

## **Chiswick & Bedford Park Preparatory School Admissions Policy**

### **Introduction**

Chiswick & Bedford Park Preparatory School (“the School”) is a non-selective, non-denominational, co-educational school for boys aged 3 to 7 years and girls aged 3 to 11 years. The School welcomes applications for admission for all children regardless of disability, race, ethnicity, religion, language, social or cultural background, in line with the Equality Act (2010). The School seeks to ensure that disabled prospective pupils are not treated less favourably or unfairly in the admissions process and will take reasonable steps to avoid putting disabled pupils at a substantial disadvantage in matters of admission.

### **Entry**

The main entry into the School is via the Nursery. There is a dedicated entry for girls at Year 3 to prepare for the 11+ examinations to Independent Secondary Schools. Entry at other ages is via occasional places as they occur. Admission is based on completion of a signed registration form by both parents, which informs the school of all known special educational needs and disabilities. For admission to the Nursery children must have had their third birthday before 1 September in their year of entry. Children joining the school in the Nursery have automatic entry into the Reception Class the following year and are expected to progress through the School. In order to retain the equal balance of boys and girls in classes from Nursery to Form 2, we aim to replace a boy with a boy and a girl with a girl.

The School reserves the right to refuse entry and progress into any year from Nursery onwards if the school structure, in the opinion of the relevant teachers and Headmistress, does not meet the educational, pastoral and social needs of the pupil concerned.

### **Registration**

Registration may take place from birth, therefore prospective parents are advised to contact the School as early as possible.

Details of prospective pupils are entered on the School database when prospective parents make an enquiry and they are sent a prospectus and registration form. At this time, they will be invited to visit the school. A non-refundable fee of £30 is payable on registering a child.

The Headmistress shows prospective parents around the School and Nursery during an Open day or by appointment arranged through the School Office.

### **Sibling Priority Places**

Sibling priority places are offered, at the discretion of the Headmistress, to children whose siblings have been pupils in the School until 7 years for boys and 11 years for girls, or whose siblings have places at the School and will remain pupils in the School until 7 years for boys and 11 years for girls. If, after a sibling priority place has been offered, any of the circumstances change then the sibling priority place will be withdrawn. In this circumstance, the sibling deposit is non-refundable, and any sibling fee paid will be returned only if the vacancy created by your child’s withdrawal is filled.

## **Offers**

Approximately 18 months before entry to the Nursery places will be offered in order of registration, whilst ensuring an even spread of birth dates, an even number of boys and girls and our sibling priority policy.

Parents are invited to visit the school with their child and meet with the Headmistress. After this the offer will be formalised following mutual agreement. Those children not offered will be placed on a waiting list and the School will be in touch as soon as possible.

For entry to other classes - depending on the age of the child he/she may be invited to spend at least a morning at the School during which some assessments will be made. These assessments will include English and Mathematics. This is to ensure that the child will be able to access and benefit from the education provided at the School. Recent reports from the child's previous school may also be requested.

## **Acceptance**

To accept an offer of a place, parents must complete an Acceptance Form, provide a copy of their child's birth certificate and pay a deposit of £3000.

For children entering via the Nursery - the deposit (£3000) is non-refundable if the child does not enter the School or leaves the School before the end of the Autumn term of Reception, as indicated on the Acceptance Form, but is refundable at any time thereafter when the child leaves the School, provided a full term's notice has been given in writing and all outstanding charges have been paid.

Children entering the school from the Reception class to Form 6 - the deposit is refunded at the end of their last term provided a full term's notice has been given in writing and all outstanding charges have been paid.

Children to whom a definite place cannot be offered at this time are placed on a waiting list. Thereafter admission takes place as vacancies arise.

For the avoidance of doubt, the Acceptance Form, and any other reference to acceptance of a place at the School, is for Acceptance Forms signed after 1 September 2017 and governs the agreement between the parents or guardians and the School in relation to the pupil entering the School. This Acceptance Form does not amend or replace in any way any Acceptance Form that you or any other party may have signed concerning any other pupil that currently attends, or previously attended, the School. The terms of any such Acceptance Form remain enforceable as applicable which includes the conditions under which deposits are refunded.

## **Fees for new pupils**

Nursery - the full term's fee for the summer term of entry will be required in the Spring term before entry.

Other classes – the full term's fee is due on acceptance.

**To summarise:-**

<b>ENTRY AT NURSERY STAGE</b>
On acceptance of a place pay the deposit
In the Spring term of the calendar year of entry - pay the first term's fee

<b>Does not enter Nursery</b>	<b>Attends Nursery but leaves before end of Autumn term of Reception</b>	<b>From Spring term of Reception onwards</b>
Deposit is not refundable. 1st term's fee refunded only if place is filled.	Deposit not refundable. Full term's notice required in writing or a full term's fee due in lieu of correct notice.	Deposit is returned at any time if a term's notice is given in writing and all outstanding charges are paid

<b>ENTRY FROM RECEPTION TO F6</b>
On acceptance of a place pay the deposit plus 1 term's fee
For child already in the school - Deposit is returned at the end of the term in which the child leaves the school (without interest) if a full term's notice is given in writing and all outstanding charges are paid.

### **Special educational Needs and Disabilities**

We welcome pupils with special educational needs and disabilities providing that we are able to offer them the support that they require, after making any reasonable adjustments (please refer to our SEND and Inclusion Policies). The School requests that parents of children with special educational needs or disabilities meet with the Headmistress and Head of the Nursery to discuss their child's requirements before accepting a place at the School, and that they keep the School informed of any changes.

Date reviewed	Next review	Date approved and agreed by Proprietors
August 2020	August 2021	September 2020

