

**COGNITA**



**Hendon**  
Prep **1873**

**Admissions Policy**

**September 2018**

### **1.0 Policy statement**

- 1.1 We welcome 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.

### **2.0 Enquiries**

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

### **3.0 Visits**

- 3.1 Prospective parents are encouraged to visit to see the school in action and to meet the Head. Hendon Prep holds five Open Mornings per year 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 Office for further information and to arrange a visit.

### **4.0 Registration**

- 4.1 Following a visit, parents wishing to progress their application for 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.
- 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 and the parents will be invited into school for a meeting with the Headmaster. If the year group is fully subscribed, the child 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.

### **5.0 Admission to Pre-School**

- 5.1 Children are welcomed into the Pre-School from two years old. No formal assessment of children is undertaken. Parents will be asked however about their child's general development and any identified special educational needs prior to a place being offered. Places are not automatic, in some rare cases a place will not be offered if we judge that a child's development is below expectation or that they will not flourish in the environment we offer.

### **6.0 Admission to Reception**

- 6.1 Children Registered to join our Reception class will be invited into school for a short assessment in the Autumn Term prior to the year in which they will be joining the school. Parents will be asked about their child's general development and any identified special educational needs prior to a place being offered. Places are not automatic, in some rare cases a place will not be offered if we judge that a child's development is below expectation or that they will not flourish in the environment we offer.

### **7.0 Taster days**

- 7.1 Taster days are offered to children who are applying for places in Year 1 and above. These days give us an opportunity to assess an applicant in order to ensure that we can meet the child's educational needs and also for the child to get an opportunity to spend some time in the school and get to know their potential classmates.

### **8.0 Transition from Pre-School to Reception**

8.1 Transition from Pre-School (age 3-4) to Reception (age 4-5) is not automatic however the Pre-School children are given first consideration for Reception places. Children are not required to sit a formal entry examination however they are assessed based on an ongoing observation of their learning and development.

### **9.0 Transition through year groups**

9.1 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 pupil's progress or behaviour means that transfer to the next stage of the school is not deemed appropriate.

### **10.0 Admission to other year groups**

10.1 following Registration children wishing to join the school from Year 1 and above are invited into school for a Taster Day when they will have the opportunity to spend sometime with their future classmates and we will have the opportunity to assess them to ensure we are able to meet their educational needs.

Places are not automatic, in some rare cases a place will not be offered if we judge that a child's development is below expectation or that they will not flourish in the environment we offer.

### **11.0 Allocation of places**

11.1 In the event that the number of children registered for any year group exceeds the places available, the following procedure will be applied:

- Siblings in the school
- Length of time the child has been registered
- For a child entering the Nursery, a child requiring a full time place will be given priority over a children requesting a part time place, provided sufficient sessions are available.>

### **12.0 Offer**

12.1 The parents of each applicant will be informed within a week of their child's Taster Day, Reception Assessment or Nursery application whether a place is available. The school will not be obliged to state its reasons for declining a request for admission.

### **13.0 Waiting list**

13.1 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.

### **14.0 Appeal**

14.1 There is no appeal process for admission to the school. The decision of the Headmaster is final.

### **15.0 False information**

15.1 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.

### **16.0 Overseas pupils/Pupils with English as an additional language**

16.1 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.

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

### **17.0 Special educational needs and disabilities**

- 17.1 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.

### **18.0 Admissions Register**

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