



Admissions Policy

Person responsible	Head and Registrar
Last update	March 2024
Frequency of Review	Annual
Date of next review by Governors	Spring 2025

Admissions Policy

The normal age for admission is either three years old, in our Preschool, or four years old in our Reception classes and the first requirement for admission is registration on the appropriate form. The School accepts registrations for, and places pupils in, their correct academic year.

Our aim is to ensure that all parents have the opportunity to apply for a place for their son/daughter at the School. No child will be refused entry on the grounds of disability, ethnicity, race, religion or belief.

Admissions

All pupils who enter the School are added to the School's Management Information System. This contains the following details for all pupils:

- Name in full
- Gender
- Name and address of person/s known to be a parent of the pupil, any additional address or new address and the date from which the pupil will live there; if parents do not live at the same address the full name of the parent with whom the pupil will normally live.
- At least two telephone numbers where the parent can be contacted in an emergency.
- Day, month and year of birth,
- Day, month and year of admission or re-admission to the School
- Name and address of the last school or setting attended, if any
- The name of the destination school and date of first attendance where it is practicable to ascertain this information.

Open Mornings are held each term, approximately every three weeks, where parents are invited in to hear from the Head, learn about the ethos and aims of the School, hear about the Admissions process, tour the School, and ask any questions to key members of staff. These are advertised on our website and an enquiry form is available to complete. This form is sent directly to the Admissions Registrar for follow up.

All parents whose children are due to enter Preschool (3 years old, and turn 4 in that academic year) or Reception (4 year old, who turn five in that academic year), or who are called back for an interview after an in-year assessment (occasional places further up the School) who have not had the opportunity to tour the School will be invited to an Open Morning, or given a tour.

Off- Rolling a pupil from the School Roll

The School will inform our local authority, Bromley, via an online form, if we intend to remove a child from the School Roll. The Local Authority will then do a relevant check and be back in touch, giving permission for us to remove the child from the School Roll.

A child is 'off-rolled' for any of the following reasons:

- a child is to be home educated
- the family have moved away and no longer live within a reasonable distance of the school.
- the child has been certified as medically unfit to attend
- the child has a custody court order.
- the child has been permanently excluded.
- the child has transferred to a new school in- year.
- the child has had a managed school move.

We will notify the local authority, Bromley, of any pupil of compulsory school age who enters or leaves the School at non-standard transition times in accordance with Child Missing Education 2016.

The duty to report the deletion of a child's name arises before the deletion from the School Roll.

For admissions not at Preschool or Reception, the Local Authority will be informed within five days of entry onto the School Roll.

Deletion of a pupil's name for non-return to school after authorised leave of 10 school days or more, or after 20 days unauthorised absence (in both cases in the absence of illness or other reasonable causes) cannot arise until the School and Local Authority have made reasonable enquiries about the child's whereabouts and failed. In addition, the School's right to remove a pupil will be subject to the terms and conditions of our own Parents' Contract.

Please see Attendance and Children Missing in Education Policy.

Process For Entry to Preschool (3 years old)

Entry to Preschool, at 3 years' old, is based on a 'first come first served' basis from registrations received before the published closing date, which would usually be by the end of the academic year prior to starting St Christopher's in Preschool.

Registration forms must be accompanied by a copy of the child's birth certificate and the registration fee of £75.

There is a potential of 36 places in the Preschool class (three classes of 12), and there is a waiting list for those who do not get a place. If a place becomes available in Preschool, and there are no siblings waiting, the place will be offered to the next person on the drawn waiting list.

All registrations will be held in their correct year groups. Following the offer and acceptance of a place, parents will be invited to two events in the Summer Term; namely a Cheese and Wine evening and a New Parents' BBQ and Information evening. Here they will have the opportunity to meet the Head, other senior members of staff and the Preschool Teachers.

Procedure for Siblings

The sibling policy is as follows: if a child has a sibling currently in the School or a sibling who was in the School at the time he/she was registered, then he/she will be eligible for a place in Preschool unless all places have already been allocated prior to the registration (first come first serve).

There is no sibling policy for entry at Reception. Entry at Reception requires them to undertake our play day 'assessment'.

Process For Entry at Reception

For Children currently in the Preschool:

These children will undertake the same play based assessment we would expect for those who look to enter at Reception. The play assessment will take place at around the same time for both our prospective pupils and those in Preschool.

Parents are required to put down a deposit for £1000, to secure their place in Reception, following

the assessment.

There may be occasions when the School does not feel that they can adequately meet the needs of your child. In this event, we will offer advice and guidance as to the best course of action for your child's future social and educational needs. If this is the case, the £1000 will be returned after a conversation with senior staff.

For children who are not currently in our Preschool:

Register before the assessment days - these will usually take place in December and March/April.

Registration forms must be accompanied by the registration fee of £75 (non-refundable); this covers the assessment fee and registration.

Children who are entered for the 4+ assessment are assessed through play, social observations, small group interventions, as well as a PE session. We are looking for emerging listening skills, being able to follow instructions, how they interact with peers and adults, as well as some emerging literacy and numeracy skills, whilst recognising that they are only of preschool age.

Once a place is offered, we will also contact the candidate's current school/nursery and send a short academic and safeguarding request for the child to be filled in by the child's teacher in his/her current setting.

The parents meet with the senior member of staff to discuss their aspirations for their son/daughter and an opportunity for parents to ask questions (this is not a part of the child's assessment). This meeting might be before or after the assessment day.

Following the interview with parents, places are offered in Reception making up classes to a maximum of 20 pupils each.

A Waiting List of pupils who do not gain a place is created.

Process For Entry Into Other Classes in School

Other points of entry into the School will only be possible if an occasional place arises. The Registration forms must be completed and be accompanied by the registration fee of £75.

Parents and the pupil will meet the Head initially. Following this there will be a half day in school for Reception and a whole day for Year 1-6. During this time, the pupil will complete an assessment in English and Maths and will spend time in a class, taking part in that day's curricular activities. The School will contact the pupil's current school for a report, and parents are asked to inform their child's current school of the assessment. If a child is transferring from another Independent School, we will also ask the School if there are any outstanding fees payable.

There is no sibling policy, although we do look sympathetically at families where we currently have a sibling in school, for these occasional places.

Pupils who are offered a place at the School will usually begin at the start of the following term; there are exceptions to this in specific circumstances and at the Head's discretion.

Disability

The prospective pupil must meet the criteria required to maintain the educational and general standards for all its pupils commensurate with the ethos to which the School aspires.

The School must also be able to make reasonable judgment that it will be able to educate and develop the prospective pupil to the best of his/her potential and in line with the general standards achieved by the pupil's peers, so that there is every chance that the pupil will have a complete, happy and successful primary school career, and emerge a confident, well-educated and well rounded eleven year old ready for transfer to a suitable senior school. (These criteria must continue to be met throughout the pupil's time at the School)

The School's policy is to apply these criteria to all pupils and potential pupils regardless of any disability of which it is aware, subject to its obligation to make reasonable adjustments not to put any disabled pupil or potential pupil at a substantial disadvantage compared to any pupil who is not disadvantaged because of his/her disability.

The School asks parents to complete a form in respect of a prospective pupil at the time of application. In assessing any pupil or prospective pupil the School will take such advice and require such assessments as it regards as appropriate. Subject to this, the School will be sensitive to any requests for confidentiality. The School believes that there is great enhancement of school education and life by this inclusive policy but with equal importance being given to ensuring that no pupil's education is impaired.

One of the obvious problems which the School has is its lay-out, there are two lifts available which give access to the upper corridor in the Heard building, however, in the older listed building we do not have lift access to the Year 5 classrooms, the computer suite and the Modern Foreign Languages room, which are located on the second floor.

Therefore, if there is a concern that any pupil with impaired mobility is going to be put at a disadvantage by these problems, we will discuss it thoroughly with parents and their medical advisers to assess whether reasonable adjustments can be made for the child if she/he becomes a pupil at the School.

Diversity

Our Admissions Policy reflects the belief that every pupil who attends the School should have opportunities to achieve the highest possible standards, and the best possible qualifications for the next stage of her life and education. Every pupil should be helped to develop a sense of personal and cultural identity that is confident and open to change, and that is receptive and respectful towards other identities. Every pupil should develop the knowledge, understanding and skills that she needs in order to participate in Britain's multi-ethnic society, and in the wider context of an interdependent world.