



5.1 Policy for Admissions (EYFS & KS1-3)

Reviewer responsible: Head	Date of last review: 06/23
Reviewed by: SK	Date of next review: 06/26
Authorised by Chair: AH	

Notting Hill Preparatory Policy for Admissions

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 above.

However, we carry out assessments for these children for their own well-being; to ensure they can thrive both academically and 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 Policy for School Accessibility Plan; Policy for Learning Support & Enrichment; Policy for Inclusion and Equal Opportunities).

Parents must disclose to the School any known or suspected information relating to their child's health, development, allergies, disabilities and learning difficulties/needs. The School reserves the right to subsequently withdraw any place offered based on incomplete disclosure of known or suspected SEND circumstances.

Based on any such disclosure, the School will confirm whether or not it is able to fully meet the needs of the child, having spoken to the parents and, if possible, visited the child's current nursery.

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) are guaranteed a place for Reception entry.
- Acorn Nursery pupils wishing to continue their NHP journey, are exempt from the ballot and are automatically offered places in Reception, on condition that they have been at the nursery for the maximum period of time that they are able to attend, based on their date of birth. Should they leave the Acorn nursery, for whatever reason, before the end of the final term in the Upstairs class, the offer of a place at NHP will be withdrawn.
- Siblings and pupils at the Acorn Nursery must register with NHP before ballot places are offered to ensure a guaranteed place.
- 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 2025, would have been drawn from the ballot in May 2024.
- 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 ballot have the option of being retained on the waiting list in registration date order should a place arise for them anytime in the future.
- Parents whose children are on the waiting list must have visited the school in order to be offered a place. If they have not visited NHP, an offer will be made to the next child on the waiting list.

In the February before entry:

- Parents who have paid deposits to confirm acceptance of places are asked to pay the first autumn term's fees 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, has been awarded to a Year 4 pupil for excellence in music and the 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 £3,845) 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's fees in advance in the February before entry.

For entry into all other year groups, the first term's fees are due by the April before entry.

Both parents are jointly and severally responsible for school fees.

SK July 2023