



## 5.1 Policy for Admissions (EYFS & KS1-3)

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|-------------------------|-----------------|----------------------|--------------|
| Reviewer responsible:   | <b>Head</b>     | Date of last review: | <b>05/25</b> |
| Reviewed by:            | <b>MS/RQ/AB</b> | Date of next review: | <b>05/26</b> |
| Authorised by Governor: | <b>AH</b>       |                      |              |

## **1. Key objectives**

- 1.1.** Our aim during the admissions process is to get to know you, and to make sure you have everything you need to get to know us. This Admissions Policy is based upon a transparent and fair process and reflects the values and ethos of Notting Hill Prep School and Dukes Education. The key objectives of this admissions policy are:
  - 1.1.1.** To admit children regardless of sex, race, ethnicity, religion, language, disability, or social background.
  - 1.1.2.** To give priority to siblings of children who are current pupils or past pupils (conditional on having completed Year 6 or Year 8 at NHP) of the school, children of NHP alumni, and children applying from other Dukes Education institutions.

## **2. Context**

- 2.1.** Notting Hill Prep (NHP) is a preparatory school for boys and girls aged 4-13. NHP believes strongly in celebrating the joy of childhood and this ethos permeates all that we do. As a proudly non-selective school, we derive much of our character and many of our strengths from this welcoming and holistic approach.
- 2.2.** The school aims to preserve this ethos by not testing children before entry into Reception.
- 2.3.** A gently selective approach is used when parents apply for places for their children into Year 1 and above. This is for the wellbeing of all of the pupils. As a mainstream school, it is important that children will thrive and enjoy being part of our school environment.
- 2.4.** At all times in the admissions process, the interests of the child will be our prime concern.
- 2.5.** Notting Hill Prep reserves the right of admission as well as the right to withdraw the offer of a place at any time. NHP reserves the right to terminate any child's enrolment, or restrict access to a parent or child, at any time without notice, in consideration of the wellbeing and protection of other **children and staff**, and the smooth operation of the School. For more details, please see the Terms & Conditions.

## **3. Information for prospective parents**

- 3.1.** A copy of the school's prospectus is available from the school office and can be sent to you on request. The prospectus can also be seen on the school's website at <https://www.nottinghillprep.com/>.
- 3.2.** Tours of the school are given by the Head of Admissions. There are also open mornings or afternoons throughout each year. To arrange a visit to the school, please contact our Admissions Department via the enquiry form on our website, or book an Open Day online: <https://www.nottinghillprep.com/open-days/>

## **4. Admissions Process for Reception entry (4+)**

- 4.1.** Notting Hill Prep School operates on a non-selective basis for entry at Reception level, meaning there is no entry assessment. Children joining Reception will be placed in one of

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three parallel classes, each with an average of 20 pupils. The school will only exceed this class size in exceptional cases, and at its sole discretion.

### **4.2. Priority for places is given to:**

**4.2.1.** Children with siblings who are current or past pupils (having completed Year 6 or Year 8 at NHP). These pupils are guaranteed a Reception place, provided they are registered by 1st October of the academic year they turn 2. For example, children born between 1st September 2024 and 31st August 2025 should register by 1st October 2026.

**4.2.2.** Pupils from Acorn Nursery. These pupils are automatically offered places in Reception, provided they have attended the nursery for the maximum period based on their date of birth. If a pupil leaves the Nursery before the end of the final term in the senior class, their offer of a Reception place at NHP may be withdrawn.

**4.3.** Places for non-sibling applicants are allocated based on registration by the same 1st October deadline. This ensures all families, regardless of their child's date of birth, are considered.

**4.4.** If the number of applicants by the 1<sup>st</sup> October deadline exceeds the available places, a ballot will be held in early October. To ensure balance, the ballot will be divided into quarters and by gender, ensuring an even mix of boys and girls and a spread of ages across the academic year.

**4.5.** Both siblings and Acorn Nursery pupils must be registered with NHP before the ballot to secure their guaranteed place.

**4.6.** Children not selected in the ballot may remain on the waiting list, ordered by their registration date, for future openings.

**4.7.** Parents whose children are on the waiting list must have visited the school to receive an offer of a place. If they haven't visited, the place will be offered to the next child on the list.

**4.8.** Once offers are made, parents must pay a deposit within six weeks, confirming their child's place by 1st December. After this date, places will be offered to those on the waiting list.

**4.9.** In February, parents who have secured places by paying the deposit will be asked to pay the first term's fees (for the autumn term) in advance. Occasionally, places may become available at this time and will be offered to those on the waiting list.

**4.10.** Children will be invited to visit during the summer term prior to their entry, during which time the Head of Early Years will observe them in the classroom setting.

## **5. Occasional Places**

**5.1.** Occasional place lists for all year groups are kept should a place become available. If a space does arise, your child will be invited to spend some time in school during which an assessment will be held to help us understand your child's abilities. Pending a successful visit and assessment an offer will then be made for entry into that Year group.

## **6. Accepting a Place at NHP**

**6.1.** To accept an offer of a place in any year group, parents must complete the acceptance form, which will be sent alongside the offer letter, by DocuSign, by the deadline stated within the offer.

**6.2.** The acceptance form must be accompanied by payment of a deposit of 50% of the termly fees

at the time of acceptance to confirm the place.

- 6.3. Assuming your child takes up their place at the school, the deposit will be returned to you not later than two weeks after the end of your child's last term at the school provided that (unless your child is leaving at the end of the summer term in Form 6) (a) you shall have given to us, on or before the first day of your child's last term at the school, notice in writing that your child will be leaving the school at the end of that term; and (b) you have made payment to us of all moneys due to us. If you fail to give such notice, then you will have no right to the return of the deposit unless in lieu of such notice you have paid the fees for the following term.
- 6.4. For Reception entry, parents who have accepted a place, one term's fees (at the new academic year fee cost) will be payable in advance during the February of the year of entry, preceding the child's entry into the school in September. For entry into all other year groups, the first term's fees are due by the April before entry.
- 6.5. Parents who accept an offer of a place after March 1st prior to their child starting at the school in September, or for entry mid-year, are required, on accepting the offer, to pay the first term's fees alongside the deposit. This is applicable to children joining the school in any year group.
- 6.6. 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. The deposit will not be refunded should your child not take up their place at the school after the offer has been accepted, and any fees paid in advance of entry will be retained by the School.
- 6.7. Parents are jointly and severally responsible for school fees.

## **7. Special Educational Needs & Disabilities (SEND)**

- 7.1. Parents must disclose to the School any known or suspected information relating to their child's health, development, allergies, disabilities and learning difficulties/needs at the point of registration. This includes children with a statement of special educational needs or an Education, Health and Care (EHC) plan from the local authority. This allows the consideration by the school of whatever reasonable adjustments may be appropriate so that children with any special need can be accommodated.
- 7.2. 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).
- 7.3. The School reserves the right to subsequently withdraw any place offered based on incomplete disclosure of known or suspected SEND circumstances.
- 7.4. 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.

## **8. English as an additional language (EAL)**

- 8.1. Parents of children for whom English is not their primary language (EAL) should also notify the school prior to entry so suitable provision may be made.

## **9. Bursaries**

- 9.1.** 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.
- 9.2.** 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.
- 9.3.** For full details on the NHP Foundation and the Bursary application process, please email [foundation@nottinghillprep.com](mailto:foundation@nottinghillprep.com)

## **10. Right to reside**

- 10.1.** The school is required to check your child's right to reside in the UK. Along with the signed acceptance form, parents must provide the school with a copy of the child's passport.
- 10.2.** If your child has a UK passport, a copy of this will be sufficient.
- 10.3.** If your child does not have a UK passport, parents must provide a copy of their child's passport, and provide either evidence of their child's settled/pre-settled status (for EU nationals living in the UK before 1 January 2021) or evidence of their child's right to reside in the UK (visa/BRP for all other nationalities).
- 10.4.** If their child holds a visa/BRP (Biometric Residence Permit) parents must provide the school with a copy of the passport, visa, entry vignette or current valid BRP (both sides of the card) for both the dependent child and parents.

## **11. Increases in fees**

- 11.1.** Fees are increased with effect from the start of each new academic year and the fees at the increased rates are generally announced to parents and published on the school's website in the second half of the previous term. The fees payable may be seen on the Fees page of our website.

## **12. On & Off Rolling**

- 12.1.** The school is committed to fulfilling all obligations to the Local Authority with regard to the pupil roll.
- 12.2.** 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.
- 12.3.** The school will report to the local authority all joiners and leavers at non-transition times, i.e. 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.
- 12.4.** 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.

- 12.5.** Schools are also under a duty to provide information to the Local Authority for standard transitions if requested.
- 12.6.** 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).
- 12.7.** 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.
- 12.8.** As an independent school, the School's right to remove a pupil is also subject to the Terms & Conditions.

### **13. Status of policy**

- 13.1.** As an independent school, the School's right to remove a pupil is also subject to the Terms & Conditions.
- 13.2.** 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 Terms & Conditions, the contract prevails.