

COGNITA
TEACHING EXCELLENCE



Admissions Policy

September 2016

Aim

- To ensure that all our admissions procedures are clear and unambiguous
- To ensure that all prospective families have equal access to places

Entry criteria

Hendon Prep is a mixed ability, non-denominational school that welcomes children from all backgrounds. After registering their interest in a place applicants and their parents are invited to an interview with the Headmaster, or in his absence a member of the senior management team, followed by a Taster Session for older applicants and a meeting with the Reception Teacher for Reception applicants. This allows the school to gain a realistic picture of the prospective pupil, and for parents to assure themselves that they are sympathetic to, and supportive of, the school's objectives and approach to learning. In the case of nursery aged applicants, parents and their children will also be invited to the Nursery to meet the Nursery Manager.

Alternative arrangements may, in some circumstances, be made for non UK resident applicants.

Occasionally the offer of a place may be withheld, or withdrawn, in the following circumstances:

- Where a pupil's previous school or nursery indicates that their behaviour was such that it inhibited the learning of other pupils.
- Where we do not feel that we can adequately provide for a child whose learning difficulties or physical impairments are beyond the support that we are able to offer.

Once the interview process has been completed, places are offered in order of application.

Entry Procedure

Enquiries

All enquiries are directed to the Marketing & Admissions Manager who logs them onto the SIMS database and sends out a Prospectus Pack which also includes the following:

- Registration Form
- Confidential Information Form
- Schedule of Fees

Registration of Interest

Interested applicants are asked to complete the Registration Form and return it, along with the £80.00 registration fee, as soon as possible. Once received, applicants will be invited for a tour of the school.

Entry into Nursery

Entry into Nursery is strictly in order of application and following a meeting with the Headmaster and Nursery Manager.

Following Registration and the meeting with the Headmaster and Nursery manager the Offer of a Place will be sent by post. We ask that the Acceptance Form is completed and returned, along with a £800 deposit (plus a further £1000 International Acceptance Deposit for applicants who normally reside outside of the UK), within the timescale indicated by the school in order to secure the place. If we do not hear back from applicants within that time, we assume that they are no longer interested. Registered parents who do not return their Acceptance Form within the timescale are at liberty to contact the school and try again at a later date but they are made aware that the place may no longer be available. Where a place is not immediately available, registered applicants will be placed on a waiting list.

Entry into Reception Class

Age appropriate pupils who are enrolled in our Nursery are entitled to first consideration for places in our Reception Class. During the Autumn Term of the preceding year, parents are asked to indicate if they would like to take up a place in Reception. They are given 2 weeks in which to confirm their interest.

Entry for external applicants is strictly in order of application. The number of places available will vary from year to year, depending on the number of children going up from Nursery. Registered Applicants will be invited into the school with their parents. Whilst the parents meet with the Headmaster the child will spend some time being observed and informally assessed by the Reception Class Teacher and the school SENCO undertaking some age appropriate activities. The School will then request a reference or report form the child's current nursery, if applicable. Following discussion between the Headmaster and relevant staff a decision will be made regarding the offer of a place. The offer will be sent by post and will include a copy of our Terms and Conditions and an Acceptance Form. We ask that the Acceptance form is returned, along with a £800 deposit (plus an additional £1000 deposit for pupils whose normal residence is outside of the UK), within the timescale indicated by the school. After such time, the place will be offered to the next candidate on the waiting list. The offer process will continue until all the places have been allocated.

Entry into other year groups

Entry into other year groups may occur when vacancies become available.

On receiving a Registration Form, the applicant will be entered on the waiting list for the appropriate year group. If a place becomes available, the applicant at the top of the list will be invited in for an Taster Session where they will spend the day with their current year group and undertake some reading and simple writing exercises, or be observed through age-appropriate activities. A formal offer will be made on the basis of the Taster Session. We ask that Acceptance Forms are completed and returned, along with an £800 deposit (plus an additional £1000 deposit for pupils whose normal residence is outside of the UK), within the timescale indicated by the school. After such time, if we have not heard from them we will assume that applicants are no longer interested in the place, and it will be offered to the next person on the waiting list.

Tracking prospective parents

All initial enquiries are logged on to the SIMS database from the first point of contact. This allows us to:

- Track their progress through the admissions process
- Analyse sources of enquiry for marketing purposes
- Allow for effective on-going communication
- Monitor and assess the up-take of places and design promotional activities accordingly

Staying in contact with Prospective Parents

Our aim is to stay in contact with prospective parents by:

- Periodically sending them copies of our school newsletter
- Sending them personalised invitations to Open Days

Bursary

Although Hendon Prep does not have a formal bursary programme, financial assistance is occasionally extended to an applicant at the Headmaster's discretion, if the applicant has qualities and abilities that will be of a clear and quantifiable benefit to the school.

Sibling Discount

A 5% discount is offered on the oldest child. Where families have more than two children, the discount applies to all but the youngest pupils.