

# COGNITA



Prince's Gardens  
PREPARATORY SCHOOL

## **Admissions Policy**

### **September 2021**

### 1 Policy Statement

- 1.1 We welcome applications for admission from pupils of all backgrounds. This policy applies to all pupils, including those in our Early Years Foundation Stage. We admit pupils with an additional educational need and/or disability provided both parents and school conclude that we can provide appropriately for the child's specific needs.

### 2 Enquiries

- 2.1 All enquiries and applications should be made to the Admissions Manager. The Admissions Manager will ensure that parents have all the information they need.

### 3 Visits

- 3.1 Prospective parents are encouraged to visit to see the school in action. Open days are held on Saturdays twice a year with regular virtual open days each term. Once parents have registered, and it is within 15 months of entry, parents will be invited for a personal tour and an opportunity to meet the Headmistress by the Admissions Manager.

### 4. Registration

- 4.1 Following a visit, parents wishing to register their child will need to complete a Registration Form and return it with a payment for the registration fee. The registration fee covers the cost of administering the registration procedure, including the waiting lists and is non-refundable. Registration is an indication of interest and is not a guarantee of a place.

For the registration purpose, we require sight of:

1. An original birth certificate, valid passport, visa and Biometric Residence Permit (BRP) if applicable for the child
  2. Reports from current school or educational setting (where available)
- 4.2 The school will respond by confirming that the child's name has been placed on the admission list for the relevant term and year. If the year group is fully subscribed, the child will be placed on a waiting list. A place is confirmed once a formal offer has been made by the school and a deposit has been received in return.

### 5. Admission to Early Years: Nursery, Pre-Reception and Reception

- 5.1 Children are welcomed into the Nursery (following their 3<sup>rd</sup> birthday), Pre-Reception (the academic year they turn 4) and Reception (the academic year they turn 5). An informal assessment is completed, called a school readiness assessment, to review general development and identify any special educational needs prior to entry. Places are not automatic, in some cases a place will not be offered if we judge that a child's development is below expectation or that they will not flourish in the environment we offer.
- 5.2 To join one of our Early Years classes (Nursery, Pre-Reception or Reception) children will be invited to visit the school for a school readiness assessment. Requests will also be made for any reports from the child's previous educational setting(s). Readiness assessments will be held in the Summer Term 15 months prior to entry and in the Autumn Term in the year prior to entry. Should a registration be received in January to August prior to entry, each child will be assessed on a case by case basis dependent on availability of places.

### 6. Taster Days

- 6.1 We offer Taster Days as an opportunity for children to be assessed to join the school for entry to Year 1 and above.

### **7 Transition from Pre-Reception to Reception**

- 7.1 Children from Pre-Reception (age 3-4) transitioning to Reception (age 4-5) have priority over spaces. Where a child has been identified to have specific learning needs in Pre-Reception, the School will assess the ability to meet their needs for transition to Reception during the Spring Term of Pre-Reception and confirm whether a place in Reception will be offered. For families not wishing to transition from Pre-Reception to Reception, the school must receive a full term's notice in writing, as outlined in the Parent Contract, in order not to be liable for fees in lieu of notice.

### **8 Transition through Year Groups**

- 8.1 It is anticipated that all pupils will transition through the school and reap the rewards of the education on offer. Should this prove not to be the case, parents will be informed of any concerns at the earliest opportunity and at the latest before the end of the Spring Term if there appears to be any reason why the pupil may be refused a place in the subsequent year groups. In rare cases it may be that a pupils' progress means that transfer to the next stage of the school is not deemed appropriate.

### **9 Admission to other Year Groups**

- 9.1 Children joining the school are assessed. Children joining the school from Year 3 upwards will complete an online assessment which lasts 1hr and 15 minutes. They will also be invited to join a class for a morning with additional teacher assessment and an interview. For children joining Year 1 and Year 2, children take part in the class activities and experience what it is like to be a pupil of Prince's Gardens Preparatory School. We look at children's social skills as well as their behaviour. Reports from their current education setting need to be provided before the assessment day takes place. Parents are also asked to provide information on the application form about the child's general development, including any identified special educational needs.
- 9.2 Overseas pupils may be required to undertake a language proficiency assessment before a place is offered, plus an online assessment and a video interview.

### **10 Allocation of Places**

- 10.1 In the event that the number of children registered for any year group exceeds the places available, the following priority will be applied.
1. A sibling of a current pupil
  2. The child of a member of staff
  3. A sibling of a prospective pupil
  4. A sibling of a former pupil
  5. Those for whom Prince's Gardens was their first choice
  6. Results obtained in standardised tests (if applicable)
  7. Another relative of an existing pupil
  8. Another relative of a former or prospective pupil
  9. A child who has been on the registration list for the longest time

### **11. Offer**

- 11.1 The parents of each applicant will be informed within two weeks of their child's assessment whether a place is available. The school will not be obliged to state its reasons for declining a request for admission.

### **12 Waiting List**

- 12.1 If no place is available, parents may place their child's name on the waiting list for the school. The school cannot guarantee when a place may become available.

### **13 Appeal**

- 13.1 There is no appeal process for admission to the school. The decision of the Headmistress is final.

### **14 False Information**

- 14.1 Where the school has made an offer of a place on the basis of a fraudulent or intentionally misleading application, which has effectively denied a place to a child with a stronger claim, the offer of a place will be withdrawn.

### **15 Overseas Pupils/Pupils with English as an Additional Language**

- 15.1 We welcome pupils from a wide variety of cultural backgrounds, including overseas pupils and those with English as an additional language (EAL). Children entering the School must have an appropriate working knowledge of English and parents must be committed to supporting further English study at their cost, if necessary.

### **16 Equality**

- 16.1 The school pays due regard to the Equality Act 2010 and reasonable adjustments are made for pupils with special educational needs and/or disabilities.
- 16.2 Subject to our entry requirements being met, we welcome pupils with special educational needs or physical disabilities. We advise parents of children with special educational needs and/or physical disabilities to discuss their child's requirements with the school before registering for a place. This will enable the school to determine whether the school can make reasonable adjustments to ensure that the child can flourish as a learner. Where necessary, parents will be asked to provide a copy of an Educational Psychologist's report or a medical report and the school may need to discuss provision with external agencies. The cost of such reports is the responsibility of the parent. Where specific provision is required, parents may be asked to pay an additional charge to meet these needs (staffing and/or resources). In some cases, the school may receive funding from the local authority to provide additional support.

### **17 Admissions Register**

- 17.1 The school maintains an Admissions Register in line with regulatory requirements. See Admission, Attendance and Children Missing From Education Policy for further details of statutory requirements.

## Admissions Policy

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<b>Ownership and consultation</b>	
Document sponsor (role)	Director of Education
Document author (name)	Simon Camby
Consultation – Oct 2016 (Original policy)	The following schools were consulted: Cumnor Boys School, Colchester High School, Clifton Lodge Prep School, Duncombe Prep School, Kings School, Kingscourt School, Meoncross School, and North Bridge House Senior School.
Consultation – May 2017 (Review)	The following schools were consulted as part of review: Akeley Junior, Kingscourt, Southbank Westminster, Meoncross, Downsend Ashtead Pre-Prep, Clifton Lodge Prep School. Representative of Education Team – Robin Davies, ADE.

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