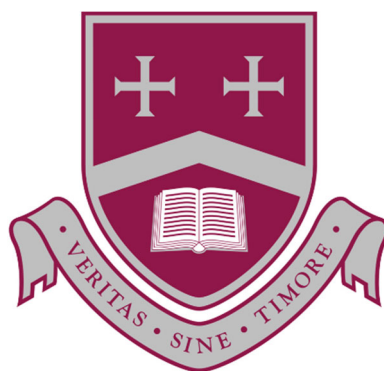


Admissions Policy



CATERHAM
PREP
SCHOOL

ISI Code:	I5a Admissions Policy
Policy Author:	Alison Jones, Registrar
Date Reviewed By Author:	October 2020
Next Review:	September 2021

Policy Statement

Caterham Prep School (the **School**) welcomes pupils of all faiths, cultures, races and family backgrounds.

This policy aims to set out the particulars of the School's policy in and arrangements for admission to the School and ensure compliance with the School's responsibilities under the Equality Act 2010 as well as its charitable purposes.

All prospective pupils (including those in our EYFS setting), will be treated equally, irrespective of their or their parents' sex; religion or belief; disability (including HIV status); race (including colour, nationality or ethnic or national origins); sexual orientation; gender reassignment; pregnancy or maternity. Prospective pupils will also be treated equally in respect of their parents' age or marital or civil partnership status.

The School will make any reasonable additional or alternative arrangements to ensure that the School's admissions procedures are accessible to disabled children.

The School will consult with parents and such other persons or organisations as necessary in order to ascertain a child's particular needs and the nature of any additional or alternative arrangements which would be required to meet them if an offer of a place was made. Parents of a child who has a disability or special educational needs should therefore provide the School with full details on registration.

Admission Criteria

- A satisfactory report from the prospective pupil's previous school from Nursery upwards.
- The successful completion of entry assessments for all pupils entering Reception to Year 6.
- The completion of a signed declaration by all parents of the prospective pupil, which informs the School of all known special educational needs of the prospective pupil concerned.
- Where applicable, overseas students are 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.
- Completion of the entrance procedure, as set out below, for each year group of entry.
- All prospective pupils must have the legal right to live and study in the UK.
- The School is committed to ensuring that the Admissions Register is maintained in accordance with Education (Pupil Registration) (England) Regulations 2006 (as amended). From the beginning of the first day on which the School has agreed or been informed that the pupil will attend the School, an entry will be made in the School's Admissions Register in line with the Education (Pupil Registration) (England) Regulations 2006. For most pupils the expected first day of attendance is the first day of the school year, on the induction day.
- It is assumed that pupils will automatically progress through the School, subject to him / her meeting the required standards of behaviour and progress and the

School continuing to be able to meet their needs. The relevant criteria for progression through the School are set out in this Admissions Policy.

Admissions Register (for School use)

On taking up a place at the School an entry is made in the Admissions Register.

The Admissions Register is held on electronic format on the School's main database, iSAMS. The Admissions Register is stored on the computer, and copied electronically to a backup memory device.

The persons responsible for the administration of the Admissions Register is the Registrar, Assistant Registrar (Day) and School Secretary.

The following items are recorded in the Register:

- Full Name;
- Sex;
- Name and address of all parents/guardians and an indication of the parent/guardian with whom the pupil normally resides and which parent(s) hold parental responsibility;
- Where a parent notifies the School that a pupil will live at another address, the new address, full name of the parent/guardian with whom the pupil will reside and the data from which it is expected that a pupil will normally live there;
- At least one telephone number at which the parent/guardian with whom the pupil normally resides can be contacted in an emergency;
- Date of Birth;
- Date of Admission / Re-admission;
- Name and address of previous school;
- Whether the pupil is a day pupil or boarding;
- Name of Year Group on entry (e.g. Year 3).

The Admissions Register allows for the inclusion and deletion of pupils from the register in accordance with the Education (Pupil Registration) (England) Regulations 2006 (as amended). The School will inform the local authority of any pupil who is going to be added to or deleted from the School's Admission Register at non-standard transition points. Where known or applicable, the School will also record the name of the destination school and first date of attendance for a pupil who leaves the School.

Entrance Examinations

Parents will be contacted by email regarding the relevant assessments.

Visitor Mornings, an Annual Open Morning and private tours are offered to our prospective families along with an appointment to meet with the Headmaster.

Admissions Procedure

Application

Admission and entry to the School is subject to the availability of a place and the prospective pupil satisfying the academic admission requirements necessary for entry to the School. With regards to admission for pupils with a disability, reference should also be made to the School's SEN Policy and Accessibility Plan. The School also operates an Equal Opportunities Policy.

Prospective pupils will be considered as candidates for admission and entry to the School when the on-line application form has been submitted along with the non-refundable application fee. Parents/guardians are able to register their child at any time from birth.

All prospective parents can make an appointment to meet the Head of the Prep School, Deputy Head and/or Head of Pre-Prep and to receive a tour of the School. Alternatively, there are regular Visitor Mornings held each term.

Applications are considered, although not necessarily offered, in order of receipt by calculating the number of days from birth to the application date. This ensures that all children (regardless of the month of birth within that academic year) are treated fairly.

Having satisfied the entrance requirements, there are a number of factors which may be taken into account when considering priority:

- Children who have siblings already attending the School
- Children who demonstrate exceptional talent
- Children whose parents work at the School
- The School's ability to provide suitable support for the welfare of the child
- Extenuating circumstances affecting the child's welfare or his/her family

Entry to Pre-School

Pupils are admitted to our Pre-School class (20 places) in the September following their third birthday. The minimum attendance requirements are 5 mornings (including lunch). You will have the option to book afternoon sessions, breakfast club and afterschool care.

Approximately 30 children will be invited to an informal play session in the Autumn Term of the year preceding entry. The play sessions will be held in the Pre-School classroom in small groups alongside some of our current Pre-School pupils. There will be a range of play activities to ensure that your child feels as relaxed as possible. The aim of the play session is to ensure that he/she will be able to benefit sufficiently from the educational opportunities and/or the community life offered by the School. During the session, staff will be observing and talking to your child whilst they take part in a range of play activities as well as a group

story time. We may also arrange a follow up visit to your child's current setting if he/she does not settle well at the play session.

Places will be offered on the basis of observation and general assessment of school readiness during these visits, as well as satisfactory references. It is important to note that at this young age, we are looking for potential, rather than what has already been learnt, taking into account national age related expectations. The Head of Pre-Prep oversees the entry process as directed by the Headmaster.

If your child has any additional needs or English is not their first language, please do inform us as soon as possible so that any specific arrangements or support can be put in place in advance of the session.

Summary of key dates for entry to Pre-School

Entry to Pre-School:

- Questionnaires are sent to parents and a reference is requested from the child's current setting in early September which must be returned before the play session.
- Children will be invited to a play sessions which will be held during the afternoons of nominated days which will last approximately 30 minutes (parents are welcome to wait on site in a separate location)*.
- Offers will be made after the play sessions have been completed (please note, an offer can only be made once the play session, parent questionnaire and reference has been received).
- Deadline for acceptances will be two weeks after the date of the offer letter.

** Please note that we cannot offer an alternative date unless there are exceptional circumstances and this may impact if/when an offer can be made*

Entry to Reception

Pupils are admitted to our Reception class in the September following a child's fourth birthday. There are 20 spaces available (the current Pre-School class is split and 10 children join each of the new Reception classes). All of our children are full-time from the start of the academic year. Parents will have the option to book breakfast club and afterschool care.

Approximately 40 children will be invited to an informal play session on a Saturday, in the Autumn Term of the year preceding entry. The play sessions will be held in the Reception classrooms in small groups so that each child feels as relaxed as possible. The aim of the play session is to ensure that he/she will be able to benefit sufficiently from the educational opportunities and/or the community life offered by the School. During the session, staff will be observing and talking to your child whilst they take part in a range of play activities, as well as a group story time. We may also arrange a follow up visit to a child's current setting if he/she child does not settle well at the play session.

Places will be offered on the basis of observation and general assessment of school readiness during these visits as well as satisfactory references. It is important to note that at this young age, we are looking for potential, rather than what has already been learnt, taking into account national age related expectations. The Head of Pre-Prep oversees the entry process as directed by the Headmaster.

If a child has any additional needs or English is not their first language, parents should inform us as soon as possible so that any specific arrangements or support can be put in place in advance.

Summary of key dates for entry to Reception

Entry to Reception:

- Questionnaires are sent to parents and a reference is requested from the child's current setting in early September which must be returned before the play session.
- Children will be invited to a play session which will be held on a Saturday in the Autumn Term which will last approximately 45 minutes (parents are welcome to wait on site, in a separate location).
- Offers will be made within two weeks of the play session (please note, an offer can only be made once the play session, parent questionnaire and reference has been received)
- Deadline for acceptances will be two weeks after the date of the offer letter.

** Please note that we cannot offer an alternative date unless there are exceptional circumstances and this may impact if/when an offer can be made*

Entry into Years 1-6

All prospective pupils from our application list are assessed for entry in accordance with the admission requirements of the School to ensure that they are working within the same academic range as the current pupils in the Year Group for which the application is being made. A reference and a copy of their most recent report is requested from their current school.

The School will invite children in small groups for an assessment day so that an offer of a place can be made quickly as and when a place becomes available. Each child will spend a day with one of the classes in their current year group and also complete assessments in core subjects.

In evaluating the completed assessments, the Headmaster will be seeking evidence of a standard of academic ability whereby the prospective pupil will be able to develop and prosper in the academic and social environment of the year group at the School.

Offer and Acceptance of a Place and Deposit

Once the play session/assessment has been carried out, the Parental Questionnaire returned (for Pre-School and Reception entry) and a satisfactory reference has been received from the current setting, applicants are then formally offered a place by the Headmaster for the Year of Entry (which may be subject to such conditions as specified in the letter).

Accompanying the offer letter will be a copy of the Acceptance Form together with the current edition of the Caterham School Terms and Conditions (Parent Contract). In order to accept the place, the Acceptance Form must be completed and signed (signatures are required from each of those with parental responsibility). The Acceptance Form must be returned to the Admissions Department together with an on-line deposit payment. The Terms and Conditions are to be retained by the prospective parents for their information.

An email will be sent from the Admissions Department to the prospective parent acknowledging receipt of the Acceptance Form and deposit payment and confirming that the place has been reserved

An offer of a start date is subject to IAPS agreement criteria whereby parents of new pupils are required to have discharged all obligations at their existing School.

Transition through the School

A pupil's progression from Pre-School to the Reception year or from Year 2 to Year 3, as applicable, will be subject to the discretion of the Head of the Prep School who must be satisfied that the pupil will be able to cope with the pace and rigour of academic life at the next stage.

The progress of each child is monitored closely each year through incidental and focused observations, systematic 'tracking' and assessments linked to the Early Years Foundation Stage Curriculum or National curriculum. Great care is taken in making a judgement at this early age as the School recognises that children develop at different rates. If the School has any concerns that a pupil is finding it difficult to cope with the curriculum, discussion with the pupil's parents are entered into in order to advise alternative future schooling arrangements in the Spring Term before transition occurs.

The Head of the Prep School will meet with parents as soon as possible in the pupil's School career and in any case no later than the end of Year 5 if there are any concerns about a pupil's progression into the senior school. Parents must in every case give a term's notice if it is not the pupil's and their intention to continue into the Senior School.

A pupil moving from the School to the Senior School is required to show an ability to do so by passing the Caterham School II+ entrance examination or such other entrance examination required by the School. It is assumed that, if a pupil satisfies the relevant criteria at the time and subject to the School continuing to be able to meet

his/her needs and the offer of a place from the Head of the Senior School, he/she will progress through the School.

Transition events for new families

In the Summer Term prior to the pupil taking up their place at the start of the next Academic Year there are a range of events for new families.

Joining Information will be sent to all new parents via an on-line link in May (before the September they are due to join).

New parents will be invited to attend an Information Evening in early June where they will have the opportunity to meet members of staff and learn more about the School, the curriculum and information about the start of term. Parent Handbooks will also be distributed which includes information about School Uniform. There is a School Uniform Shop on site and the School also operates a Second Hand Uniform facility.

New pupils are invited to attend the School for an afternoon (late June/early July) in order to meet their new teacher and also their new class members, thus starting the induction process.

Automatic Fee Discount

There is one automatic fee discount available: a 10% sibling discount is available on the fees for a third and any subsequent child attending the School and is claimable as long as three children remain at the School.

Record keeping and confidentiality

All records created in accordance with this policy are managed in accordance with the School's policies that apply to the retention and destruction of records.

A confidential admissions record will be kept for each prospective pupil.

The information created in connection with this policy may contain personal data. The School's use of this personal data will be in accordance with data protection law. The School has published privacy notices on its website which explain how the School will use personal data.