



## **Admissions Policy and Procedures**

Updated: 03-16  
Prepared by: JH/SCC

Next Review: 03-18  
Approved by: TD

**This Policy applies throughout the School from EYFS to Year 6.**

### **Rationale**

The Cavendish School is an independent day school near Regent's Park in Camden Town for pupils aged between 3 and 11. We have a Catholic foundation which we value and also accept and welcome children of all faiths and none. The School has a special atmosphere and ethos and we do not select academically for entry into the School. That said, the achievement of pupils who have passed right through the School is generally outstanding and the result of the active partnership between the dedicated staff and supportive parents and guardians. The Governors and Head are responsible for admissions and the operation of this policy.

### **Aims**

- To comply with the School's charitable purpose and objects
- To set out admissions procedures that are consistent with the charitable purpose and objects and fair to applicants
- To identify applicants whose abilities appear to match the ethos of the School and whose personal qualities suggest they have the potential to contribute to the School community and benefit from the many opportunities that are offered here

### **Equal Treatment**

The School is committed to equal treatment for all, regardless of an applicant's race, ethnicity, religion, disability, sexual orientation or social background. A copy of the School's Equal Opportunities Policy is available on the School website

### **Entry Points**

The usual entry points are the term of or the September following a pupil's third birthday into the Nursery or at the age of 4+ into the Reception year.

A smaller number of 7+ places are usually available into Year 3.

Pupils may also be accepted at other points if places are available. The maximum class size is 20.

Occasionally, an applicant may come with circumstances which mean they might be better placed slightly outside their chronological year group. Parents or guardians will be consulted before such an offer is made.

## **Bursaries**

A limited number of means tested bursaries of up to 100% of fees are available at the discretion of the Governors

In order to enable children who meet the School's admission criteria and who would not otherwise be able to afford to do so to attend the School. Prospective or current parents or guardians who are experiencing genuine financial difficulties may apply. As bursaries are means tested, parents or guardians will be required to undergo vetting by an outside agency to ensure fairness, impartiality and accurate means testing.

The award of a bursary is tenable for varying lengths of time up to 12 months but may be renewed thereafter. The level of bursary support and parents' or guardians' current financial circumstances are reviewed annually. A copy of the School's Bursary Policy is available on the School website or from the Bursar.

## **Special Education Needs and Disability**

The School has limited facilities for the disabled but will do all that is reasonable to comply with its legal and moral responsibilities under the Special Educational Needs and Disability Act 2001 in order to accommodate the needs of applicants who have disabilities for which, with reasonable adjustments, the School can cater adequately.

Parents or guardians of an applicant who has any disability or special educational needs should provide the Head with full written details when applying for admission and any additional information at least one week before attending an interview, open morning or entrance or other visit to the School.

The School needs this information so that, in the case of any applicant with particular needs, we can assess those needs and make sure that, with reasonable adjustment, the School can provide adequately for them throughout the admission process and beyond.

The School will consult with parents or guardians about the adjustments which can reasonably be made for the applicant both during the admission process and later as a pupil.

A copy of the School's Learning Difficulties & Disabilities/Special Educational Needs (SEN) Policy is available on the School website.

## **English as an Additional Language**

The School is experienced in helping children with English as an Additional Language (EAL). We encourage a high degree of co-operation between the parents or guardians and the School in order to best support the child's learning and development. A copy of the School's EAL Policy is available on the School website.

## **Admissions Timetable**

Parents or guardians who are interested in having their child educated at the School are sent a prospectus booklet which includes the fee schedule and staff list. There then follows a visit to the School prior to registration. Prospective Parents' Mornings are held every term on Tuesday

mornings at 9.30am. Groups of parents or guardians – by appointment – are shown round the School by the Head.

We also hold Saturday Open Mornings in the autumn and summer terms, when prospective parents or guardians visit the School and are shown around by senior pupils and talk to current staff and parents or guardians. We also hold an Open Afternoon in the spring term when the School can be seen in action.

Parents or guardians of applicants then complete a Registration Form and pay the appropriate Registration Fee.

If the applicant has any special educational needs or disability, parents or guardians must notify the School on the Registration Form and provide full written details, including a copy of all reports prepared by an educational psychologist where available. Should a place be available, parents or guardians of such a child are able to accept the place by paying the Acceptance Deposit pending submission of reports to the School. If, after review of the reports and in consultation with parents or guardians it is felt that the School is unable to meet the child's needs, then the Acceptance Deposit will be refunded.

Where parents or guardians have registered a child and accepted a place considerably in advance of their child's point of entry, they will be invited with their child, to meet the Head in the two terms prior to entry.

Letters offering Nursery or Reception places, will normally be sent out during the autumn term prior to the date of entry together with copies of the Parent Contract containing the School's terms and conditions. Parents or guardians will be asked to accept the offer, complete and return the Acceptance Form and Parent Contract and pay the Acceptance Deposit within a short time span. If no response to an offer has been received within the time specified in the offer, the School will assume that the offer has been declined and the place may be offered to another applicant. Should parents or guardians wish to guarantee a place, if available, immediately after registration, then they can do this by paying the Acceptance Deposit (and are thereby deemed to have accepted the Parent Contract).

Before the offers of Year 1 onwards places are made, candidates are invited to spend a morning at the School, usually in the autumn term preceding their entry, with pupils of their current year. Later that term, offer letters, together with copies of the Parent Contract containing the School's terms and conditions, are sent out with the expectation of similar responses to those mentioned above. Again payment of the Acceptance Deposit secures the place.

At any point, if a place is not available, candidates may be offered a waiting list place.

All candidates and their families are encouraged to attend open events at the School with their children so that they are familiar with the School by the time they join us. Year 3 pupils onwards are usually invited back for another morning in the summer term for some informal assessment to inform teachers planning for when they join the classes in September.

## **Parent Contract**

On acceptance of a place those with parental responsibility sign two copies of a Parent Contract. This sets out the terms and conditions (as may be reasonably amended from time to time) which govern the details of the contractual relations between the parents or guardians and the School, including such matters as deposits, fees and notice periods. One copy is retained by the School; the other by the parents or guardians.

## **Selection**

The preconditions for admission are that:

- The applicant is a girl (aged rising three to 11) or a sibling boy (aged rising three to 7)
- There is a place available in the year group for which a child is applying. Classes have a maximum size of 20
- The applicant is of the appropriate age and sufficient maturity
- The School is able to provide adequately for any special educational needs or EAL requirements the applicant may have
- The School, having made reasonable adjustment, has the capacity to cope with any disability the applicant may have
- A positive recommendation from the applicant's present school (if applicable)

## **Complaints**

We hope that prospective parents and guardians will find the admissions process straightforward. In the event of any complaint, a copy of the School's Complaints Policy is available on the School website.

## **Linked Policies**

- Equal Opportunities Policy
- Bursary Policy
- Learning Difficulties & Disabilities/Special Educational Needs (SEN) Policy
- EAL Policy
- Complaints Policy

## **Reference**

Education Act 2002

School Standards and Framework Act 1998

The Education (Independent School Standards) Regulations 2014

[Schools Admissions Code 2010](#)