



## **Admissions Policy and Procedures**

Updated: 09-17  
Prepared by: JH/SCC

Next Review: 03-18  
Approved by: JR

**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 girls from the age of 2 years and 9 months to 11 years and sibling boys from 2 years and 9 months to 7 years. We have a Catholic foundation which we value and we 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 is 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 qualities 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 Reception.

Pupils may also be accepted at other points if places are available. Under normal circumstances, we would expect classes to have no more than 20 pupils.

The School does not support candidates to prepare for 7+ entry to other prep schools. We prefer pupils to remain with us until they transfer to secondary school

## **Bursaries**

A limited number of means tested bursaries are available at the discretion of the Governors. A copy of our Bursary Policy is available on the School website.

## **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, including a copy of all reports prepared by an educational psychologist where available, when applying for admission. Any additional information which may be relevant should be provided at least one week before attending an interview, open morning 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, if admitted, 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.

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.

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. For pupils applying for occasional places further up the school, we require near fluency in English, in order that they can fully access the curriculum. 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 regularly on selected Tuesday mornings. Groups of parents or guardians – by appointment – are shown round the School by the Head and other members of staff.

We also hold a Saturday Open Morning during the course of the school year, when prospective parents or guardians visit the School and are shown around by senior pupils and talk to current staff and parents or guardians.

Parents or guardians of applicants then complete a Registration Form and pay the appropriate Registration Fee. Candidates are offered places on a first come first serve basis, according to the order in which registrations were received. In keeping with the family ethos of the School, applications from siblings are given priority where possible.

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 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. Payment of the Acceptance Deposit will constitute acceptance of a place at the School and acceptance of its Terms and Conditions.

Candidates for places in Years 1-6 are invited to spend a morning at the School, with pupils of their current year. Prior to the taster morning, we request copies of the pupil's most recent school reports, and request that parents or guardians have a meeting with our Head. We take up references from the candidate's current school. As soon as possible thereafter, offer letters, together with copies of the Parent Contract containing the School's terms and conditions, are sent out. Again, payment of the Acceptance Deposit is deemed acceptance of our terms and secures the place. Payment of the first term's fees is due in advance of a pupil joining the School.

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

Occasionally, places may be available during the year for candidates applying at short notice. The application procedure for these would follow the same steps as described above.

### **Parent Contract**

On acceptance of a place, those with parental responsibility sign two copies of the Acceptance Form and associated Terms and Conditions (also known as the 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.

### **Conditions for Admission**

The preconditions for admission are that:

- The applicant is a girl (aged rising 3 to 11) or a sibling boy (aged rising 3 to 7)
- There is a place available in the year group for which a child is applying
- 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 is received 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](#)