

Redcliffe Gardens School

Admissions Policy

Reviewed: SL/HC Nov 2020
Prep School Committee: June 2021

Next review by: July 2022



This policy applies to the whole school including the EYFS. It is available to parents and prospective parents on our website and a paper copy can be viewed in the School Office.

Introduction

Godolphin and Latymer Redcliffe Gardens School is a co-educational, IAPS preparatory day school for children aged rising 3 to 11 years. Places for the nursery are offered to children 15 months ahead of entry on a first come, first served basis. Places for the Reception Class are offered in the academic year before entry following a short, play-based visit. Places for other year groups are offered following an assessment and are handled on an individual basis.

Key Objectives

The key objectives of the school's admissions policy are:

- To admit children regardless of sex, race, religion, ethnicity, language, disability or social background. We are committed to equal treatment for all in line with the Equality Act 2010 and the protected characteristics which it identifies.
- To give priority to siblings of children who are pupils of the school.

Information for parents of prospective pupils

Tours of the school are given by the Headmistress or Registrar, when prospective parents can see the school in action. In addition, there are two open mornings held each academic year, in the Autumn and Summer Terms.

Covid-19 arrangements: We will continue to offer on-site assessments and parent interviews if government guidance allows us to do so. If this is not possible, or if a family is uncomfortable visiting the school site in the current circumstances, the Headmistress is able to meet parents via Zoom. Tours for prospective parents are currently suspended, but a virtual tour is available on request.

Registration

Registrations are accepted from birth. A fee of £150 is payable on registering a child. Siblings must be registered separately from one another. Registration is treated as effective only once the school has received both the registration form and the registration fee.

Age of Admission

The main points of entry into the school are the Robins Nursery and Reception (Kingfishers Class). Children can enter the nursery the term they turn three years old (Autumn Term or Spring Term or Summer Term) and will automatically be considered for a place in Reception.

They are expected to progress through the school.

Children from other nurseries can enter Reception in the September following their fourth birthday and are expected to progress through the school.

Children may join the school at any other age, subject to a place being available. Admission to the school is always at the discretion of the Headmistress.

Offers

Nursery offers are made 15 months before entry in order of date of registration and thereafter as and when places are available. Priority is given to siblings.

Reception offers are made one year before entry following a short, play-based visit and a reference from the child's current nursery.

Offers for other year groups are handled on an individual basis and a child applying for a place in Year One and above will normally be required to spend a morning in the school for assessment, to ensure that he or she is able to meet a reasonable level of attainment for the year group and will be able to benefit from the education offered. A recent report from the current school will also be required.

If a sibling registers and applies for a place after all the places in the relevant year group have been filled, the school will offer a place subject to availability. Offers to other registrants will not be withdrawn.

Offers embody the school's standard Terms & Conditions contract with parents. These include the requirement of one full term's notice of the intended removal of a pupil.

Disabilities

The school endeavours to make entry as accessible as reasonably possible. Pupils with learning difficulties are welcomed, provided the Head feels the school can offer the support they require.

Pupils with physical disabilities are welcome provided they are able to negotiate the site. The school will do all that is reasonable to comply with its legal and moral responsibilities under the Equality Act 2010 and the Special Needs and Disability Act 2001, in order to accommodate the needs of applicants for which, with reasonable adjustments, the school can cater adequately.

When a place is offered for any year group, parents are required to inform the school if their child has special needs of any kind. This includes children with a statement of special educational needs or an Education, Health and Care Plan (EHCP) from the local authority.

This allows the consideration by the school of whatever reasonable adjustments may be appropriate so that children with any special need can be accommodated.

Parents of any child entering the school in any year group are expected to notify the school of any physical or educational impairment which may affect a child's progress at school so that these may be discussed with the Head with full candour and, where necessary, appropriate and reasonable adjustments put into place.

English as an Additional Language

Parents of children for whom English is not their primary language (EAL) should notify the school prior to entry so that suitable provision may be made.

Acceptance

Acceptance of a place offer by the school must be accompanied by a deposit payment at the rate for the academic year then current. The deposit is returned when the child leaves the school, subject to the school having received payment of all sums due to it.

The deposit for a nursery place is £1,500.

The deposit for a place in any other year group is 50% of a term's fees for the academic year then current.

Written notice of the intention to withdraw acceptance of a place before the child starts at the school must be given before the first day of the term immediately preceding the term in which the child was due to start. The deposit is not normally refundable in these circumstances. If this full term's notice is not given, a term's fees (net of the deposit) will be payable in lieu. Further details can be found in the parent contract, or on request.

Increase in Fees

Fees are increased with effect from the start of each new academic year and the fees at the increased rates are announced to parents in the previous term.

Status of Policy

This policy is intended to provide general guidance for the parents of prospective pupils. It should not be regarded as having legal effect and if there is any conflict with the Terms & Conditions referred to, the Terms & Conditions prevail.