



Admissions Policy and Procedures

Updated: 03-18
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Next Review: 03-19
Approved by: JR

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

Introduction

The Cavendish School is an independent day school in Camden for girls from the age of rising 3 to 11 years and sibling boys from rising 3 to 7 years. Originally a Catholic foundation, we now welcome children of all faiths and none who benefit from our special atmosphere and ethos. Although we do not select academically for entry, many of our pupils go on to highly-regarded secondary schools, including some of the most selective. This is the result of the active partnership between the dedicated staff and supportive parents and guardians.

The Governors and Headteacher 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, sex or sexual orientation, gender identification, disability, religion or belief 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 child'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, with the exception of Nursery, 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 Headteacher with full written details, including a copy of all reports prepared by an educational psychologist or other specialist where available, when applying for admission. Any additional information which may be relevant should be provided at least one week before attending a tour, taster morning or other visit to the School.

The School needs this information about an applicant with particular needs so that we can be aware of and 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, if accepted, as a pupil.

Parents or guardians who wish their child to join our Nursery or Reception class, should a place be available, are able to accept the place by paying the Acceptance Deposit pending submission of reports and references to the School. If, after review of the documents 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 pupils 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 pupil'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 for Pupils 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' tours are held regularly on selected Tuesday mornings. Groups of parents or guardians – by appointment – are shown round the School by the Headteacher, the Admissions & Marketing Officer and other members of staff. Parents and

guardians who are unable to make the scheduled tours may make an ad hoc appointment to be shown round by the Admissions & Marketing Officer.

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 and to facilitate this parents are encouraged to register siblings early.

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 School's Acceptance Form and Terms and Conditions (also known as the Parent Contract). 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. Payment of the Acceptance Deposit will constitute acceptance of a place at the School and acceptance of its Terms and Conditions. The Terms and Conditions specify the Advance Fee (usually representing the first term's fees) and the date by which it is due. 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.

Candidates for occasional 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 the Headteacher. We take up references from the candidate's current school. As soon as possible thereafter, offer letters, together with copies of the School's Acceptance Form and Terms and Conditions, are sent out. 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. Payment of the Acceptance Deposit will constitute acceptance of a place at the School and acceptance of its Terms and Conditions. The Terms and Conditions specify the Advance Fee (usually representing the first term's fees) and the date by which it is due. 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.

If a place is not available at the time of application, candidates may register and be placed 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.

The School's Acceptance Form and Terms and Conditions (Parent Contract)

On acceptance of a place, those with parental responsibility sign two copies of the Acceptance Form and 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 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 meet the needs of 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 for Pupils
- 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](#)