



Caversham Preparatory School

Policies and Procedures

230 Admissions Policy

Admissions Policy

Introduction

Caversham Preparatory School welcomes applications for admission from all sections of society and is non-discriminatory in line with the [Equality Act \(2010\)](#). This policy applies to all prospective pupils including those entering the EYFS.

Equal Treatment

We welcome children of many different ethnic and racial groups, backgrounds and creeds. Human rights and freedoms are respected but must be balanced with the lawful needs and rules of our school community and the rights and freedoms of others. All candidates for admission will be treated equally, irrespective of their, or their parents' race, colour, language, religion, political or other opinion, national or social origin, association with a national minority, orientation, birth or status.

This also applies to and includes inappropriate discrimination of children on the grounds of: physical ability or disability (including HIV status); learning ability; special educational needs (SEN), including gifted and talented (G&T) and English as an additional language (EAL); and gender re-assignment.

Special Needs

Caversham Prep welcomes pupils with special educational needs providing that its learning support department can offer them the support that they require. We also welcome pupils with disabilities provided that our site can accommodate them and that the school is able to make reasonable adjustments. However, we strongly advise parents of children with special educational needs or physical or mental disabilities to discuss their child's requirements with the Head Teacher before he/she has a 'Taster Day' so that the school can consider and make adequate provision for him/her. Parents should provide a copy of an educational psychologist's report or a medical report if they have one. The school will discuss thoroughly with parents and their medical advisers the adjustments that can reasonably be made for the child if he/she becomes a pupil at the school.

Caversham Prep reserves the right to refuse entry and progress into any year from Reception to Year 6 if the school's structure, in the opinion of the Head Teacher, does not meet the educational, physical, pastoral and social needs of the pupil concerned.

Parents have the right to appeal against an unsuccessful application using the school's Complaints Procedure.

Admissions Register

Caversham Prep is committed to ensuring that the Admissions Register is maintained in accordance with [Education \(Pupil Registration\) \(England\) Regulations 2006](#). From the beginning



Caversham Preparatory School

Policies and Procedures

230 Admissions Policy

of the first day on which the school has agreed or been informed that the pupil will attend the school, an entry will be made in the school's Admissions Register in line with the [Education \(Pupil Registration\) \(England\) Regulations 2006](#).

Entrance Procedure

All children who register with Caversham Preparatory School will be put on the waiting list. A non-refundable Administration and Registration Fee of £75 places your child on the school waiting list. Places are then offered on the following basis:

- Children of staff
- Siblings of those already attending the school
- Numerical place on the school waiting list following registration
- Availability of places in the child's school year group

Admission is based on:

- A satisfactory report from the prospective pupil's previous school from Year 1 upwards.
- The successful completion of entry requirements for all pupils entering Reception to Year 6.
- The completion of a signed declaration by all parents of the prospective pupil, which informs the school of all known special educational needs of the prospective pupil concerned
- Where applicable, overseas pupils are required to undertake a language proficiency assessment before a place is offered. This includes a written assessment and an interview with the child
- Completion of the entrance procedure, as set out below, for each year group of entry

Children who are offered a place into the Reception Class will have a short, informal assessment to assess readiness for school before a formal offer is made.

Children who are entering at any other point in the school the school will be assessed during a 'Taster Day'.

After the offer of a place has been made

When a place is offered, usually two academic terms before your child is due to start School the Parents will be required to accept the place, in writing and give a deposit of £750. This is refunded at the end of your child's schooling at the end of Year 6.

If the place is not taken up or your child leaves the school before Year 6, the deposit is not refunded. If your child is starting in the Reception Class in September, the deposit once paid is not refunded.

If your child is starting the Reception Class in the September, the first term's fees are liable to be paid if the place is withdrawn after the beginning of the summer term prior to starting school.



Caversham Preparatory School

Policies and Procedures

230 Admissions Policy

Children will be invited to make acquaint visits to the school prior to full time attendance. No charge will be made for these visits.



Caversham Preparatory School

Policies and Procedures

230 Admissions Policy

Policy Administration

Linked Policies

This policy also needs to be in line with other school policies and therefore should be read in conjunction with the following school policies:

- Access Policy
- Attendance and Admissions Register
- Children Missing Education Policy
- Behaviour Policy
- Discipline Policy
- EAL Policy
- Exclusion Policy
- G&T Policy
- SEND Policy

Quoted Legislation and Guidance

- [Equality Act 2010](#)
- [The Education \(Pupil Registration\) \(England\) Regulations 2006](#)

Review Schedule

This policy is subject to 3 yearly reviews unless circumstances require an earlier review.

Update and Review Log

Updated/ Reviewed By	Date	Notes
J Lawson	September 2013	Reviewed
J Lawson	September 2017	Reviewed
J Lawson	Jan 2019	Reviewed
A Lawson	August 2022	Reviewed and Updated