



Devonshire House Preparatory School

## Admissions Policy

*This policy is for the whole school including EYFS*

Written by: Mr H Keighley-Elstub, Head	October 2024
This Policy is the responsibility Ms Laura Martinez, Head of Marketing, Admissions and Communications in conjunction with the Head.	October 2024
Presented to Governance:	October 2024
Reviewed:	October 2024
Next review:	October 2025

### 1. Introduction

Devonshire House Preparatory School is an independent co-educational nursery and day school for children aged 2 to 13 years. The school has been part of the Dukes Education family since March 2022.

### Key Objectives

Our aim during the admissions process is to make you feel welcome and help guide through the admissions steps. Our intention is to get to know you and your child, and enable you to get to know the school. The objective is for a transparent and fair process and reflects the value and ethos of Devonshire House School and Dukes Education. The key objectives are:

- To admit children regardless of race, ethnicity, religion, language, sexual orientation, gender identity, disability or social background.
- To give priority to siblings of children who are pupils of the school and children applying from another Dukes Education school or nursery.

### 2. Information for Prospective Parents

- A copy of the school's prospectus is available on the school's website at <https://devonshirehouseschool.co.uk/admissions/prospectus>
- Open Mornings are held regularly throughout each term and places can be booked via the schools website at <https://devonshirehouseschool.co.uk/admissions/open-mornings>
- Private tours can also be arranged by request for families who have registered at least one child with the school, please contact the Admissions Department on [admissions@dhprep.co.uk](mailto:admissions@dhprep.co.uk)

### 3. Enquiries and Applications

- Initial enquires can be made through the school website, or by contacting the Admissions Department on [admissions@dhprep.co.uk](mailto:admissions@dhprep.co.uk) or by phone 0207 435 1916
- For all year groups, the online Application Form must be completed and submitted, alongside the payment of the £100 non-refundable Registration Fee. The Application Form can be found on our website at <https://devonshirehouseschool.co.uk/admissions/application>
- A recent school or nursery report and a copy of the child's passport should also be submitted alongside the Registration Form.
- For applicants who do not hold a British passport, the Admissions Department will also request evidence of their right to live and study in the UK.
- Once the application form has been submitted and the Registration Fee of £100 paid, the School will acknowledge receipt of the Registration and the child's name will be placed on the registration list for the preferred year of entry.

### 4. Entry points & requirements

- The main points of entry into the school are:

#### **The Nursery School Acorns (2+), Oaks (3+) and Reception (4+).**

- Children may enter Acorns in the term following their second birthday.
- Children join or transition from Acorns to Oaks in the September following their third birthday.
- Children join or transition from Oaks to Reception in the September following their fourth birthday.
- Children joining school the Nursery receive automatic entry to Reception in the September following their fourth birthday and are expected to progress through the school.
- The school does not believe in testing very young children for entry to the Nursery and Reception year groups. However, parents of any child entering the school in any year group are expected to notify the school of any physical or educational impairment which may affect a child's progress at school so that these may be discussed with the Head and SENco with full candour and, where necessary, appropriate, and reasonable adjustments put into place.
- Children may also join the school at any other age, subject to a place being available.
- A child wishing to join the school in the **Year 1 or Year 2** will normally be required to spend a morning at the school. During their visit, the child will be observed

and gently assessed by staff to better understand their interests and potential and evaluate the child's social behaviour to ensure they will be able to benefit from the education offered.

- For children wishing to join the school in **Year 3 and above**, children will be invited to spend a taster morning in school. They will have a verbal and non-verbal reasoning online test and spend the rest of the morning with some of their peer group taking part in lessons. For any child with SEND, parents should notify the school before the taster morning, so the school can make adjustments to support the child where necessary.
- For children wishing to join the school mid-year above Year 1, they will be invited to sit these tests at Devonshire House or an online session if overseas.
- The School prepares children to leave the school at 11+ at the end of Year 6 and 13+ at the end of Year 8 and does not prepare children to leave at any other point.
- Parental commitment to the School and its ethos is an important factor when offers of places are made.

## **5. Offers**

When making offers, the School prioritises candidates who are:

- Siblings of current pupils at Devonshire House School Hampstead or siblings of children who have already accepted a place to start at the school. The family nature of the School is underlined by our sibling arrangement.
- Current pupils of any Dukes Education school or nursery, or have another affiliation with Dukes Education, for example, the child of a staff member.
- Looked After Children, consistent with The Education (Admission of Looked After Children) (England) Regulations 2006, subject to the School's admissions criteria.
- All successful applicants will be sent a formal offer letter via email, accompanied by the School's Terms and Conditions and Privacy Policies. Candidates who are not offered a place will be informed via email.
- **Nursery School Acorns** offers are made two terms before the start date.
- **Nursery School Oaks** offers are made in the Spring Term preceding the September year of entry with priority given to children already in Acorns. These children gain automatic entry to Oaks.
- **Reception** 1<sup>st</sup> round of offers are made in the Autumn Term the year before entry. Priority is given to those children already in the Nursery Oaks. These children gain automatic entry to Reception. Children are invited to the school for a taster event in the January following 1<sup>st</sup> round of offers. More offers will be made in the Spring Term subject to availability

- **Year 1 and above** offers will be made in the Spring Term of the year of entry following assessments and subject to availability
- Occasional offers are made on an ad hoc basis following an assessment (Year 1 and above) and subject to availability.
- All offers are made at the Head's discretion. If parents would like to appeal the decision, they can do so by contacting the school Governors.

## **6. Accepting a place**

To accept a place, parent are required to:

- Return the signed Acceptance Form, which acknowledges the parents have read, understood, and agree to the Terms and Conditions and Privacy Policies.
- Complete an online payment of the Acceptance Deposit.
- Acceptance will only be considered confirmed once both the form and deposit have been received.
- A secondary payment of one term's fees (at the new academic year fee cost) will be payable in advance on or before the first day of the term preceding entry.

## **7. Cancelling a Place**

- If for any reason the Parents wish to cancel their child's place at the school before entry, formal notice must be given to the school Admissions team in writing as soon as possible, with at least a full term's notice.
- The cancellation of a place that has been accepted can cause long-term loss to the School, especially if it occurs after other families have made their decisions about schooling for their children. As a result:
  1. The deposit is not refundable if for any reason the Pupil does not join the School after a place has been accepted.
  2. In addition, if less than a full term's notice of cancellation has been given in writing, the Parents are liable to a full term's fees.
  3. Further details regarding cancellation, withdrawal and notice can be found in the school's Terms & Conditions, which are supplied to all parents when an offer is made.

## **8. Waiting list**

- Once places for the following September have been filled, applicants will be kept on the waiting list for the relevant year group and places will be offered to those children if they become available.

- To retain our co-educational commitment, we try to replace a boy with a boy and a girl with a girl, aiming to achieve an even spread of boys and girls in a class.

## **9. Special Educational Needs & Disabilities**

- Parents of any child entering the school in any year group must notify the school of any physical or educational impairment which may affect a child's progress at school at the point of application, so that these may be discussed with the Head and SENCo with full candour and, where necessary, appropriate and reasonable adjustments put into place.
- Devonshire House School is academically selective from Year 1. The school will only consider admitting a pupil if their special educational needs can be met with reasonable adjustments that the school can provide. Their admission must be compatible with the provision of education for the children with whom they will be educated.
- The school's facilities for children with physical disabilities are limited due to the limitations of the school site. However, the school will do all it can to ensure reasonable adjustments are made so that pupils with disabilities have full access to the curriculum, procedures, and policies.
- Parents are invited to discuss their individual requirements with the SENDCo during the admissions process to ascertain if the school can meet the individual needs of their child.
- For full details regarding the school's policy and procedures for pupils with SEND, please see the SEND Policy, which is available on the school website.

## **10. English as an Additional Language**

- Parents of children for whom English is not their primary language (EAL) should notify the School at the application stage so suitable adjustments may be made during the Admissions process if required.
- The School does not regard pupils as having a 'learning difficulty' solely because the language or medium of communication at home is different from the language in which he or she is or will be taught. Pupils for whom English is an additional language (EAL) will be provided with appropriate in class support providing they full meet the Devonshire House School entrance criteria. They will be assessed to gauge the support that may be needed to ensure equal access to the curriculum along with all other aspects of life at Devonshire House.
- For full details regarding the school's policy and procedures for pupils requiring English as an Additional Language (EAL), please see the EAL Policy, which is available on the school website.

## **11. On & Off Rolling**

The school is committed to fulfilling all obligations to the Local Authority with regard to the pupil roll.

- All pupils will be included in the admissions register from the beginning of the first day on which the school has agreed or has been notified that the pupil will attend the school. For most pupils, the expected first day of attendance is the first day of the school year.
- The school will report to the local authority all joiners and leavers at non-transition times, ie, when a compulsory school-aged child leaves a school before completing the school's final year or joins a school after the beginning of the school's first year. The school will do so by using the reporting template provided by the local authority. This will be done on a rolling basis within **5 working days** of the change occurring.
- The template will include, full name, age, date of birth, gender, full home address, contact details, full address of the previous school and/or full address of the future destination, date of the first day of attendance as notified by a parent, and then date confirmed by destination school to our school through telephone, email or scholarship notification. Contact details of future school staff members confirming the child's attendance will also be ascertained.
- Schools are also under a duty to provide information to the Local Authority for standard transitions if requested.
- Schools are also obliged to notify the local authority when a child or pupil fails to attend school regularly or is absent without leave **for more than 10 school days (continuous)**.
- From September 2016, a school's right under to delete a pupil for **non-return within 10 school days** after an authorised leave of 10 school days or more, or after 20 school days of unauthorised absence (in both cases, in the absence of illness or other unavoidable cause), does not arise until the school and local authority have **jointly made reasonable enquiries** (described in the guidance) as to the pupil's whereabouts **and failed**.
- As an independent school, the School's right to remove a pupil is also subject to the **Terms & Conditions**.

### **Status of policy**

- This policy is intended to provide general guidance for the parents of prospective pupils. It should not be regarded as having legal effect and if there is any conflict with the contract (acceptance form) referred to in paragraph 6 the contract prevails.