

## **Admissions Policy**

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### GENERAL

Milton Keynes Preparatory School is a [co-educational] independent school for pupils from ages 2 months to 11 years. The school has 400 pupils. 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 us. We hold a number of Open Mornings each term, 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, Mrs Ort on 01908 642111 or email at [info@mkps.co.uk](mailto:info@mkps.co.uk) to arrange a visit.

### THE ENTRY PROCEDURE

MKPS is an academically selective school from Year 3. Selection is based upon academic merit which is assessed through an entry examination, in English and maths. 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.

### PROCEDURE FOR CHILDREN FROM 2 MONTHS TO 7 YEARS

Parents wishing to register their child will be asked to complete an application form and pay a non-refundable £30.00 deposit. Any parent registering their child will be notified of availability, with a start date being confirmed in writing. Places are allocated where vacancies exist.

If no place exists, children's applications are kept on a waiting list until a suitable vacancy arises in the appropriate age group.

Parents of children with special needs are invited to meet the Head and/or Matron to see whether the child's needs can adequately be met within the school's environment.

Children who are disabled or become disabled in the course of their time at MKPS should meet the Head or Matron to discuss "reasonable adjustments" to their classroom environment. Careful consideration will be given to any proposals of this nature and, where reasonable and reasonably practicable, such adjustments will be made. There may, however, be circumstances where it will not be reasonable or reasonably practicable for the school to accommodate those proposals.

Children who have difficulties will be observed over the first term, to determine whether our school is the right environment, or whether somewhere more suitable should be found.

### PROCEDURE FOR CHILDREN FROM 7+ TO 11 YEARS (YEARS 2 TO 6)

Places are offered to children in Years 3 to 6, who have passed the school's Entrance Examination which takes place each spring term, or at other times by arrangement. The aim of the process is to identify potential.

The examinations are in English, Mathematics, Verbal Reasoning and Reading and there is an informal meeting with the Head or Deputy Head.

Parents complete a short Entrance Examination Application Form, for which there is no charge, if they wish their child to sit the examination.

Some scholarships are available for children who excel academically or in Music, Sport or Art. These are awarded at the discretion of the Head.

There are some means-tested bursaries for which parents may apply if they are unable to meet the total level of fees. These are given at the discretion of the Head.

Questions about scholarships and Bursaries should be addressed to the Bursar.

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If the child is successful and parents wish to register their child in the school, they then complete a formal application form and pay a non-refundable fee of £50. Upon receipt, the school will send the family written confirmation of the place.

### EQUAL TREATMENT

MKPS is committed to equal treatment for all, regardless of a candidate's race, ethnicity, religion, sexual orientation or social background.

### SPECIAL NEEDS

We do not discriminate in any way regarding entry. We welcome pupils with special educational needs, providing that our Learning Support Department can offer them the support that they require. We welcome pupils with physical disabilities provided that our site can cope with them. However, we advise parents of children with special educational needs or physical disabilities to discuss their child's requirements with the Head before proceeding. Parents should provide a copy of an Educational Psychologist's report or a medical report to support their request, for example for extra time or other special arrangements.

We will discuss thoroughly with parents and their medical advisers the adjustments that could reasonably be made for the child if he/she becomes a pupil at the school.

### THE ASSESSMENT PROCESS

The aim of the process is to identify potential. We are looking for well-rounded pupils with a genuine interest in education in the broadest sense of the word, with interests that stretch beyond the confines of the academic curriculum. The school has strong traditions in music, drama, art, debating, community activities and sport. There are many extra-curricular activities, all of which are important in developing a well-balanced, confident individual.

No specific preparation for the entrance tests is needed, all candidates start on an equal footing, with identical opportunities to display their academic aptitude [and extra-curricular skills].

### SIBLING POLICY

Most siblings join us at MKPS. 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.

### SCHOLARSHIPS (YEARS 3 TO 6)

MKPS offers one or two scholarships a year for excellence in:

- Academic subjects, plus
- Music
- Sport
- Art

### 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.