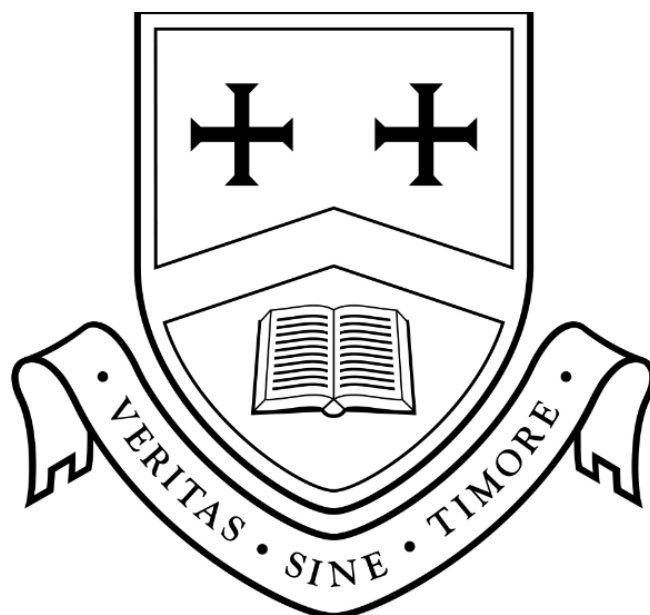




# CATERHAM PREP Admissions Policy

ISI Code: I5a Admissions Policy

Policy Author:

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## **Policy Statement**

Caterham School is a co-educational through-school for pupils aged 4 to 18. Located on the edge of the Surrey Hills, the school comprises Caterham Prep School (ages 4-11) and Caterham Senior School (ages 11-18), with the Senior School offering both boarding and day options. This policy applies to Caterham Prep School. For information on admissions to the Senior School, please refer to the Senior School's website.

Caterham School is committed to fostering a supportive, inclusive, and enriching environment that welcomes day and boarding pupils from diverse faiths, cultures, races, and family backgrounds. Our admissions process aims to enrol pupils who will benefit from our educational provision, contribute to school life, and grow as intellectually curious and emotionally intelligent individuals. We strive to admit pupils who will thrive in our nurturing environment, in line with the School's values of personal growth, achievement, and enjoyment.

Caterham ensures all prospective pupils are treated equitably, regardless of their or their parents' sex or gender, religion or belief, race or ethnicity, disability, sexual orientation, family status, or background. Our commitment to diversity and inclusion enriches our community and prepares young people for today's dynamic world. We actively encourage applications from children of all backgrounds, believing that a diverse pupil body enhances the educational experience and equips pupils for an interconnected world.

This policy outlines the admissions procedures for Caterham Prep School, ensuring compliance with the Equality Act 2010 and the School's charitable objectives. It applies equally to prospective pupils and current pupils seeking progression through the School. For Senior School admissions, please refer to the separate policy.

Caterham Prep and Senior Schools are part of the Caterham Family of Schools, which include Copthorne Prep School and The Hawthorns School.

We are committed to transparent communication with all parents with parental responsibility throughout the admissions process. We ensure that parents are kept informed of key stages, including receipt of application and decision outcomes. The written consent of all parents with parental responsibility is required for admission.

The School will make reasonable additional or alternative arrangements to ensure that the admissions process is accessible to children with special educational needs or disabilities (SEND). To meet the needs of children, the School will consult with parents and relevant parties to determine any necessary adjustments or accommodations. Parents of children with SEND must provide full details upon application.

## **Entry Procedure**

Admission and entry to the School are subject to the availability of places and the prospective pupil satisfying the necessary admissions requirements. For pupils with disabilities, reference should be made to the School's SEN Policy and Accessibility Plan. The School operates an Equal Opportunities Policy.

Details on application deadlines, assessments, and preparation are available through contacting the Admissions team via [prepadmissions@caterhamschool.co.uk](mailto:prepadmissions@caterhamschool.co.uk). Parents of applicants will be contacted regarding the relevant entrance processes and assessments.

Prospective pupils are considered candidates for admission once the online application form has been submitted along with the non-refundable application fee. Parents or guardians may register a child at any time from birth. The application form requires the signing of a declaration by all parents of the prospective pupil outlining any known special educational needs.

All prospective parents are encouraged to contact the School to arrange to meet the Head and tour the School. Additionally, Visitor Mornings are held each term. Event dates are listed on our [website](#).

## **Admissions Criteria**

- Ability and potential shown in taster sessions and/or assessments, such that the School is confident that the pupil will thrive in the pace of our learning environment.
- Potential to contribute positively to the wider life of the School, shown through references from the pupil's current school or setting and meetings with the child.
- Satisfactory references or reports shown from the pupil's current school or setting.
- Any known SEND declared on the application form, with the School confident it can meet the pupil's requirements.
- For non-native English speakers, proficiency in English shown through written assessments and interviews, either in person or electronically, appropriate to the pupil's entry point.
- Legal right to live and study in the UK shown by all pupils.

The School also takes the following factors into account when considering priority in the offer of places: siblings currently attending the School; exceptional talent; parents employed by the School; the School's ability to provide necessary support for the welfare of the child; extenuating circumstances affecting the child or family.

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It is assumed that pupils will automatically progress through the School, provided they meet the required standards of behaviour and academic progress, and the School is able to continue meeting their needs. Progression criteria are detailed in this Admissions Policy.

We maintain Reserve Lists for all entry points and keep families updated on their application status.

### **Entry to Reception**

Pupils are admitted to our Reception class in the September following a child's fourth birthday. Up to 40 children are admitted into Reception. All of our children are full-time from the start of the academic year. Parents will have the option to book breakfast club and after-school care. Details of wraparound care can be found on the School's website.

Children applying for Reception are encouraged to attend visitor events, such as our [Busy Bees toddler group](#), or our regular Saturday morning taster events, details of which can be found on the School website. Themed Saturday morning taster events allow children (aged 2 to 4) to get involved with fun teacher led activities while parents have the opportunity to speak to our team and tour the school.

Applicants who attend these are invited to join a stay-and-play taster morning soon after, usually in the week after the Saturday event, and the first of the academic year in October. These informal play sessions are an opportunity for us to see children complete some activities with our teachers in one of the classrooms for about 45 minutes. We ask that parents leave their child/children with us for that short time.

The aim of the play sessions is to ensure that applicants will be able to benefit sufficiently from the educational opportunities and/or the community life offered by the School. During the sessions, 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 the child does not settle well at the play sessions.

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.

When play sessions are booked in, the Admissions team will send questionnaires

(reference requests) to parents and the child's setting which must be returned before offers can be considered. Offers will be made within two weeks of the play session and the deadline for acceptances will be two weeks after the date of the offer letter.

### **Entry into Years 1-6**

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 session so that an offer of a place may be made quickly as and when a place becomes available. Each child will spend some time 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**

Successful applicants are 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). To accept the place, the Acceptance Form must be completed and signed (two signatures are required unless some other arrangement has been made with the School). 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.

The Admissions team will email prospective parents acknowledging receipt of the Acceptance Form and deposit payment and confirming the place.

Deposit payments are £1,000 for standard admissions.

An offer is subject to the Cross Association Code of Practice for Schools agreement criteria whereby parents of new pupils are required to have discharged all obligations at their existing School.

Applicants, including those placed on a Reserve List, may be offered places at other schools within the Caterham Family of Schools subject to availability.

### **Transition through the School**

A pupil's progression from Reception year or from Year 2 to Year 3, as applicable, will be subject to the discretion of the Head 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, discussions 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 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.

Details about progression into the Senior School, including the Early Offers pathway In Year 5, is set out in the Senior School Admissions Policy, which can be found on the Senior School website.

### **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 online link in May.

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.

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

### **Automatic Fee Discount for Siblings**

There is one automatic fee discount available for a third and any subsequent child at 10% on the fees of the third and any subsequent child attending the School. This

discount is claimable as long as three or more children remain at the School.

### **Staff Training and Record Keeping**

The school ensures that all staff and volunteers receive regular guidance and training, both during induction and at appropriate intervals thereafter, to ensure they understand their roles and responsibilities. The level and frequency of training depend on the individual's role. Records of all staff training are maintained.

### **Data Protection and Confidentiality**

All records created under this policy are managed in accordance with the School's record retention and destruction policies. A confidential admissions record is kept for each prospective pupil. The school's use of personal data complies with data protection laws, and further details on how personal data is used can be found in the privacy notices on the School's website.

### **Complaints**

The School's complaints procedure is available on the School's website and can be sent to parents on request.