

ADMISSIONS POLICY



The normal procedure is for parents first to request a prospectus and other information about the school. They are invited to arrange a personal visit after this. When parents visit, they are given registration forms to complete if they wish to apply for space. The children's names are then added to the appropriate entry list/lists, depending on the preferred age of entry. If their names are very near the top of the list, parents will be reassured that space will be available. Once the list nears the normal target number, parents are told that there is no guarantee of space. At this stage, there is no definite commitment made or expected.

In the autumn term of the year preceding proposed entry, we work our way down the list of registered pupils and send acceptance forms to parents to complete and return, along with a deposit. This process follows the order of registration, with the possible exception in marginal circumstances of our giving preference to siblings (as indicated to parents when they register).

Children who enter the Pre-Prep have no formal assessment, although they visit in the term before entry for familiarisation and for us to form an idea of their progress to date. Those entering Middle or Upper School (from age 7 onwards) are assessed and parents understand that the offer of space is subject to successful assessment. However, this assessment is neither selective nor competitive. We only assess those children for whom there would definitely be space and only withdraw the offer if it is clear that the child would not cope with the school's curriculum or circumstances. In such rare cases we always discuss the position very carefully with parents.

If either we or parents believe that learning support may be needed, then our specialist staff will be asked to contribute to the assessment. We encourage parents to alert us early to any known needs and our assessments are carried out at a level and in a way that enables a child to show us what he/she can do. Reports are requested from previous schools and we endeavour to accept children if at all possible. Once this process is complete, parents of children whose position on the list has not allowed us to offer them space will be informed and they will be asked if they wish to keep their names on the lists for possible later entry.

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