ST DAVID'S PREP

ADMISSIONS POLICY

Last Review Date	Significant Changes
Sep 2022	Commitment deposit added for Pre Reception
Sep 2026	Introduction of the admissions management system "Complete-Ed"

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 admissions team to arrange a visit using the email address: admissions@stdavidsprep.com

ENTRY PROCEDURE

Applications for entry to St David's Prep should go via the Admissions Manager. St David's Prep does not academically select pupils for entry to Nursery or Reception. 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 main points of entry to the school are:

- Pre-Reception – after a child is 3 years old.
- Reception – the September after a child is 4 years old.

We are always pleased to consider applications for children to join other year groups where space allows, from those who will benefit from the education on offer.

Potential applicants for admission should arrange to visit the school as a first step, for a tour with our Admissions team or SLT to hear more about the school. Following this, if the wish is to proceed for a place, a Registration Form must be completed. The Admissions Manager will arrange a Stay and Play session for Pre-Reception or Reception starters, or a Taster Assessment Day for all other years of entry. Where applicable an EYFS or Taster Day Form will be assigned prior to the assessment in the online admissions system, Complete-Ed. The Admissions Manager will be happy to guide families through the process and answer any questions.

If no places are available at the time of application, the child's name will be added to the waiting list, and parents will be contacted should a place become available. Priority on the waiting list is given to siblings of current pupils.

EQUAL TREATMENT

The school welcomes pupils from a range of social and cultural backgrounds, regardless of disability, race, religion or belief in line with the Equality Act 2010. The school welcomes applications from pupils with learning or physical disabilities and assesses the needs of such pupils on an individual basis in consultation with parents/carers, academic staff and any other agencies involved.

SPECIAL EDUCATIONAL NEEDS

The school needs to be aware of any known disability or special educational need which may affect a child's ability to participate in the admissions procedure and take full advantage of the education provided at the school. Parents of a child who has any disability or special educational needs should provide the school with full details at the time of the

application for the entry assessment days. This also includes any support which is or has been offered or provided by a previous school or any interaction with external services or agencies.

The school needs this information so that, in the case of any child with particular needs, the school can assess those needs and consult with parents about the adjustments which can reasonably be made to ensure that the application procedure is accessible for the child and the school can cater adequately for the child's needs should an offer of a place be made. Parents should provide a copy of any professional or medical report if they have one.

The school will do all that is reasonable to ensure that the information and application procedure is accessible for all candidates and will make such reasonable adjustments as necessary. If special educational needs or disability becomes apparent after admission, the school will consult with parents about reasonable adjustments as necessary.

THE ASSESSMENT PROCESS

If you would like to consider sending your child to the school please contact our Admissions Manager on 020 8777 5852 or admissions@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 Day, Step Into St David's session or tour.

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 an informal assessment in the form of a 'stay and play' session with our friendly Early Years staff. You are welcome to meet with other parents and/or members of staff whilst this session takes place.

- **JOINING IN RECEPTION**

Your child will be invited to attend an assessment with our friendly Early Years staff, usually held in the Reception classrooms. You are welcome to meet with other parents and/or members of staff whilst the assessment takes place. Pupils will enjoy short tasks and a play session.

- **JOINING YEAR 1 ONWARDS REQUIREMENTS:**

The prospective pupil(s) will be invited to attend an assessment in the form of a Taster Day with their prospective new year group. During the taster day pupils will have the opportunity to take part in a day in the life of a pupil at St David's. They may join assembly, join their cohort for lessons and have school lunch. Age related assessments will also take place. This will usually involve a writing task, a maths task or assessment, and possibly computer-based testing which will allow us to gain a broad understanding of the pupils' current academic level. Observations from across the day will also be considered. In order that we can best provide for prospective pupils on the Taster Day, parents/carers are required to provide a report from the pupil's current/previous school and complete a Taster Day Form.

Please note that:

- Any reports or information from educational psychologists or other relevant bodies or agencies is to 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.

The Head will make a judgement whether 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/carers will be notified as soon as possible of the decision.

ACCEPTANCE OF OFFER MADE

When a formal offer of a place has been made, the Acceptance Form Contract will be issued via Complete Ed. This must be signed by **two** holders of parental responsibility for the named child who reside either at the same address or separate addresses.

A deposit of £500.00 will be required for all new starters upon acceptance of a place, which will be repaid by means of a credit without interest to the final payment amount due to the school upon leaving, or by bank transfer should the amount of the deposit exceed the amount due to the school.

For pupils joining at Reception, who have not entered the school via Pre-Reception, parents are required to complete the school's acceptance documentation and pay an acceptance deposit. This deposit is due in January in the year the pupil will be starting in Reception, or when a place is offered for any offered after January. This commitment deposit will be credited against the child's school fees for the first term in Reception and is non-refundable, should the Reception place not be taken up.

For existing Pre-Reception pupils, a commitment deposit is requested during the first half of the Spring Term to secure a place in Reception for that September. This commitment deposit will be credited against the child's school fees for the first term in Reception and is non-refundable, should the Reception place not be taken up.

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

In the event of no offer being made, the school will provide, upon request, a brief outline of areas that did not meet expectation. St David's Prep reserves the right to refuse entry and progress into any year group from Pre-Reception to Year 6 if, in the opinion of the Head and class teachers, the school does not meet the educational, pastoral and social needs of the pupil concerned.

SIBLING POLICY

St David's will always aim to keep families together where possible, however 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. In these instances, the school will provide feedback to support the family with an application to another school. A 10% discount is given to the youngest sibling of a St David's Prep pupil joining the school once they enter

Reception. Only one discount is applicable per family. The discount will cease once only one child from the family remains at the school.

THE ADMISSIONS REGISTER

The School maintains an Admission Register. Upon entry to the School we will record and retain the following information on the Register:

- Name in Full
- Sex
- Name and address of every person known to the School to be a parent of the pupil (and an indication of the parent with whom the pupil normally resides and which parents hold parental responsibility as defined by Section 3 Children Act 1989). NB Parents holding parental responsibility, even if not actually caring for the child, have a right to receive relevant information from the school in respect of any pertinent matter affecting the child, unless a court order indicates otherwise
- Telephone number at which the parent can be contacted in an emergency
- Day, month and year of birth
- Day, month and year of admission or re-admission to the school
- Name and address of the school or setting last attended, if any

The School holds this information electronically and retained securely to comply with our obligations regarding the retention and security of records under its Data Protection Policy.

TERMS AND CONDITIONS

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

COMPLAINTS

Parents/carers have the right to appeal against an unsuccessful application using the school's Complaints Procedure. The School's Complaints Procedure can be found on the school's website.