



Bicker Preparatory School and Early Years

[Admissions / Transition Policy for Nursery School, Lower School and Upper School.](#)

Children are admitted for their induction period during the term in which they become 3 years of age.

We may allow special concessions for earlier admission in exceptional circumstances, such as where mother needs some respite care or when a new baby is due. In these circumstances, admission is at the discretion of the Principal.

There is a choice of part time or full time attendance for non statutory aged children. Full time is five full days from 8.30 a.m. until 3.30 p.m. (Nursery pupils may depart at 3.20pm, to alleviate parking congestion). Early arrivals are available from 8 a.m. and After School Care/Clubs until 4.30 p.m.

We offer part time attendance for non statutory aged pupils.

All children are expected to wear the school uniform at all times.

Children are admitted at the beginning and throughout the term if necessary.

All staff are Qualified Teachers or hold an Early Years Level 3 qualification. We offer up to 25 hours of EYE provision, dependent upon eligibility.

Steps To Admission.

- *Parents are sent the School Prospectus stating the philosophy of the school.
- *Parents bring their children to view the school and to meet the staff. This should be arranged with the school office, who work with the parents to select a suitable day and time for both the school and the parents.
- * Parents are given time to talk to staff about their child, to talk about the school's and parental expectations and to ask any questions they may have.
- *The Headteacher or member of the Management Team informs parents of the daily routines.
- *Parents view the building and the facilities offered both indoors and outdoors.
- *Parents are assured that all security and safety measures are in place.
- *Parents fill in a registration form giving all relevant details for office filing and pay the registration fee. The place is then reserved for that child. **NB: For children transferring from another school, this will take place during or following their assessment days.**
- * Induction/assessment days are arranged prior to the child starting school. Thorough assessment of each child takes place and inductions must be a **minimum of 2 days (fee payable on the last day of induction)** in the case of children starting in classes 3,4 or 5. For those children starting in the Nursery or Reception class, children are expected to attend for **at least 4 mornings. We do not recommend full day attendance until the child has completed their induction sessions. (Inductions will be invoiced in the first term's fees)**

These induction sessions enable children to be assessed by the teacher in order to determine the best provision for each child. **Admission into the school is dependent upon a successful induction period.**

*Attendance times are arranged depending on the needs of the child.

*Children may be admitted mid term if parents so wish.

Transfer to or from Another School/Setting.

Bicker Preparatory School is committed to providing smooth transitions for children moving from one school/setting to another. Transition is a process, not an event and to ensure this the following steps are taken:

- Staff ensure effective liaison between schools/settings and value information provided both by the parents and previous settings.
- Staff attend Transition Cluster Meetings to ensure communication between ourselves and other local schools and settings is good.
- We invite children to attend for at least two 'taster' induction days (four induction sessions for Nursery children) to enable new children to get to know the school and their new teacher/classmates.
- Admission is dependent upon completion of a successful induction period.

On a child's first day at Bicker Preparatory School:

*Each child is personally welcomed on arrival to school.

*Parents say their good byes at the school door.

*All parents of new pupils are telephoned at break for reassurance purposes.

*No child is to leave the school until the parent or other named and known adult collects them.

Transition Within the School

To ensure smooth transition between classes every child is given the opportunity to spend time in the class to which they will be moving. This takes place within the summer term (although may begin sooner if appropriate) and allows children to experience weekly morning sessions with the new class/teacher.

Children in Reception start their induction into Class 3 in the Summer term (after Half-term) and usually spend one morning a week in their new class, to ensure a smooth transition into the expectations and routines of the Upper School.

June 2021

[Review June 2022](#)