



# Admissions Policy

*This policy applies to all sections of Charlotte House School including EYFS.*

Staff responsible:	Head
Last review/update date:	December 2015
Review cycle:	3 years
Reviewed by Committee:	Education Committee
Approved by Board of Governors:	24 November 2016
Next review date:	December 2018
Related policies:	Accessibility & Disability Policy Behaviour & Sanctions Policy Equal Opportunities Policy SEND Terms & Conditions
This document also appears on:	Website ISI Portal

Admission to Charlotte House may be into any year group providing a girl is capable of managing the demands of the school and where a space is available.

## Entry Points

Entry to all year groups is at the discretion of the Head. The usual points of entry are: Nursery (age 3+) and Reception (age 4+). Candidates may be considered for occasional vacancies in other year groups. There is significant competition for places and so all are subject to availability and assessment.

## Entry at three (3+)

- Children are admitted to the school any time after their third birthday
- Parents are required to register their daughter by filling in a Registration Form and returning it with the non-refundable registration fee
- Prospective pupils are invited to come to school for a classroom experience before they seek entry. This is to ensure that the school has seen the prospective pupil and feels that the child would benefit from attendance at the school
- 3+ Classroom Experience dates are published well in advance. Typically, these are held in January/February preceding the September intake. For January

intakes, they are typically in June. Places are offered on the basis of an acceptable session and the date of registration on the prospective entry list

- Girls come into school for an induction morning near the end of the term prior to entry. A new parents' information meeting is held for the September entry.

### **Entry at four years (4+)**

There are usually a limited number of places available for entry into the Reception Class.

4+ Classroom Experience dates are published well in advance. Typically, these are held in January preceding the September intake.

The procedure is as for entry to Nursery and the classroom experience is held in the Spring Term.

There is an induction morning in July for new entrants and a new parents' information meeting will be held for the September entry, along with our 3+ families.

### **Entry into Form I to Form VI**

Parents should apply to the school and register their interest with the non-refundable registration fee

Admission to the School from Form I onwards is subject to a general assessment of a child's abilities, dependent on age and is conducted through a mixture of tests and an informal interview. No preparation is warranted for this as it will gently assess a pupil's aptitude and ability but not attainment. It is important that the Head can make a judgement whether or not a child is likely to benefit from the education on offer within the context of the school's stated aims, ethos and behaviour policy. An offer will be made subject to a report from the child's previous school and the IAPS declaration that there are no financial implications from her previous school. The offer is accepted upon the payment of the deposit.

### **Special Circumstances:**

Charlotte House recognises that a candidate's performance may be affected by particular circumstances, for example:

- a) if she is unwell when taking tests or has had a lengthy absence from her school;
- b) if there are particular family circumstances such as a recent bereavement;
- c) if there is relevant educational history, for example education outside the British system;
- d) if the candidate has a disability or specific learning difficulty;
- e) if English is not the candidate's first language

In any of these cases, the school may request supporting information such as a medical certificate or educational psychologist's report, at the parents' expense and from an appropriate professional selected by the school and any associated correspondence, or

details from the pupil's current school (including samples of work) considered necessary to make a fair assessment.

## **Waiting List**

In the event of a year group being full, the school will place a child on a waiting list. The waiting list will be maintained in chronological order by date of registration. From time to time, however, the Head reserves the right to offer places to siblings or to a girl not at the top of the waiting list.

## **Deposit to confirm the offer of a place**

When a firm offer has been made in writing, parents will be invited to complete a form to confirm their acceptance and will be asked to pay a deposit of £750 to secure the place. This deposit is non-refundable in the event of the child not subsequently taking up the place as arranged. £250 of the deposit will be deducted from the first term's bill with the rest being refunded at the end of Form VI subject to any and all financial obligations being met by the parents.

## **Cancellation/Fees in lieu of notice**

All parents are bound by the School's Terms and Conditions as accepted at the time the deposit is paid. A copy of the Terms and Conditions is available at any time on request. Should a child be removed from the School without a full term's written notice having been received the parents will be liable to a full term's fees. If a parent decides to cancel their child's place before entry, written notice must be received by the first day of the preceding term or a term's fees will become due in lieu.

## **Bursaries**

As a small independent school, our bursary fund is limited. Bursaries are means tested and both parents are required to provide proof of their income and assets. The level of support varies according to need. Bursaries are offered for 12 months at a time and the family is required to provide fresh information about its circumstances for every year that their child attends the school in order that we may re-assess her criteria.

## **Equal Treatment**

We welcome girls from diverse backgrounds. Charlotte House is committed to equal treatment for all; no child will be barred from the school on the grounds of race, religion or background.

## **Special Needs, Learning Difficulties and Disabilities**

We welcome pupils with special educational needs, learning difficulties and disabilities providing that our SEN Support can offer them the assistance that they require. Similarly, we welcome pupils with physical disabilities provided that the School is

suitable for them, after making any reasonable adjustments. The school requires parents of children with special educational needs, learning difficulties or physical disabilities to discuss their child's requirements with the Head upon registration or before, and to keep the school informed of any changes. Parents should provide a copy of an Educational Psychologist's report or a medical report at the time of registration, or, in any event before an offer of a place is made. Failure to submit such information may result in breach of contract.

## **Complaints**

We hope you do not have any complaints about our admissions process but copies of the school's complaints procedure can be sent to you on request.