



St. Nicholas Preparatory School
An outstanding education for boys and girls
from 3 to 11

COGNITA

Admissions Policy

September 2018

1 Policy Statement

- 1.1 St. Nicholas Preparatory School welcomes applications for admission from pupils of all backgrounds. This Policy applies to all pupils, including those in our Early Years Foundation Stage. We admit pupils with an additional educational need and/or disability provided both parents and school conclude that we can provide appropriately for the child's specific needs. We also welcome applications for children whose English is an additional language (EAL) where the school can provide necessary support specific for the child's need.

2 Enquiries

- 2.1 All enquiries and applications should be made to the Admissions Team. The Admissions Team will ensure that you have all the information you need.

3 Visits

- 3.1 Prospective parents are encouraged to visit to see the school in action and to meet the Head. Once a term, there is an open morning which is an opportunity to tour the school on an informal basis. Alternatively, you might like to make an appointment for a personal tour. Please contact the Admissions Team to arrange this.

4. Registration

- 4.1 Following a visit, parents wishing to register their child should complete a Registration Form and return it with a payment for the registration fee. The registration fee covers the cost of administering the registration procedure, including the waiting lists and is non-refundable. Registration is an indication of interest and is not a guarantee of a place.

For the registration purpose, we require sight of:

1. An original birth certificate, valid passport, visa and BRP (if applicable) for the child
2. Reports from current school or educational setting (where available).

- 4.2 The school will respond by confirming that the child's name has been placed on the admission list for the relevant term and year. If the year group is fully subscribed, they will be placed on a waiting list. A place is confirmed once a formal offer has been made by the school and a deposit has been received in return.

5. Admission to Nursery

- 5.1 Children are welcomed into the Montessori Nursery from 3 years and are expected to transition to our Reception Class. Nursery children are expected to attend for five full days a week.

6. Taster Sessions

- 6.1 We offer Taster Sessions as an opportunity for children to experience what life is like as a St. Nicholas pupil. It is also a great opportunity for the school to get to know the children.

Nursery applicants will spend 30 minutes in a nursery class taking part in class activities. Parents are asked to complete a Child Interview form and return it before or on the day of the taster session and requests may also be made for any reports from the child's previous education setting(s).

7 Transition from Nursery to Reception

- 7.1 Transition from Nursery (age 3-4) to Reception (age 4-5) is not automatic. All children wishing to continue into Reception at St Nicholas Preparatory School will be assessed in the January prior to September entry.

8 Transition through Year Groups

- 8.1 It is anticipated that all pupils will transition through the school and reap the rewards of the education on offer. Should this prove not to be the case, parents will be informed of any concerns at the earliest opportunity and at the latest before the end of the Spring Term if there appears to be any reason why the pupil may be refused a place in the subsequent year groups. In rare cases it may be that a pupils' progress means that transfer to the next stage of the school is not deemed appropriate.

9 Admission to other Year Groups

- 9.1 Children wanting to join the school from Years 1 through to 6 will stay for a full school day and will undertake standardised Maths and English Assessments, also spending time in class. Children take part in the class activities and experience what it is like to be a pupil of St. Nicholas Preparatory School. We look at children's social skills as well as their behaviour. Reports from their current education setting need to be provided before the assessment day takes place. Parents are also asked to provide information on the application form about the child's general development, including any identified special educational needs.
- 9.2 Overseas pupils may be required to undertake a language proficiency assessment before a place is offered. This includes a written assessment and may also include an interview in person or via electronic media.

10 Allocation of Places

- 10.1 In the event that the number of children registered for any year group exceeds the places available, the following priority will be applied.

1. a sibling of a current pupil
2. the child of a member of staff
3. a sibling of a prospective pupil
4. a sibling of a former pupil
5. another relative of an existing pupil
6. another relative of a former or prospective pupil
7. a child who has been on the registration list for the longest time

11. Offer

- 11.1 Prior to making an offer, parents will have a meeting with the Headteacher to discuss their child. We offer places as soon as possible after the assessment day, and after the Parent / Headteacher meeting. Where possible, the school will meet the parents to provide feedback from the day and to advise on the outcome. On rare occasions when an offer of place cannot be made, the school may ask for more reports or for extra information in

order to make an informed decision. Parents will be informed about it and made fully aware of the situation. The school will not be obliged to state its reasons for declining a request for admission.

12 Waiting List

- 12.1 If no place is available, parents may place their child's name on the waiting list for the school. The school cannot guarantee when a place may become available.

13 Appeal

- 13.1 There is no appeal process for admission to the school. The decision of the Headteacher is final.

14 False Information

- 14.1 Where the school has made an offer of a place on the basis of a fraudulent or intentionally misleading application, which has effectively denied a place to a child with a stronger claim, the offer of a place will be withdrawn.

15 Overseas pupils/Pupils with English as an Additional Language

- 15.1 We welcome pupils from a wide variety of cultural backgrounds, including overseas pupils and those with English as an additional language (EAL). Children entering the School must have an appropriate working knowledge of English and parents must be committed to supporting further English study at their cost, if necessary.

Overseas pupils are required to have a guardian who is resident in the UK and who can act on behalf of the parents, if required.

16 Equality

- 16.1 The school pays due regard to the Equality Act 2010 and reasonable adjustments are made for pupils with special educational needs and/or disabilities.
- 16.2 Subject to our entry requirements being met, we welcome pupils with special educational needs or physical disabilities. We advise parents of children with special educational needs and/or physical disabilities to discuss their child's requirements with the school before registering for a place. This will enable the school to determine whether the school can make reasonable adjustments to ensure that the child can flourish as a learner. Where necessary, parents will be asked to provide a copy of an Educational Psychologist's report or a medical report and the school may need to discuss provision with external agencies. The cost of such reports is the responsibility of the parent. Where specific provision is required, parents may be asked to pay an additional charge to meet these needs (staffing and/or resources). In some cases, the school may receive funding from the local authority to provide additional support.

17 Admissions Register

- 17.1 The school maintains an Admissions Register in line with regulatory requirements. See Admission, Attendance and Children Missing From Education Policy for further details of statutory requirements.

18 Bursaries

18.1 Forms for consideration for a Bursary (fee discount) are available on request from the school's Business Manager and are completely confidential. A request for financial assistance in no way prejudices the outcome of an application for a place. Bursary applications require disclosure of the financial details of the family and are means tested.

Reviewed October 2010 JBA

Reviewed August 2011 JBA

Reviewed September 2011 JBA

Reviewed November 2011 JBA

Reviewed November 2012 JBA

Reviewed January 2013 JBA

Reviewed September 2013 TL

Reviewed April 2015 TL

Reviewed November 2016 AG

Reviewed September 2017 JW

Reviewed September 2018 JW

This policy will be reviewed annually.

Admissions Policy

Ownership and consultation	
Document sponsor (role)	Director of Education
Document author (name)	Simon Camby
Consultation – Oct 2016 (Original policy)	The following schools were consulted: Cumnor Boys School, Colchester High School, Clifton Lodge Prep School, Duncombe Prep School, Kings School, Kingscourt School, Meoncross School, and North Bridge House Senior School.
Consultation – May 2017 (Review)	The following schools were consulted as part of review: Akeley Junior, Kingscourt, Southbank Westminster, Meoncross, Downsends Ashtead Pre-Prep, Clifton Lodge Prep School. Representative of Education Team – Robin Davies, ADE.

Audience	
Audience	Parents of pupils at Cognita schools School staff

Document application and publication	
England	Yes
Wales	Yes
Spain	No

Version control	
Version	For implementation 01.09.2018
Review date	Review and update for implementation September 2019