



**Garden House School
Admissions Policy
(For the whole school including the EYFS)**

This policy is written with due regard to the Equality Act 2010

See also: Learning Support Policy, EAL Policy and Accessibility Plan

1. Introduction

Garden House School applies its policy on admissions to all those who wish to attend this school.

Every application will be considered equally and fairly.

2. Aims and objectives

We welcome children from all cultural, ethnic and religious backgrounds, and although we are selective, we do take children of varying abilities. We use informal assessments to establish each child's abilities. We very much look at the whole child; language, social skills, listening skills and their suitability for what we offer. Priority is given to those children who have or had siblings at the school.

All applications will be treated in a sensitive manner.

We place restrictions on the number of children entering the school each year. Historically there has been a greater demand for places than are available.

We do not discriminate in any way regarding entry. We welcome pupils with special educational needs and / or disabilities (SEND) providing our SEN department can offer them the support they require. We ensure that they are not treated less favourably in matters of admission. We welcome pupils with physical disabilities providing our site can cope with them. We advise parents of children with SEND to discuss their child's requirements with the school before he or she comes for an assessment or sits an entrance test. Parents should provide a copy of any Educational Psychologist's reports or medical reports to support any requests for provision or other special arrangements. We will discuss thoroughly with parents and their medical advisors the adjustments that can reasonably be made for the child if she or he becomes a pupil at the school.

Garden House is an independent school for boys and girls (who are educated separately). We appreciate how important it is for parents to find the right school for their child and family and we believe that a personal visit is invaluable. We hold weekly open mornings which give a general introduction to the school. Details can be obtained from the school office.

3. How parents can apply for their child to be admitted to our school

Firstly, parents ring for a prospectus (which contains information relating to our aims and ethos and a list of policies that can be viewed in school or obtained on request) and are then encouraged to visit the school for a tour with the Heads. Parents who would like their child to be admitted to the school during the year their child is 3+ or 4+ should then ensure that they

complete the necessary application form. We require a completed Application Form (which can be obtained from the School Office) and an Application Fee in order for a child to join our Waiting List. Applications to our Waiting List are acknowledged in writing.

The school notifies parents about the Assessment Dates in the Autumn Term, a year prior to their child's possible entry. The Assessments consists of a 15 minute Meeting with the Head, a teacher, the child and his/her parent/s. At the Assessment, the Head will try to establish the child's abilities and needs, and whether our school environment would meet both the child's and his/her parents' requirements. During this time a teacher works on tasks with the child, similar to those that would be tackled at nursery school, whilst the Head is in discussion with the parents. There is also time for parents to ask questions, see the timetable, curriculum and recent exit results. Boys entering at 8+ attend an assessment day during Year 3.

Our main admissions date is early in September (i.e. at the start of the school year). However, on occasion, we do admit pupils during the school year if the need arises (i.e. a child who has just arrived in London and needs schooling).

We also operate an 'Emergency Waiting List', which allows those places that may occasionally occur throughout the school to be filled. Parents wishing their child to be considered for any of these occasional places are required to complete an Emergency Waiting List application form. Should a place become available in the appropriate year group we will invite the child to come in with his/her parents, and sit an assessment. Subject to the outcome of the assessment a place will be offered to that child.

If a parent approaches us about an occasional place at the school and is currently attending a local school we inform the parent that we are obliged to contact the child's current school before we can offer a place and that a parent must fulfil their financial commitments at their present school.

Further to a child's interview and assessment, a letter is sent to the parents either offering their child a place or a waiting list place. If a place is offered, a date is given to parents by which they must accept this place. A Registration Form must be returned together with a registration fee by this date which is retained by the school and refunded (subject to contract) after the child's final term. If they do not wish to accept the place, the child next on the Waiting List will receive a letter stating that the school is now in a position to offer a place.

We realise that parents have a choice and may well decide to take up a place in another school. If a parent wishes to remain on our waiting list, we honour this request and if a place becomes available will contact them if a place arises before the commencement of the Autumn Term.

We ask parents to inform us if they accept a place at another school so that we can remove their child's name from the waiting list.

In order to cope with the pace of the curriculum and the academic demands at Garden House we recommend that pupils have some spoken English and have access to spoken English at home. The curriculum is delivered in English but additional support for pupils with EAL is provided in class, as appropriate. Further tuition to support the acquisition of language for EAL pupils can be arranged where necessary or advisable. This may be 1:1 or in small groups.

4. The standard number

The standard number is the number of children the school can accommodate. The standard number for our school is 490. We keep this number under review.

5. Class size

We teach children (aged 3 to 11) in classes that have a maximum number of 20 children.

6. School's contractual terms and conditions

These are accepted when parents formally supply their signature in taking up an offer of a place at Garden House.

7. Complaints

We hope that parents and children do not have any complaints about our admissions process; but copies of the school's complaints procedure can be sent to you on request or are available to view in the school office.

8. Review

This policy is reviewed annually by the Heads, Registrar and Proprietor.

Updated: June 2019

Review Date: June 2020