



## RECORD OF REVIEW

DATE	AMENDMENTS
24.11.22	<ul style="list-style-type: none"><li>• Commitment deposit added for Pre Reception</li></ul>
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# ADMISSIONS POLICY

## 1. INTRODUCTION

St David's Prep is a co-educational independent school for pupils from age 3 to 11. Deciding on the right school for your child is very important and we believe the best way to start the process is to arrange a personal visit with your child to our school. We hold a number of open events each year which serve to give a general introduction and showcase the sort of education we can offer your child. Details of events are published on our website. We are also happy to welcome you to visit at other, mutually convenient times throughout the year. Please contact the school office to arrange a visit. [office@stdavidsprep.com](mailto:office@stdavidsprep.com)

## 2. ENTRY PROCEDURE

St David's Prep is a selective school. Our selection process is designed to identify pupils who are able to benefit from our balanced and well-rounded education and who will make a positive contribution towards the life of the school.

The usual point of entry is at Pre-Reception or Reception, although we are always pleased to consider applications for children to join other year groups where space allows.

Applicants for admission should arrange to visit the school as a first step, then if the wish is to proceed a registration form must be completed. The School Business Manager will be happy to guide you through the process and answer any questions you may have.

## 3. EQUAL TREATMENT

We welcome children from many different ethnic and racial groups, backgrounds and creeds. This, we believe, enriches our community and is a vital part of preparing our children for today's world. 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.

## 4. SPECIAL EDUCATIONAL NEEDS

We will do all that is reasonable to comply with the legal and moral responsibilities under equality legislation 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 from 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.

## 5. THE ASSESSMENT PROCESS

If you would like to consider sending your child to the school then please contact our School Business Manager, Mrs Sarah Handy on 020 8777 5852 or [sarah.handy@stdavidsprep.com](mailto: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 SBM 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 the online Registration Form and paying the non-refundable £60.00 fee. All registered pupils will be assessed as follows:

### JOINING IN PRE-RECEPTION

- Your child will be invited to a 'play and stay' session in the January before they start the following September. You are welcome to meet with other parents and members of staff whilst the assessment takes place

### JOINING IN RECEPTION

- For Reception your child will be invited to attend a group informal assessment with the EYFS staff in the November 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 REQUIREMENTS:

- Prospective pupil invited to attend a taster/assessment day
- Parents/carers to provide a report from the pupil's current/previous school
- All parents of child to complete a signed declaration informing the school of any known special educational needs
- Any reports or information from educational psychologists or other relevant bodies or agencies to be supplied to help assist the school in its decision
- Overseas students required to undertake a language proficiency assessment before a place is offered
- During the taster day they will have a Maths and English assessment 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 explain 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 Head and class 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.

## **6. SIBLING POLICY**

Admission of siblings is not automatic. There may be occasions where the school judges that a sibling is likely to thrive better in a different academic environment. A 10% discount is given to siblings joining the school.

## **7. ACCEPTANCE OF OFFER MADE**

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.

For Pre-Reception pupils, a commitment deposit is requested at the end of the Autumn Term. To secure a place in Reception, we request that a £750.00 deposit is paid before the start of the Spring Term. This amount is non-refundable should the Reception place not be taken up. This will be credited against the child's school fees for the first term in Reception.

For Reception pupils who have not entered the school via Pre-Reception, a commitment deposit is required at the start of the Spring Term. This amount is £750.00 and is non-refundable should the Reception place not be taken up. This will be credited against the child's school fees for the first term in Reception.

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

## **8. TERMS AND CONDITIONS**

The School's Terms and Conditions are made available to parents as part of the admissions process.

## **9. COMPLAINTS**

The School's Complaints Procedure is on the School's website and can be sent to prospective parents on request.

## **10. RECORDS AND REVIEW**

Applicants' details will be held on file with due regard to data protection legislation and the School's Privacy Notice and Data Protection Policy.

The School will not hold the personal data of you or your child for longer than is necessary for a lawful purpose. This will generally be no more than 6 months following an unsuccessful application.