

Newland House School



Admissions policy

**This Policy applies to all sections of the school
including the Early Years Foundation Stage.**

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| Updated: | September 2020 |
| Updated by: | Admissions and Marketing Manager |
| Authorised by: | Chris Skelton, Head Governing body |

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1. Visiting the school

Whole School events

- 1.1 Welcome events are held every month throughout term time and are led by the Head, Deputy Head (Prep), Deputy Head (Academic) and Deputy Head (Pre-Prep). They provide an opportunity to meet key staff, tour the school and ask questions in a group environment.

Prep School

- 1.2 Individual appointments are available with the Head during term-time where appropriate.

Pre-Prep School

- 1.3 Individual appointments to view the Pre-Prep are offered by the Deputy Head (Pre-Prep) on most mornings throughout term time.
- 1.4 Please note that the school requests parents not to arrange a visit until after their child is born.

2. Entry routes to the school

- 2.1 Children either join the school as follows:

- Nursery (in the September following their third birthday)
- Reception (in the September following their fourth birthday)
- Mid-year entry (when places become available)

| Nursery | Pre-Preparatory | Preparatory |
|-------------------------------------|-----------------------------------|-----------------------------------|
| Year before Reception Age 3 to 4 | Reception to Year 2 Age 4 to 7 | Year 3 to Year 8 Age 7 upwards |

- 2.2 Entry to the Nursery and Reception is non-selective. Admission at other ages is dependent upon the availability of places and children seeking an occasional vacancy in Year 3 upwards will be interviewed and assessed once a place becomes available.

Nursery (3+)

Intake: 40 children
Classes: 2

- 2.3 Entry to the Nursery is non-selective and is on a first come first served basis. The school currently has places for up to 40 children split across two classes. The Nursery is open term-time, five days per week for children aged 3 to 4 years. Children join the Nursery in the September following their third birthday which is the **year prior to joining Reception** on the following basis:

A minimum of five mornings

OR

A minimum five mornings plus at least two afternoon sessions

OR

Five full days

- 2.4 Nursery place offers will be made automatically to those children already registered and holding Reserved Places to join the school in Reception in the spring term of the year preceding the nursery start date i.e. 18 months in advance. At this point, parents will be asked to confirm their child's place to join the school by payment of a deposit of £500.
- 2.5 Nursery places are only offered to those children who have accepted a place to join the school in Reception. Pupils who accept a Nursery place are expected to continue their journey through the school and will automatically move into Reception the following year.
- 2.6 If the Nursery place is declined this does not affect the child's place in Reception.
- 2.7 Once all available Nursery places have been allocated a **Waiting List** is held. Places will be allocated from the Waiting List based on the following priorities:
- A place has been accepted for Reception entry
 - Existing siblings at the school
 - Siblings who have been offered and accepted places for entry to the school
 - Length of time of registration

Pre-Prep School Reception (4+)

Intake: 60 children
Classes: 3

- 2.8 Entry to Reception is non-selective and is on a first come first served basis. The school currently has places for up to 60 children split across three year groups. The School is oversubscribed, and it is advisable to register as early as possible. Registration can be made as soon as the child is born (but not before) by completing the Registration Form and payment of £100 non-refundable Registration Fee. On receipt of the Registration Form the child's details will be added to the Reserved Place Register. The Reserved Place Register is closed once sufficient registrations have been received.
- 2.9 Official offers will be made from the Reserved Place Register in the Spring Term of the year preceding entry i.e. 18 months in advance. At this point, parents will be asked to confirm their place by payment of a deposit of £1000. There is no further deposit payable for those pupils who have already settled the £1000 deposit to join the Nursery.
- 2.10 A **Waiting List** is held for those registrations that are received after the Reserved Place Register has been closed. Places are allocated from the Waiting List based on the following priorities:
- Existing siblings at the school
 - Siblings who have been offered and accepted places for entry to the school
 - Length of time of registration

Mid-Year Entry to Pre-Prep and Prep School

- 2.11 Admission at other ages is dependent upon the availability of places. Parents of children seeking a Mid-Year Vacancy should complete the Registration Form and will be contacted when a place becomes available. Assuming a place is available, the admission procedure for these children will be as follows:
- Submission of the Registration Form and accompanying fee with child's latest academic report.
 - Assessment Day/Session within year group which will include:
 - i. Interview with the Head.
(For children in Year 4 upwards only).

ii. An age related standardised NFER test in reading and mathematics. (This will be held in a one to one environment and is for children in Year 3 upwards).

iii. Covert in-class assessment (for all children).

- Confidential Recommendation from child's current school.

2.12 Where no places are currently available, registrations will be held on a Waiting List. Children are invited to assessment from the Waiting List based on the following priorities:

- Existing siblings at the school
- Siblings who have been offered and accepted places for entry to the school
- Length of time of registration

2.13 The school reserves the right to assess a number of pupils collectively from the Waiting List to establish suitability to join the school.

2.14 Mid-year places are not generally offered more than one term ahead of entry to the school.

3. Children with special educational needs or disabilities

3.1 The School will accept pupils with disabilities special educational needs providing it can be seen that we offer the right environment for their academic and pastoral development, and that the physical layout of the premises is suitable. We will discuss thoroughly with parents and their medical advisers the adjustments that can be reasonably made for the child if he or she becomes a pupil at the School.

3.2 Parents of prospective pupils must notify the school of any special educational needs or disabilities in advance of registration and must discuss with the school what adjustments could be made to accommodate their child. The school may request a full report from a doctor or educational psychologist to help determine whether it can properly fulfill its legal and moral responsibilities to the child and its contractual duties to the parents. In particular, the school will do all it reasonably can to ensure that the child can, with reasonable adjustments, access the curriculum, whether in the classroom or through other means.

4. Children for who English is an additional language (EAL)

- 4.1 At Newland House School, we aim to provide a stimulating, safe and happy environment that will enable all pupils to develop their full potential whilst also learning to respect others, their environment and to promote their self-esteem. The School is a multi-national, multi-cultural school and believes that all pupils should have the same educational opportunities and experiences.
- 4.2 The school may admit children for whom English is an Additional Language (EAL) if, on initial assessment, it deems them able, with appropriate support, to benefit from the mainstream curriculum. The School must feel confident that it will be able to educate and develop the prospective pupil to the best of their potential and in line with the general standards achieved by their peers, to ensure that there is every chance that they will have a complete, happy and successful school career and emerge a confident, well-educated and well-rounded adult.
- 4.3 Children will need to be assessed and any offer of a place may be subject to parents providing additional assistance in the home environment to support their learning of English, which may be through an external professional.

5. Admissions decisions

- 5.1 Admission decisions are based on fair and objective criteria set by the Head and the Governors of the School. Our admission procedures will be reviewed regularly to ensure this objective is met and to avoid unlawful discrimination.
- 5.2 Newland House School operates a policy of equal opportunities for all and stands against any form of discrimination on the grounds of gender, religion, age, culture, ethnic group, sexual orientation, language or disability, marital status, pregnancy and maternity as outlined in the Equality Act (2010).

6. Fees and deposits

Registration Fee

- 6.1 A non-refundable Registration Fee of £100 is payable upon the registration of a child.

Deposit

- 6.2 An offer of a place at the School, either in the Nursery or Reception or other year group is accepted by completing and submitting our Offer Acceptance Form and

the payment of a £1000 deposit. **The deposit is not refundable if the child does not take up a place.**

- 6.3 In order to withdraw the acceptance of a place after returning the Acceptance Form and paying the deposit but before the child starts at the School, **one clear term's written notice** will be given prior to the term in which they were due to join. If such notice is received by the School, whilst the deposit will be forfeited in accordance with the above, no further fees will be payable. If less than one clear term's notice is given, or if no notice is received, **a term's fees shall be payable** and shall become due and owing to the School as a debt. The term's fees will be charged at the rate applicable for the term immediately preceding the term when your child was due to start. The School shall be entitled to retain the deposit and credit it (without interest), towards payment of the term's fees.

Fees

- 6.4 On entry to the school, fees are payable before the first day of each term. **One clear term's written notice** is required in writing prior to a child's removal, or that failing this notice, a term's fees become payable in lieu. The school reserves the right to charge a 2% per month surcharge on outstanding fees.

Bursaries

- 6.5 The Governors set aside a percentage of fee income towards a Discretionary Fund. The purpose of this fund is to support educational causes within the local community and provide bursaries to pupils who may not otherwise have the opportunity to receive an independent school education or whose parents have suffered sudden financial difficulties. The school will expect any pupil receiving financial assistance to make a significant contribution to the life of the school. Application forms for financial assistance can be obtained from the Bursar. All bursaries are reviewed annually.

7. Further information

- 7.1 Further details can be obtained from Admissions either by e-mail admissions@newlandhouse.net or by telephone 020 8865 1305.
- 7.2 This policy will be reviewed every academic year or sooner if changes to legislation, compliance requirements or good practice dictate.

8. Appendix 1 - Assessment arrangements

The Assessment Day

In order to ascertain your child's suitability to join the School we generally ask children to complete an Assessment Day at the School. The day not only gives the School an overview of your child's academic, social and behavioural levels but equally provides them with an opportunity to experience life as a pupil. They will have breaks, lunch, lessons and games as part of a class and have time to interact with the other children and staff at the School

Nursery

There are no assessment requirements for the nursery but please see section 3 above.

Pre-Prep

Children are still required to spend either a morning or afternoon session at the Pre-Prep School for an informal assessment. They do not have to sit a written assessment. They will join an appropriate class for their age group and the School will establish their suitability to join the school based on their integration within the class.

Prep School

Children requiring places in Year 3 upwards will be asked to attend the School for a more formal Assessment Day. They will join a class in their current year and will attend a variety of subject lessons with the class. All the work set is appropriate for the age group and the day provides a positive opportunity for your child to show their ability in various academic areas. We will also obtain an indication of their overall ability including social and behavioural levels. For those children in Year 4 and above there will also be a requirement to complete a written assessment.

- **One to One Assessment** (for children in Year 4 upwards)

The assessment identifies your child's abilities in the core subjects of Mathematics and English. The test will be an age related standardised NFER test held in a one to one environment with a teacher and usually takes place in the afternoon of the assessment day. There may also be standardised reading exercise to ascertain current reading age.

- **In-class Assessment** (for children in Year 3)

Children in Year 3 are not required to sit the formal one to one assessment but will undertake work in the class environment which allows the School to assess their current levels in reading, spelling and maths.

▪ **Interview with the Head** (for children in Year 4 upwards only)

Children seeking places in year 4 upwards will be required to attend a formal interview with the Head. The interview will take place during the course of the Assessment Day.

Domestic Arrangements

Uniform: your child should wear their current school uniform, unless you are instructed for them to arrive in games kit.

School Bag: children should bring a rucksack with a pencil case (containing small selection of pens, pencils etc.) and a reading book. Please provide a games kit if requested.

Lunch: all children attend a sit-down lunch that they eat in the dining room with their classmates. Children do not bring sandwiches into school as an alternative. There is a hot meat and vegetarian option as well as a salad and fruit bar. Please advise if your child has any food allergies or requirements in advance.

Other Refreshments: your child is welcome to bring a **healthy** (fruit, vegetable, bread products only), **nut-free snack** for morning break and a water bottle.

Medical Conditions: please advise if your child has any medical conditions in advance.