

Admissions policy

1. Prospect House School is a co-educational, IAPS preparatory day school for children aged 3 to 11 years.
2. The school does not believe in testing very young children and it is non-selective 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 with full candour and, where necessary, appropriate and reasonable adjustments put into place. (See also paragraph 20.)

Key objectives

- 3 The key objectives of the school's admissions policy are
 - To admit children regardless of sex, race, ethnicity, religion, language, disability or social background
 - To give priority to siblings of children who are pupils of the school.

Information for parents of prospective pupils

4. A copy of the school's prospectus is available from the school office and is sent to parents of prospective pupils on request. The prospectus can also be downloaded from the school's website at <https://www.prospecths.org.uk/admissions/>.
5. Tours of the school are given by the head, when parents of prospective pupils can see the school in operation. There is also at least one open morning and one open evening held each year when parents are guided around the school by current pupils. Parents may also make an individual appointment with the head.

Registration

6. Registrations are accepted from birth. A fee of £100 is payable on registering a child. Parents do not need to have visited the school before registering their child but are required to have visited the school before their child is offered a place (although in exceptional circumstances the head may waive this requirement). Registration is treated as effective only once the school has received both the registration form and the registration fee.
7. Offers of places are made according to the date of registration (see below under Offers). Siblings of current pupils or of future pupils who have accepted a place will be given priority and must be registered as early as possible. For places in the Nursery or Reception classes, registration of siblings must occur at least eighteen months before the expected date of entry to ensure a place will be available.

Offers

8. Offers of places are made according to the date of registration. Subject to paragraph 9 below, siblings of a child who has already accepted a place or who is already attending the school have priority over other prospective pupils who have not yet been offered a place. Registration of a sibling is accepted whenever received within reason but if registration is made after all places for a year have already been offered, the sibling will only be offered the next available place (if any): existing offers to other registrants will not be withdrawn. Offers of places in the Nursery or Reception are usually made between 16 months and one year before the child's expected date of entry.
9. Where any older child in a family has left the school before Year 6, then that child's siblings yet to join the school will no longer enjoy priority status on the registration lists even if earlier the younger child had been accorded priority.
10. Offers of places in other year groups are dealt with on an individual basis when occasional vacancies arise.
11. Thus the school's offers are issued as illustrated by the following table:

ENTRY POINT	1 st offers	2 nd offers	3 rd offers
Nursery 3+	Sibling (in order of date of registration)	Date of registration	
Reception 4+	Children in the school's Nursery class (automatic entry)	Sibling (in order of date of registration)	Date of registration
Other Years	Sibling (in order of date of registration) and subject to assessment	Date of registration and subject to assessment	

12. Offers embody the school's standard terms for its contract with parents. These include the requirement for a term's notice of the intended removal of a pupil (but see paragraph 15).

Age of admission

13. The main points of entry into the school are the Nursery and Reception. Children enter the Nursery in the September following their third birthday or enter Reception in the September following their fourth birthday.
14. Children joining the school in the Nursery have automatic entry into Reception the following year and are expected to progress through the school.

15. In relation to a child to be admitted to the Nursery or Reception the parents undertake that the usual term's notice for the withdrawal of a pupil (in accordance with the Parent Contract - Standard Conditions) will not be capable of taking effect until at the earliest the end of the child's year in Reception, ie not until the end of the academic year in which the child has turned five, except in the following circumstances:
 - the child immediately after leaving Prospect House attends a school not less than 5 miles away from Prospect House (Lower School) for at least one term; and
 - the child's attendance at the new school is confirmed in writing by the new school at the end of that term.
16. Children may also join the school at any other age, subject to a place being available. A child joining the school, other than a child entering the Nursery or Reception in the autumn term, will normally be required to spend a day in the school for assessment to ensure that he or she is able to meet a reasonable level of attainment for the year group and will be able to benefit from the education offered.
17. Assessments for children entering other than at Nursery or Reception age are held as and when places become available. They are assessed in English and mathematics to ensure they are able to access the curriculum of their cohort.
18. The school prepares children to leave the school at 11+ at the end of Year 6 and does not prepare children to leave at any other point.
19. Admission to the school is always at the discretion of the head.

Disabilities

20. When any place is offered, parents are required to inform the school if their child has special needs of any kind. 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.

English as an additional language (EAL)

21. 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.

Acceptance

22. On accepting the offer of a place, parents are required to make a payment towards the first term's fees at the rate for the academic year then current. At the start of the child's first term, if this is the autumn term, parents pay any small balance of the fees for that term at the rate prevailing for that academic year.
23. A deposit of £2,500 is payable not later than the date of entry to the school. This deposit less any outstanding items such as the cost of trips or fees for individual music lessons is returned when the child leaves the school, subject to the school having

received payment of all sums due to it, or, where the child leaves during the Nursery or Reception years because the family is moving away from the area (as described in paragraph 15), the deposit will be returned when the parents have fulfilled the conditions set out in that paragraph.

Increases in fees

24. 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 [here](#).

Status of policy

25. 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 referred to in paragraph 12 the contract prevails.

This policy is published in compliance with the requirements of paragraph 32(3)(a) of the Schedule to the Education (Independent School Standards) Regulations 2014 and was approved by the governors on 12 June 2017.