



5.1 Policy for Admissions (EYFS & KS1-3)

Reviewer responsible: **Head**
Reviewed by: **SK**

Date of last review: **09/20**
Date of next review: **09/23**

Introduction - Context

Academic rigour and the joy of childhood.

Notting Hill Prep is a proudly non-selective school, and derives much of its strength and character from that status and outlook.

The school aims to preserve this inalienable part of its ethos by not testing children on entry into Reception.

Admittedly, selection becomes an increasing feature of our admissions process when parents apply for places for their children into Year 1 and up.

However, we carry out assessments for these children for their own wellbeing; to ensure they can thrive academically and/or socially within the cohort they aim to join.

In all cases, we aim to give the chance of an NHP education wherever we believe we can guarantee a child's happiness at our school.

At all times in the admissions process, the interests of the child will be our prime concern.

Notting Hill Prep reserves the right of admission as well as the right to withdraw the offer of a place at any time. Notting Hill Prep reserves the right to terminate any child's enrolment, or restrict access to parent or child, at any time without notice, in consideration of the protection of other children and staff, and the well-being and smooth operation of the School.

Introduction - Principles

All applications for places at Notting Hill Prep will be treated fairly. No child will be refused a place on grounds of race, gender or background.

Where a child has a physical or learning disability, all reasonable adjustments will be made to ensure they can be educated here (see **School Accessibility Plan and Policy; Policy for Learning Support; Policy for Inclusion and Equal Opportunities**).

Every effort will also be made to provide support for those families from ethnic minorities, especially those for whom English is an additional language, or who have come into the country recently. Assistance will be sought from bi-lingual teachers/teaching assistants/people in the local education community if translation is required.

1. Procedures

1.1 Registration

Parents who wish their child to attend NHP can request a Registration Form (see **Appendix 1**) to complete and return with a registration fee of £125. Both parents should sign the registration form, wherever practicable. Their child's name will then be placed on the waiting list in order of registration date for the requested year of entry, be it for Reception or for an occasional place in another year.

1.2 Reception Entry

Notting Hill Prep School is non-selective at Reception, meaning that there is no assessment for entry at this point. A child entering in Reception will join one of three parallel classes of mixed age range. Average class size will be 20 children; the school will only exceed this figure in exceptional circumstances, and at its own discretion.

This is how the procedure works:

- Siblings of children who are current or past pupils (conditional on having completed Year 6 or Year 8 at NHP) or current Acorn Nursery pupils wishing to continue their NHP journey, are exempt from the ballot and are automatically offered places in Reception if they are available sixteen

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months preceding entry into Reception.

- Pupils at the Acorn Nursery must register with NHP before ballot places are offered to ensure a guaranteed place. Registrations received after the ballot has taken place will be placed on a high priority waiting list.
- Entry for non-siblings and non-Acorn Nursery pupils into Reception is decided by ballot.
- The number of places available in a ballot will therefore depend upon the gender and age of siblings and Acorn Nursery pupils who have already been allocated places.
- The ballot takes place in May, sixteen months preceding entry into Reception. For example, a child due to start in Reception in September 2021, would have been drawn from the ballot in May 2020.
- The ballot is split into two: one drawn for September to February birthdays and the second for March to August birthdays.
- Names of children not selected in the ballots have the option of being retained on the waiting list in registration date order should a place arise for them anytime in the future.

In the March before entry:

- Parents who have paid deposits to confirm acceptance of places are asked to pay the first Autumn Term fee in advance. At this stage places may occasionally become available and will be offered to those on the waiting list.
- Children will be invited for a visit in the summer term before entry, during which time they will be observed in the classroom by the Head of Early Years

1.3 Occasional Place Entry

Occasional place lists for all year groups are kept in the eventuality a place becomes available. Should a space arise, an assessment will be arranged to test your child's academic abilities. Pending a successful assessment an offer will then be made for entry into that Year group.

1.4 Bursaries

Two to three bursaries are offered each year to pupils entering Year 7 for the duration of their two years with us. These are awarded following the procedure outlined above to successful candidates following a means test.

From 2019, an additional means-tested bursary place, The Jane Cameron Bursary, is awarded to a Year 4 pupil for excellence in Performing Arts.

1.5 Securing a place at NHP

To secure a place for your child at NHP, a deposit of 50% of termly fees (currently £3,565) to confirm the place is required. This deposit is refunded when the pupil leaves the school, provided a full term's notice has been received and all outstanding accounts have been settled. The deposit is not refundable in the event of a pupil's not joining the school. Both parents are jointly and severally responsible for school fees.

For Reception entry, parents who have accepted a place are asked to pay the first Autumn Term fee in advance in the March before entry.

For entry into all other year groups, the first term's fees are due by the half-term prior to the term they start at NHP e.g. Summer half-term if starting in September.

Both parents are jointly and severally responsible for school fees.

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Appendix 1



Registration form

child's surname forenames

date of birth boy/girl

proposed date of entry year/class

nationality as shown on child's passport.....religion.....

home address home telephone

..... present school/nursery

Parent 1's surname & title Parent 2's surname & title.....

.....

Parent 1's first name Parent 2's first name

address address

.....

daytime telephone daytime telephone

mobile telephone mobile telephone

email email

occupation occupation

names and dates of birth of siblings at NHP or on waiting list

are you aware of any special medical or educational needs?

if yes, please attach any relevant reports or give details separately.

On receipt of this form and a non-refundable registration fee of £125, your child's name will be placed on the registration list. A non-refundable deposit of 50% of a term's fees (£3,565), is payable upon acceptance of an offer for a place. This deposit will be returned to you at the end of your child's last term at Notting Hill Prep, provided all fees due have been paid and the appropriate notice given. If notice is not given, you will be liable for a full term's fees in lieu of notice. Both parents are jointly and severally responsible for fees. I/we agree to the terms and conditions of this registration.

signature signature

date date

Please return this form with the registration fee (non-refundable) of £125. Cheques payable to Notting Hill Prep Ltd.
Bank transfer via Barclays Bank: sort code: 20 37-75; account no:30616257; SWIFTBIC: BARCGB22
IBAN: GB05 BARC 2037 7530 6162 57;

the information you provide will be used by the school during the admissions process. for more information about how the school uses personal data, please see the 'data protection and privacy statement' in the policies section of our website