their home. Bursary forms can be obtained from the Bursar's, Mrs Dee Greenham on 01963 210765.

Overseas Applicants

We welcome overseas pupils, who can study at Leweston Prep School as a boarder provided that she has a relative or legal guardian living in the UK with whom she can stay for some weekends.

Fluency in English

In order to cope with the academic and social demands of Leweston Prep School, pupils must have a certain level of English ability. This is assessed as part of the application procedure, either by the educational agency the family may be using or by the Leweston's own English test. Candidates are reassessed when they start at Leweston Senior School and tuition in English as an Additional Language (EAL) is be arranged where necessary at the parent's expense.

Religious Beliefs

Although Leweston School has Catholic roots, we do not select for entry on the basis of religious belief, and we offer the opportunity for Jews, Hindus, Muslims etc to practice their own faiths. However, parents should be aware that there is compulsory Thursday and Sunday (for boarders) morning Mass, and that all pupils are expected to attend.

School's Contractual Terms and Conditions

Copies will be made available to parents as part of the admissions process.

Complaints

We hope that you and your child do not have any complaints about our admissions process; but copies of the School's complaints procedure can be sent to you on request.