



CATERHAM
PREP

Admissions Policy

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<i>This policy is reviewed annually</i>	

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1. Policy Statement and Purpose

(Independent School Standards – Part 6; Equality Act 2010)

This policy sets out the admissions arrangements for Caterham Prep School (Reception to Year 6). It ensures that admissions are conducted fairly, transparently and in accordance with:

- The Independent School Standards
- The Equality Act 2010
- The School's charitable objectives
- Data protection legislation

Caterham Prep School is committed to admitting pupils who will benefit from the educational opportunities offered and who are likely to thrive academically, socially and emotionally within the School's community.

The School welcomes applications from children of all backgrounds and actively promotes equality, diversity and inclusion.

2. Equality, Inclusion and Accessibility

The School ensures that prospective pupils and their families are treated equitably, regardless of:

- Sex or gender
- Race or ethnicity
- Religion or belief
- Disability
- Sexual orientation
- Family background

The School has due regard to the protected characteristics set out in the Equality Act 2010.

Reasonable adjustments will be made to ensure that the admissions process is accessible for pupils with disabilities or special educational needs.

Parents are required to disclose full details of any known SEND at the point of application so that appropriate consideration and planning can take place.

3. Admissions Principles

Admission to Caterham Prep School is subject to:

- Availability of places
- The applicant meeting the School's entry requirements
- The School being satisfied that it can meet the pupil's needs

The School seeks to admit pupils who:

- Demonstrate the ability and potential to benefit from the curriculum
- Will contribute positively to the life of the School
- Show readiness for the academic pace and expectations of the year group

For pupils with SEND, admission is subject to the School being satisfied that it can provide appropriate support within its resources.

4. Entry Points

The main points of entry are:

- Reception (September entry following a child's fourth birthday)
- Occasional places in Years 1–6 (subject to availability)

Up to 40 pupils are admitted into Reception each year.

5. The Admissions Process

5.1 Registration

A prospective pupil becomes a registered candidate once:

- The online application form has been submitted
- The non-refundable application fee has been received
- All required documentation has been provided

The application form requires parents to declare any known SEND and confirm parental responsibility.

5.2 Reception Admissions

Reception applicants are invited to:

- Attend visitor events and taster sessions
- Participate in a stay-and-play session
- Engage in informal group activities

The purpose of the play session is to assess school readiness and determine whether the child is likely to benefit from the educational opportunities offered.

Assessment is based on:

- Observation of interaction and engagement
- Age-appropriate communication and independence
- General developmental readiness
- References from the child's current setting

At this stage, the School looks for potential rather than prior attainment. Offers are typically made within two weeks of the assessment session.

5.3 Entry to Years 1–6

Applicants are invited to attend an assessment session which may include:

- Time spent within the relevant year group
- Age-appropriate assessments in core subjects
- Review of school reports
- Reference from current school

The Head will determine whether the pupil is working within the academic range of the cohort and is likely to thrive socially and academically.

6. Admissions Criteria

In considering an application, the School may take into account:

- Academic ability and potential
- School reports and references
- Behaviour record
- English proficiency (where applicable)
- Declared SEND and the School's ability to support it
- Legal right to live and study in the UK

Where places are limited, priority may be given to:

- Siblings of current pupils
- Children of staff
- Exceptional talent
- Extenuating family circumstances

The School may maintain a reserve list.

7. Offers, Acceptance and Deposit

Offers are made by the Head and may be subject to conditions.

To accept a place, parents must:

- Sign and return the Acceptance Form
- Agree to the School's Terms and Conditions (Parent Contract)
- Pay the required deposit

The deposit for standard admissions is £1,000.

Offers are subject to the Cross Association Code of Practice.

8. Progression Within the School

Pupils are expected to progress through the Prep School provided that:

- Academic progress is satisfactory
- Behaviour meets School expectations
- The School remains able to meet the pupil's needs

The Head retains discretion regarding progression, including transition from Reception and from Year 2 to Year 3.

Concerns about progression will be discussed with parents in advance.

Progression to the Senior School is governed by the Senior School Admissions Policy.

9. Transition for New Families

New pupils are invited to attend transition events prior to joining.

Parents receive joining information and are invited to attend information evenings.

Induction sessions allow pupils to meet their new teacher and classmates.

10. Sibling Discount

An automatic fee discount of 10% applies to the third and any subsequent child attending the School concurrently.

11. Record Keeping and Data Protection

(Independent School Standards – Part 6)

Admissions records are maintained securely in accordance with data protection legislation and the School's record retention policy.

Personal data is handled in line with the School's Privacy Notice.

12. Complaints

The School's Complaints Procedure is available on the School website and upon request.