



PROSPECT HOUSE  
SCHOOL

ADMISSIONS POLICY

# 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.

## 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. Information about the school and the admissions process is available on the school's website at [www.prospecths.org.uk](http://www.prospecths.org.uk).
5. Tours of the school are given by the Head of Admissions, when parents of prospective pupils can see the school in operation. Parents may also make an individual appointment with the head.

## Registration

6. Registrations are accepted from birth. A non-refundable 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.

## Age of admission

8. 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.

## Offers

9. Offers of places are made according to the date of registration. Subject to paragraph 10 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.



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 <sup>st</sup> offers	2 <sup>nd</sup> offers
Nursery 3+	Sibling (in order of date of registration)	Date of registration
Reception 4+	Sibling (in order of date of registration)	Date of registration
Other Years	Sibling (in order of date of registration) and 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. Once a child joins Prospect House School in Nursery or Reception there is an expectation that they will continue their schooling through to the end of Year 6.
13. 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.
14. 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.
15. 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.

#### Right to appeal

16. Admission to the school is always at the discretion of the head. If parents would like to appeal the decision, they can do so by contacting the Governors. Their contact details can be found on the school website at [www.prospecths.org.uk/our-community/governance/](http://www.prospecths.org.uk/our-community/governance/).

#### Disabilities

17. Before 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)

18. 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

19. On accepting the offer of a place, parents are required to make a payment of £3,000 which is non-refundable. £1,000 of this payment will be offset against the invoice for the first term's fees and £2,000 will be held as the long-term deposit. This deposit is returned when the child leaves the school, subject to the school having received payment of all sums due to it.

### **Increases in fees**

20. 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 Easter holidays. The fees payable may be seen [here](#).

### **Pupil roll**

21. Prospect House 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.
22. 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. The template will include full name, date of birth, gender, full home address, contact details, full address of the previous and/or future school, date of the first day of attendance, and then date confirmed by destination school to our school through telephone, email or scholarship notification.
23. Schools are also under a duty to provide information to the Local Authority for standard transitions if requested.
24. Schools are 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 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.
25. As an independent school, Prospect House School's right to remove a pupil is also subject to the Terms and Conditions (Parent Contract).

### **Status of policy**

26. 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 Head on 1 September 2023.**