



ADMISSIONS POLICY

1. Introduction

St David's Prep is pleased to accept applications for children to join in all age groups, dependent upon spaces, and maintains a partially selective policy for admissions. The school is, therefore, mixed-ability by nature and in keeping with its aims to provide a balanced, well-rounded education.

It is the policy of St David's Prep to admit children who will benefit from an academic education and who will contribute to and benefit from the ethos and activities of our school community. We will only admit a child and their family who meet these criteria.

2. Equal Treatment

We welcome children from many different ethnic and racial groups, backgrounds and creeds. Human rights and freedoms are respected but must be balanced with the lawful needs and rules of our school community and the rights and freedoms of others. All candidates for admission will be treated equally, irrespective of their (or their parents') race, colour, language, religion, political or other opinion, national or social origin, association with a national minority, sexual orientation, property, birth or other status. We expect all of our pupils to uphold Fundamental British Values (FBV) and to attend all assemblies and outings, and take an active part in all Religious Education lessons.

3. Disability and Special Educational Needs

Due to the nature of the school buildings, we have limited facilities for those with physical disabilities but will do all that is reasonable to comply with the legal and moral responsibilities under equality legislation in order to accommodate the needs of applicants. The school must be made aware of any known disability or special educational need which may affect a child's ability to participate in the admissions procedure and may prevent them taking full advantage of the education provided by the school. It is the duty of parents/carers to provide the school with relevant details at the time of application for registration, including any support which is or has been offered by a previous school or external service. The school requires this information to consider if appropriate and reasonable adjustments can be made in order to accommodate a child's particular needs. After admission, should special educational needs or disability become apparent, the school will consult with parents to consider whether it is practical and in the child's best interest to continue at the school.

4. Application Process

If you would like to consider sending your child to the school then please contact our Admissions Manager, Mrs Sarah Handy on 020 8777 5852 or sarah.handy@stdavidsprep.com. Whilst we accept applications for any point of entry it will

be dependent upon availability in the relevant year group. Our Admissions Manager will be happy to arrange a visit for an Open Morning or during the working school day. Following this the next step is to register your child by completing a Registration Form and paying the non-refundable £50.00 fee. All registered pupils will be assessed as follows:

JOINING IN PRE RECEPTION

- A short visit with your child to the Early Years setting

JOINING IN RECEPTION

- Your child will be invited to attend a group informal assessment with the EYFS staff in the December prior to the child starting school the following September. You are welcome to meet with other parents and members of staff whilst the assessment takes place

JOINING YEAR 1 ONWARDS ADMISSION IS BASED ON :

- Attending an assessment day
- A report from the pupil's feeder school
- The completion of a signed declaration by all parents of the prospective pupil, which informs the school of all known special educational needs of the prospective pupil concerned
- Any reports or information from educational psychologists or other relevant bodies or agencies must be supplied to help assist the school in its decision
- Overseas students are required to undertake a language proficiency assessment before a place is offered
- A short interview with the Head (or appointed deputy), and a Maths and English test covering age appropriate material
- The Head will make a judgement whether or not a child is likely to benefit from the education on offer within the context of the school's stated aims, ethos and behaviour policy. Parents will be notified as soon as possible of the decision and where positive an offer letter and parent contract will be issued
- In the event of an offer of a place not being made the Head (or appointed deputy) will make an explanation to the parents, in writing if requested, as to the reasons why it was felt that such an offer was not deemed appropriate

St David's Prep is committed to ensuring that the Admissions Register is maintained in accordance with Education (Pupil Registration) (England) Regulations 2006. From the beginning of the first day on which the school has agreed or been informed that the pupil will attend the school, an entry will be made in the school's Admissions Register in line with the Education (Pupil Registration) (England) Regulations 2006.

St David's Prep reserves the right to refuse entry and progress into any year group from Pre-Reception to Year 6 if the school's structure, in the opinion of the relevant Head teacher and teachers, does not meet the educational, pastoral and social needs of the pupil concerned. Parents have the right to appeal against an unsuccessful application using the school's Complaints Procedure. The way in which St David's Prep deals with pupil exclusion and removal is set out in the Behaviour Policy. Therefore, this Admissions Policy should be read in conjunction with the School's Behaviour, Rewards, Discipline and Exclusions policy.

5. Offer Acceptance

A deposit of £500.00 will be required which will be repaid by means of a credit without interest to the final payment amount due to the school on leaving or by bank transfer should the amount of the deposit exceed the amount due to the school.

The offer of a place is made on the understanding that you intend that your child remains at St David's Prep until the end of Year 6.

6. Deposit and Cancellation

Please refer to the School's Terms and Conditions contained within the Parental Contract for information as to how the Deposit will be held and in what circumstances it will be refunded. Further information is also provided in the Terms and Conditions about cancellation of a place that has been accepted.

7. Disclosures

Parents must as soon as possible disclose any particular known or suspected circumstances relating to their child's health, allergies, disabilities or learning difficulties. Failure to do so could result in the school withdrawing the child's place.

8. School's Terms and Conditions

This Admission Policy must be read in conjunction with the School's Terms and Conditions and the Parental Contract.