

COGNITA



Prince's Gardens
PREPARATORY SCHOOL

Admissions Policy

September 2020

Admissions Policy

Prince's Gardens Preparatory School is an independent Central London School that prepares boys and girls for the 11+ entrance examinations to top senior schools in London and beyond. The School is situated in an enviable location close to Hyde Park, the Victoria & Albert, Natural History and Science Museums. It is housed in four newly renovated Victorian town houses in Prince's Gardens, next door to Imperial College London.

1. Aims of this policy

- 1.1 To set out the selection criteria and procedures for the education of children aged between 3 and 11 years (academic years Nursery to Year 6).
- 1.2 To identify pupils who are a good fit for the School. For example, as well as academic capability, we are looking for well-rounded children with a genuine interest in learning, stretching beyond the academic curriculum, so that they may benefit from the many opportunities that are offered by the School.

2. Responsibility for Admissions

- 2.1 The Admissions Team is responsible for admissions in conjunction with the Headmistress. Our selection criteria and interview procedure are determined and reviewed from time to time. Documents supporting each application for admission, together with selection and interview notes, may be retained by the School in accordance with the School's Retention Policy, whether or not the applicant is offered a place.

3. Entry Points and Registration

- 3.1 Prince's Gardens Preparatory School welcomes children from age 3 into our Nursery. Other key entry points are 4+ (Reception) and 7+ (Year 3) and 8+ (Year 4). We also consider children for occasional places in all year groups depending on availability and individual circumstances.
- 3.2 The School takes the applicant's age on 1st September to determine qualification for entry at each point. At the discretion of the Headmistress, exceptions may be made. The School's aim is to maintain the social cohesion of each year group and to ensure ease of transition to senior Schools.
- 3.3 Parents who wish to register their child for a place at the School should download a registration form from the Admissions section of the School website. The registration form must be submitted online to the School together with a non-refundable £150 registration fee (sent via electronic bank transfer). Early registration is strongly recommended. On registering online, parents are requested to upload a copy of their child's birth certificate, latest School reports, child's passport and child's visa (if applicable) and a recent photo of their child. In addition, parents are asked to upload both parents' passports, and both parent's visas if applicable. Parents will also be asked to show the original documents to the school so that the school can make certified copies.
- 3.4 Parents registering their children will be invited to visit the School prior to their child being assessed. For entry to the school for September 2020, information events will be held offsite. Parents will be expected to meet with Mrs Melrose, our Headmistress to ensure they understand the aims and ethos of the School and its expectations.

4. Transition from Nursery to Reception

4.1 Whilst transition from Nursery (age 3-4) to Reception (age 4-5) is expected, it is not automatic, and is at the discretion of the Headmistress and Head of Pre-Prep. All parents of Nursery children will have the opportunity to meet with the Head of Pre-Prep in the December prior to entry into Reception, to discuss the transition.

5. Transition through Year Groups

5.1 It is anticipated that all pupils will transition through the School until the end of Year 6 and reap the rewards of the education on offer. Occasionally, it may be that a pupil's progress means that transfer to the next stage of the School is not deemed appropriate, since the School is unable to meet the child's needs. Should this be the case, parents will be invited to have a meeting to discuss the situation as early as possible and at the very latest before the end of the Spring Term.

6. Equality

6.1 The School pays due regard to the Equality Act 2010 and reasonable adjustments are made for pupils with special educational needs and/or disabilities.

7. Admissions Timetable

7.1 Registration

Parents may register their child for admission to Prince's Gardens Preparatory School from birth. Ideally, registration must be completed by the second Friday of December at 4pm of the year preceding the point of entry. Registrations may still be considered outside of this time. Please contact the Admissions Team to enquire about a place.

8. Entrance Assessments and Readiness Sessions

8.1 For entry to Prince's Gardens Preparatory School, all children who have been registered, and whose registration fee has been paid, by the application deadline of the second Friday in December preceding the point of entry, will be invited to attend an assessment/readiness session:

- **3+ entry - a Nursery readiness session**

This session is informal, play-based and we hope it is enjoyable for your child. The purpose of the session is to see whether your child will settle happily and thrive at the School in our nursery and beyond.

- **4+ entry - a Reception readiness session**

Parents who wish to register their child for the 4+ entry into Reception should complete the online registration form, which can be found in the Admissions section of the School website: www.princesgardensprep.co.uk. The deadline for applications is the second Friday in December of the year before entry. Please see the 4+ Admissions Booklet available on the School website for specific dates and deadlines.

Registered applicants are invited to attend an assessment session at the School in mid-January (this will be held offsite in January 2020) The session is fun, engaging, age-appropriate and interactive. We will be looking at your child's fundamental skills in mathematics, literacy, problem solving, investigation and enquiry, as well as the softer skills of cooperation, collaboration, perseverance, resilience and kindness.

○ **7+ and 8+ entry – assessment & scholarship morning**

Parents who wish to register their child for the 7+ entry into Year 3 or the 8+ entry into Year 4 should complete the online registration form, which can be found in the Admissions section of the School website:

www.princesgardensprep.co.uk. The deadline for applications is the second Friday of December of the year before entry. Please see the 7+ and 8+ Admissions Booklet available on the School website for specific dates and deadlines.

Candidates are invited to the School to sit assessments in English, mathematics, verbal reasoning and non-verbal reasoning in early January. Each child will also be interviewed. We do not send out past papers.

A small number of scholarship places are available to children applying to join in the September of Year 3 or Year 4. Any children who have performed exceptionally well in the assessments will be invited back to attend our Scholarship Morning in January.

We aim to make both days as normal and as comfortable as possible with friendly teachers encouraging and supporting the children.

8.2 Please note: If you have missed the application deadline, or if you wish to apply to other age groups, please contact the Admissions Team directly.

8.3 Dates and times for assessments will be sent out by the second Friday in December of the year preceding entry to all children who have been registered for the School by the closing date for applications.

8.4 If an application is unsuccessful at 3+ for entry to the Nursery, children are welcome to apply again for a 4+ place into Reception. If an application is unsuccessful at 4+, children may apply again for 7+ entry into Year 3 or 8+ entry into Year 4.

9. Selection

9.1 Following the assessments/readiness sessions and the receipt of the latest report from the pupil's current School, an offer letter is sent to parents. A place must be accepted, and the deposit paid by the date specified in the offer letter which is generally in mid-February in the year of entry. If payment has not been made by that time, the School reserves the right to withdraw the offer of a place.

9.2 Offers of a place at every entry point are made in writing.

9.3 The pre-conditions for offer and admission are that:

- The applicant is of the appropriate age and sufficient maturity.
- At least one of the applicant's parents/guardian has met the Headmistress in person for their parent interview.
- The applicant is able to attend School on a regular basis including the first and last day of each term.
- The applicant's learning and/or other special needs (if any) can, in the opinion of the SENCO and Headmistress, be managed with the provision of reasonable adjustments under the Special Education Needs and Disability (SEND) Act 2015. Parents are required to disclose their knowledge of any specific learning difficulty, behavioural issue, disability or medical issue relating to their child on registration and to provide copy of any assessments that have occurred. Failure to disclose and provide details could lead to the withdrawal of an offer of a place. Where specific provision is required, parents may be asked to pay an additional charge to meet these needs (for staffing and/or resources). In some cases, the School may receive funding from the local authority to provide additional support.

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- The applicant has an adequate proficiency in English (applicable to the year group applied for). Prince's Gardens Preparatory School will accept pupils whose first language is not English, and proficiency in English will be assessed to ensure an applicant has the minimum necessary skills. The School will offer places to pupils only where the School can provide the necessary language support specific to the needs of the child.
- The pupil's current School advises us of satisfactory attitudes and conduct on the part of the parents and applicant.
- Fees (if applicable) at the current School have been paid and the parents are able, if required, to satisfy the Business Manager that they are in a position to pay the fees for Prince's Gardens Preparatory School.

9.4 Children who are not offered an immediate place may be placed on the wait list.

9.5 The School is not obliged to state its reasons for rejection of an applicant.

10. Scholarships & Bursaries

10.1 Academic scholarships are available to the right candidates.

10.2 Application forms for consideration for a Bursary (fee discount) are available on request from the School's Business Manager and are completely confidential. A request for financial assistance in no way prejudices the outcome of an application for a place. Bursary applications require disclosure of the financial details of the family and are means tested.

11. Overseas Applicants

11.1 Prince's Gardens Preparatory School is a day School. Boarding is not offered. The School will not accept applications from overseas unless at least one parent or guardian is resident at all times in London and the child is able to commute daily from their home to School.

11.2 Overseas pupils whose parents are citizens of countries in the European Economic Area or of Switzerland do not require visas to study in the United Kingdom. Parents who are citizens of other countries will require a visa as will their son or daughter.

11.3 Prince's Gardens Preparatory School is licensed by the *United Kingdom Visas and Immigration (UKVI)* to sponsor pupils who require visas to study in the United Kingdom. Subject to the conditions at 9a above being met, the School will issue a 'confirmation of acceptance for studies' (CAS) reference number to a pupil requiring a visa if the child has been offered and has accepted a place to study at the School.

11.4 It is the responsibility of the parents of the pupil requiring such a visa to apply to *UKVI* at the appropriate time and with the correct documentation, and to inform Prince's Gardens Preparatory School that an application is being made. Parents should be aware that visas take up to 28 days to obtain so sufficient time should be allowed. Parents should also be aware that any error made on a visa application will lead to its rejection by *UKVI* and the CAS being invalidated. This will necessitate the whole process being repeated. Great care should therefore be taken.

11.5 Visas will be checked by *UKVI* at the UK port of entry and also by the School prior to entry with a copy held on file. It is the responsibility of the parents to ensure that their child holds a valid visa for his/her entire time at School. If the child's visa runs out, or if the resident parent's visa expires, they will be required by *UKVI* to return to their country of origin.

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11.6 All enquiries about visa applications should be made to the School's Admissions Office.

11.7 Prince's Gardens Preparatory School will at all times comply with the rules and procedures of the UKVI.

12. Admissions Register

12.1 The School maintains an Admissions Register in line with regulatory requirements. Prince's Gardens Prep will notify Westminster, the local authority if we remove or add a pupil's name to the admission register at non-standard transitions, i.e. where a compulsory School age child leaves the School before completing the School's final year or joins the School after the beginning of the School's first year.

12.2 See Admission, Attendance and Children Missing from Education Policy for further details of statutory requirements.

N.B. This policy should be read in conjunction with the School's Admissions Information Booklets for Parents for 3+, 4+ and 7 + and 8+ entry, available at www.princesgardensprep.co.uk.

These are updated on an annual basis.

Ownership and consultation	
Document sponsor (role)	Director of Education
Document author (name)	Simon Camby
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