



Admissions Policy and Procedures

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Prepared by: NAP/SHCC/TZL

Next Review: 03-28
Approved by: Governors

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 age 3 to 11. While founded in 1875 as a Catholic school, we are not a faith school and we welcome children irrespective of religion (or none). Indeed, our aim is to encourage applications from candidates with as diverse a range of backgrounds as possible, to enrich our community and prepare our pupils for today's world. In that respect, we are a values-based school.

Girls entering the School are not assessed. We are ambitious for our girls, academically and in all their endeavours, including the arts, sports and in developing socially and morally.

We expect our pupils to remain at The Cavendish School until they transfer to secondary school at 11. We prepare our pupils exceptionally well for the 11+ and pride ourselves on our track record of successful applications, including to the most academically selective secondary schools, with a very high number of scholarships. Importantly, they leave here not only academically, but also socially and emotionally ready to embrace the next stage of their education. This is the result of the active partnership between our dedicated staff and supportive parents and guardians.

The Governors and Head are responsible for admissions and the operation of this Policy.

Aims

To set out admissions procedures that are fair to all applicants.

Equal treatment

The School is committed to equal treatment for all applicants, regardless of a candidate's race, ethnicity, religion, disability, gender reassignment, sexual orientation or social background. Our aim is to encourage applications from candidates with as diverse a range of backgrounds as possible. This enriches our community and is vital in preparing our pupils for today's world. A copy of the School's Equal Opportunities Policy for Pupils is available on the School website.

Entry points

We have two main points of entry:

1. Nursery

Once a girl turns 3 years old. Usually, this is our most popular point of entry. Should there be vacancies, it may be possible to accept Nursery joiners during the year but only once they turn 3 years old. Those joining at 3+ into Nursery are expected to transfer the following year into Reception and continue through the school until their transfer to senior school at age.

2. Reception

Also a very popular point of entry for girls who are not already automatically transferred from Nursery.

Occasional vacancies

Pupils may also be accepted at other points, if places are available in Years 1-6. Although we do not often make offers to applicants wanting to join us beyond the start of Year 5, all applications will be considered on their merits, including into Year 6.

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 disabled pupils, but will do all that is reasonable to comply with its legal and moral responsibilities in order to accommodate the needs of applicants who have disabilities which, with reasonable adjustments, the School can meet.

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 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, in order that any reasonable preparation can be made. 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.

A copy of the School's Learning Difficulties & Disabilities/Special Educational Needs (SEND) 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 (and in particular from Year 4 upwards), we require sufficient fluency in English for the girls to be able to

make friends easily and to fully access the curriculum. A copy of the School's EAL Policy for Pupils is available on the School website.

Overseas applicants

We welcome girls from all backgrounds and have a very international parent body, reflecting the rich cultural mix of central London. As part of our commitment to maintaining this, The Cavendish School is a licensed sponsor for those needing a Child Student Visa (formerly Tier 4) and we are happy to consider applications from candidates who would require such sponsorship.

Admissions process

Query

Interested parents or guardians may refer to our website which contains information about the School. We are happy to answer any further questions over the phone or by email. We encourage parents to visit the School prior to registration. Prospective parents' tours are held regularly, during which groups of parents or guardians are shown round the School by our older girls, and have the opportunity to meet the Head, the Admissions & Marketing Manager and other members of staff. Parents and guardians who are unable to make the scheduled tours may make an appointment to be shown around by the Admissions & Marketing Manager on a private tour.

Registration

Parents then complete a registration form and pay the appropriate registration fee. Applicants for Nursery and Reception are considered according to the order in which registrations were received, therefore we recommend registration is completed early. 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. If an occasional place is not available at the time of application, applicants may register and be placed on a waiting list.

Taster days for occasional vacancies

An applicant for an occasional place in Years 1-6 is invited to spend a day at the School, with pupils of her current year, during which we observe her behaviour in a classroom setting and see examples of her work. We ask for reports and references from her current school ahead of the taster day. Parents or guardians have a meeting with the Head. Only if, in the opinion of our staff, we can meet the applicant's needs and our responsibility to the rest of the class, do we offer a place. Any applicant not usually resident in London will be offered an online meeting with a member of our staff.

Offers

Letters offering Nursery or Reception places will normally be sent out approximately 9 months prior to the date of entry, together with copies of the School's terms and conditions (the "Parent Contract"). Offers for occasional vacancies will be sent following a successful taster day. 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). 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.

The School's acceptance form and terms and conditions (Parent Contract)

On acceptance of a place, those with parental responsibility sign 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, notice periods and the obligations of both parties (the School and the family).

Conditions for admission

The conditions for admission are that:

- The applicant is a girl aged 3 to 11 years old
- There is a place available in the year group for which a child is applying
- The School is able to meet the special educational needs or EAL requirements the applicant may have
- The School, having made reasonable adjustments, 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 or nursery (if applicable)
- Behaviour on the taster day (for entry in Years 1-6) suggests that:
 - The School can meet the needs of the applicant within her current year group
 - The applicant will fit the ethos of the School
 - The applicant will have the potential to contribute to the School community and benefit from the many opportunities on offer
 - The applicant will be happy and successful at the School
- Parents commit to supporting the School's statutory responsibilities detailed in Working Together to Improve School Attendance (August 2024)

Linked policies

- Bursary Policy
- EAL Policy
- Equal Opportunities Policy for Pupils
- Learning Difficulties & Disabilities/Special Educational Needs (SEND) Policy