

## **ADMISSIONS PROCEDURE**

### **(Whole School, including EYFS)**

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Norland Place educates boys and girls aged 4-11 (Reception-Year 6). In September 2020, we admitted our first boys to Year 4, and adopted a two-form, co-educational model. These classes will rise through the school, leading to full co-education from Reception to Year 6 from September 2022, with all children being prepared for 11+ entry to their Senior Schools.

The school is divided into two sections: Pre-Prep (Reception - Year 2) and Prep School (Year 3 - Year 6).

In the Pre-Prep, children are taught in one of two parallel, co-educational classes per year group, arranged predominantly by date of birth. There is a focus on developing the basic skills of literacy and numeracy but the children are also introduced to a range of other subjects (art, computing, French, music & PE/sport) through subject specialist teachers. The school has an EYFS exemption in place.

Dependant on numbers, in the Prep School, children will, by September 2022, all be taught in one of two parallel, co-educational classes per year group, arranged by academic ability in the core subjects. Children are increasingly taught by subject specialists, which will include English, maths, science and humanities, in addition to those mentioned above.

Children usually start Norland in Reception, in the September following their fourth birthday. At this stage, entry is non-selective. It is, however, also possible to join the school at a later stage, in another year group, subject to an occasional vacancy arising. These admissions are subject to a short academic assessment.

### **Reception Entry**

#### *Admission*

Children usually enter Norland in Reception, in one of two parallel, coeducational classes. These classes are arranged primarily on a winter/summer birthday basis to give an 'older' and a 'younger' class. For the most part, each class comprises 12 boys and 12 girls.

Children are not selected on the basis of their academic ability at this stage, and are admitted in the September following their fourth birthday.

#### *Registration*

Children should be registered as soon as possible after birth. We operate both a 'definite list' and a 'waiting list'.

Four 'definite' places (two boys' and two girls') are allocated to children born in each calendar month, on a first-come, first-served basis. Once these places have been distributed each month, subsequent registrations are given 'waiting list' places. Families with waiting list places should be reassured that we do make use of the waiting list every year. If a definite place has not been filled within the calendar month that the child was born, it will be given to the next child born in the month eg child born in December but registered from January onwards.

Norland Place operates a sibling policy whereby children who have older brothers or sisters in the school are given priority on the waiting list if it has not been possible to allocate a definite place at the time of registration.

<b>Reviewed:</b>	<b>September 2023</b>	<b>Next Review Date: September 2024</b>
<b>Responsibility:</b>	<b>Headmaster (PM) and Registrar (AA)</b>	
<b>Location(s):</b>	<b>SMT Drive, School Website, Staff Drive</b>	

We also offer reverse sibling places whereby an older child is given priority on the waiting list if a subsequent younger sibling has been allocated a definite place. This gives parents peace of mind that all of their children can attend the same school.

#### *Visiting Norland Place*

All prospective parents, on both the 'definite' and 'waiting list', are given the opportunity to meet the Headmaster and to tour the school. The scheduling of these visits necessarily follows a prescribed format, and the school will initiate contact with registered parents to advise of arrangements.

Appointments are made for the year preceding entry to Norland. This ensures that parents see Norland close to the point of entry and so have an informed view of the school before accepting a place. It also helps parents tailor questions according to the emergent characteristics and personalities of their children.

Parents who have 'definite' places are approached by the school a year and a half before entry, at which stage an appointment will be offered to visit the school during the course of the ensuing Summer Term.

Parents with 'waiting list' places are approached a year before entry to make appointments to visit Norland during the following autumn and spring terms.

Individual appointments are organised for each family and are aimed at the parents.

For practical reasons, we are regrettably unable to hold Open Days.

### **Years 1 - 6 Entry**

#### *Admission*

Occasional vacancies can occur at levels above our normal intake year; however, in such cases, children are normally expected to sit a short assessment before a place is offered. This is to ensure that pupils joining the school are academically in line with their peers and will therefore easily be able to adapt to life at Norland.

#### *Registration*

Parents seeking entry for a child at any stage other than the September Reception intake are invited to contact the school Registrar in the first instance to ascertain if a suitable place is available.

If, following consultation, it is agreed to proceed with an application, parents will be asked at that stage to complete the school's Registration Form.

A date will be arranged for the child to come into school to sit a short assessment with a member of the teaching staff.

#### *Visiting Norland Place*

A meeting with the Headmaster and a tour of the school will normally be organised to coincide with a child's assessment at the school.

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