



Admissions Policy and Procedures

Updated: 11-18
Prepared by: JH/PP/SCC

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 age 3 to 11 years and sibling boys from 3 to 7 years. From academic year 2019 – 2020 we will no longer be admitting sibling boys. 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

Equal Treatment

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

Entry Points

From academic year 2019 – 2020 we will accept pupils into our Nursery from the September following their 3rd birthday, with a smaller intake into Reception at 4+.

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. Further information on occasional places is provided below.

We rarely make offers to applicants wanting to join us beyond the start of Year 5, although all applications will be considered on their merits.

The School does not support pupils to prepare for 7+ entry or entry at other times to other prep schools. We prefer pupils to remain with us until they transfer to secondary school at 11+.

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 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 and returning the signed Acceptance Form. We request a report from the child's existing nursery or school, where applicable. Should this suggest that we will not be able to meet the child's needs, we will return the Acceptance Deposit.

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

Interested parents or guardians may refer to our website which contains information about the School including the fee schedule and staff list. We are happy to answer any further questions over the phone or by email. 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 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. Applicants for Nursery and Reception are offered places on a first-come-first-serve basis, according to the order in which registrations were received. Applicants for occasional places are offered taster days on a first-come-first-served basis where possible. Reasonable allowance will be made for any applicant not usually resident in London. 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.

Offers

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). 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.

Occasional Places

An applicant for an occasional place in Years 1-6 is invited to spend a morning at the School, with pupils of their current year, during which we observe her behaviour in a classroom setting and see examples of her work. We also ask for reports and references from her current school, and request that parents or guardians have a meeting with the Headteacher. We also take up references from the applicant's current school. Only if, in the opinion of our staff, we can meet the applicants needs and our responsibility to the rest of the class do we offer a place. Should we decide to offer a place, 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). 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, applicants may register and be placed on a waiting list.

Occasionally, places may be available during the year for those applying at short notice. The application procedure for these follows 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 conditions for admission are that:

- The applicant is a girl aged 3 to 11
- 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 or nursery (if applicable)
- Behaviour on the taster day (Years 1-6) which 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

Linked Policies

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