



Admissions Policy

Person responsible	Head and Registrar
Last update	Feb 2025
Frequency of Review	Annual
Date of next review by Governors	Spring 2026

Our Aim and Commitment

St Christopher's The Hall is an independent, selective, coeducational day school. We welcome applications from any boy or girl who will benefit from an academically rigorous education and who will contribute fully and enthusiastically to the broader life of the School, its extensive co-curricular programme, its ethos of inclusion and respect, and the values that underpin the St Christopher's operation. St Christopher's will not discriminate against children or families on the basis of social background, disability, ethnicity, gender, religion, belief or sexual orientation. The School will always take decisions subject to its obligations under the Equality Act 2010.

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.

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 they need in order to participate in Britain's multi-ethnic society, and in the wider context of an interdependent world.

Discovering the School

Open Mornings are held each half-term, 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 in line with our marketing strategy and online. An enquiry form is available to complete on our website, and this form is sent directly to the Admissions Manager for follow up.

Standard points of entry

Standard entry points to the School are: Preschool, Reception, and Year 3. Candidates would normally be expected to turn the following ages during the academic year immediately preceding the year of entry to the School: 3 years-old for Preschool (3+), 4 years-old for Reception (4+), 7 years-old for Year 3 (7+). The School accepts registrations for, and places pupils in, their correct academic year.

Occasionally, places do become available outside of the standard points of entry; the Admissions Department should be contacted in the first instance to ascertain whether or not a place is available.

Registration for admission

All pupils interested in attending St Christopher's The Hall must formally register by completing an online registration form and making payment of the non-refundable registration fee. No registrations will be accepted without full payment of the registration fee unless some exceptional arrangements have been agreed. All admissions are handled by the Admissions Office which is responsible for maintaining the register of pupils admitted to the School. Submission of the online form is considered as acceptance of the declaration statements contained within it.

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.

There is a potential of 36 places in the Preschool 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. At this point, a deposit is required as well as a completed acceptance form which constitutes the basis of a contract between the School and parents. These secure the place. The deposit is returned, in a timely manner, to parents in the first term of their child attending the Preschool.

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.

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 to provide parity.

Parents are required to put down a deposit to secure their place in Reception, following the offer of a place.

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 deposit 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 (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.

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.

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 online 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/ reference and parents are asked to inform their child's current school of the assessment and any safeguarding concerns. If a child is transferring from another Independent School, we will also ask the School if there are any outstanding fees payable.

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.

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 served).

There is no sibling policy for entry, and pupils will be required to take the assessments stated above, both for the Reception Assessment and the occasional place assessment. However, we do look sympathetically at families where we currently have a sibling in school, for these places.

Admissions Decisions

Decisions for admission are agreed by an Admissions Panel (chaired by the Head) who take into account:

- The pupil's performance in any assessments or interviews that form part of the relevant process.
- A review of the reports and references on the pupil from their previous school (if appropriate).
- Any conversations with parents, along with any statements relating to the pupil's standards of behaviour and attitude.

The final decision whether or not to admit a pupil to St Christopher's is taken by the Chair of the Panel. There is no recourse to an appeal against the decision of the Panel with regards to the offer of a place, including the award of any Bursaries or Scholarships. Once decisions have been taken, these will be communicated efficiently and effectively to parents. We do not provide information or feedback on individual performance or results.

The offer of a place may be withheld from a qualifying candidate where there remain unpaid fees or a history of late payment or difficulty in paying the fees for a sibling who is already a pupil in

the School. Where relevant, the School further reserves the right to establish from any previous school that all fees have been paid, and any offer of a place may be withdrawn if they have not.

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.

Special Educational Needs and Disabilities - Access to the Admission Process

The School does not discriminate against any pupil or parent whose child wishes to register for entry to the School. We welcome enquiries and applications from all children, in line with our Equal Opportunities Policies, and we are committed to the integration of pupils with a wide range of needs, and their involvement in the whole life of the School.

The School aims to eliminate from the admissions process, as far as possible, any substantial disadvantages which may be encountered by applicants with SEN and disabilities. The School will treat every application from an SEN or disabled pupil in a fair, open-minded way. However, the School will assess all pupils for admission on the basis of its standard selection criteria once all appropriate reasonable adjustments have been put in place. The School endeavours to ensure that it is able to fully support the needs of all prospective pupils.

Parents of children with disabilities, SEN or learning difficulties must fully disclose any special educational needs or disabilities (diagnosed or undiagnosed) of their child at the time of registration and may be required to discuss their child's requirements with the School before the School considers the application for a place and before they sit the School's entrance assessments, so that adequate provision can be made for them on the day. Parents are asked to provide a copy of any reports associated with diagnosed or suspected SEN and disabilities including but not limited to reports or communication with your child's current school, medical or educational psychologist's reports. This information should be received prior to their child taking the School's entrance assessment so that the School can consider what adjustments, if any, may be needed to the admissions process.

All paperwork relating to SEN and disabilities for any child seeking admission to the School will be considered by the Head and our Learning Enrichment Department who will discuss the needs of that particular child and the evidence to support the adjustments. The School reserves the right to decide which adjustments are appropriate for our assessments and for our setting based on the information received and in line with our SEND Policy and normal ways of working. Special Educational Needs and Disabilities.

Offers

Before an offer of a place is made, the School will assess whether it is able to adequately cater for and meet any SEN and disabilities (if known) through discussion and meetings with parents, consideration of any professional reports and references from previous schools.

An offer of a place may not be made if the School determines, following consultation with parents, that they are unable to meet and provide for a child's needs in line with the School's SEND policy. The School will always consider its obligations under the Equality Act 2010.

Children of staff

Sons and daughters of permanent members of staff at St Christopher's will be subject to the same assessment procedures as external candidates.

Overseas applications

It is hoped that candidates who are living overseas will be able to visit the School in order to undertake our assessments, however, where this is not possible, this should be discussed with the Admissions Department on an individual basis. Where an overseas candidate is unable to visit the School, the School will attempt to accommodate remotely, should that be more suitable.

St Christopher's does not offer any boarding facilities and it is expected that pupils will live with one or both parents while studying at the School. The School requires overseas candidates to indicate, at the time of application, where and with whom they will live if offered a place. The School reserves the right to refuse an application when it is not satisfied that the legal guardian will take a personal interest in the progress and welfare of the young person. Any offer of a place at St Christopher's is dependent on the candidate satisfying the appropriate UK government visa requirements in place at the time (where relevant). Please note that the School will not assume responsibility for sponsoring visa applications and that a place may be withdrawn if it subsequently comes to light that there is a requirement for the School to offer visa sponsorship.

Children in Need of International Protection

St Christopher's recognises the immense suffering of young people under 18 forced to flee from active war zones and consequently in need of international protection by the UK Government. This policy solely relates to these young people. In accordance with our vision, values, objectives and ethos, we wish to provide opportunities where possible and sustainable for these displaced children to receive an education at St Christopher's. These places are separate to, and based upon different entry requirements, those offered under our normal admissions process. Acceptance of a child under this policy does not invalidate a separate decision not to offer a local child a place under normal entry procedures due to the School being full, or based on normal academic criteria.

Contractual Terms and Conditions

Contractual Terms will be made available to parents as part of the admissions process. No child will be admitted to the School without the Contractual Terms and Conditions being signed.

Our use of data

Our use of your data is in line with our GDPR Policy. In line with guidance issued by the Information Commissioner's Office, 'Retaining Personal Data' (Principle 5), any data provided in conjunction with applications to the School is not retained for more than one year after registration, where that candidate is not made an offer of a place. We use a number of external and internal assessment programmes to monitor pupil progress and advise on pupil potential. We do this to better inform our teaching. Data is considered alongside any other assessments made throughout the year, formal or informal, and as part of the process we also instruct regular comparisons of pupil performance with their ongoing and eventual grade outcomes. Pupil data is supplied to a range of external providers in order to deliver this comparative analysis.

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.

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.