ADMISSIONS POLICY

This policy refers to all of Chandlings Prep sections including EYFS

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Admission to Chandlings Prep is at the discretion of the Head.

This policy has been authorised by "The Radley Schools Group", who may review the selection criteria and procedures from time to time. The admissions process is supervised by the Head.

This policy is on the Chandlings Prep School website. It can be made available in large print or other accessible format if required.

1. Admissions Overview

1.1. Equality, Diversity and Inclusion

All candidates for admission will be treated equally, irrespective of their, or their parents' race; colour; language; religion; gender or sexual orientation, political or other opinion; national or social origin; association with a national minority; property; birth or other status.

Parents should note that Chandlings Prep is a Christian based school and this is reflected in its ethos. All denominations are welcome in the school. We expect all of our pupils to attend our School assemblies and services; however, parents may choose to withdraw their children from collective worship provided prior notification is given to the School.

1.2. Disability and Special Educational Needs

The School currently has limited facilities for the severely disabled. The School will do all that is reasonable to comply with its legal and moral responsibilities under the Equality Act 2010 and Special Education Needs and Disability Code of Practice 2015 (ref: Part 3 of the Children and Families Act 2015), in order to accommodate the needs of applications who have disabilities for which, with reasonable adjustments, the School can cater adequately and in the best interests of the child. The School needs to be aware of any known disability or special educational need which may affect a child's ability to participate in the admissions procedure and take full advantage of the education provided at the School. Full details of any child's disability or special educational need should be provided to the School prior to the admissions procedure, at registration, or subsequently before accepting the offer of a place.

The School will do all that is reasonable to ensure that the information and application procedure is accessible for disabled candidates and will make such reasonable adjustments as necessary. For example, the School may be able to provide an examination paper in a larger font for a visually impaired candidate.

Parents of disabled children are offered the opportunity to discuss their child's needs with the School's Special Educational Needs and Disability Coordinator (SENCO).

Arrangements can be made for discussions between the First Aid Coordinator, the form teacher and the parents prior to entry in order to establish clear procedures and to ensure that the School has the correct medical supplies and any training.

Similarly, if special education needs or a disability becomes apparent after admission, the School will consult with parents about the reasonable adjustments in order to allow the child to continue at the School.

1.3 English as an additional language EAL

All children for whom English is an additional language, are required to learn in English but support will be made available wherever possible. Parents should be mindful that such support may incur additional charges which will be charged to parents as an extra. Please see the Fees List on our website.

1.4 Families

Owing to the family atmosphere of the school, the school tries to provide places for siblings, wherever possible. Although a 'family friendly' policy exists, early registration of siblings is strongly recommended as places cannot be guaranteed without it.

2. Registration and Points of Entry

Parents may apply to register a child for entry at any time before the usual entry point of either 2+ (Nursery) or 4+ (into Reception classes).

If places are available pupils may enter at other ages and at other times during the academic year.

The School seeks to maintain a ratio of boys to girls in the order of 55/45 due to the facilities within the School.

On completion of a registration form and payment of a registration fee, pupils will be registered for entry at a particular date:

- Into Nursery at any date immediately after their second birthday, should space be available
- Into Reception in September if their 4th birthday falls on or before 31 August
- Into Year 3 if their 7th birthday falls on or before 31 August

Some flexibility is offered to those children very young (August birthdays) or old (September birthdays) concerning which year group is appropriate to their needs and abilities. Should a child be placed 'out of year' group their progress, both social and academic, will be closely monitored and the school reserves the right to make adjustments to their year group if this is felt necessary.

3. Admissions

3.1 *Early Years "EYFS" (Nursery and Reception)*

The School's largest intake is through the Nursery and it is expected that pupils will progress from the Nursery to Reception and then to the Prep School. A £1000 deposit is requested upon admission to Nursery to secure the child's place in Reception. This will not be refunded should the child not continue into a Reception class.

The School may ask parents to withdraw their child if, in the professional judgement of the Head and after consultation with the parents, the School is unable to provide adequately for the Pupil's special educational needs or disabilities.

Order of registration is taken into account in the allocation of places.

Parents should complete a registration form following a visit to the School and prior to any assessment or taster mornings.

3.2 *Prep School*

The School assumes that children in Early Years will progress to the Prep School at Year 1.

Prospective parents are encouraged to arrange a visit to the School for a tour and meeting with the Head. Availability of spaces will be indicated at the point of enquiry. If parents feel that Chandlings Prep is the right environment for their child they should complete a registration form and pay the registration fee following a visit to the School. Early registration is advised as allocation of places is by order of registration. Should prospective pupils outnumber places available we operate a "waiting list" policy.

4. Assessment

4.1 *Nursery and Reception (EYFS)*

There is no formal assessment at this age. Children are invited to a taster morning where observations are made during their interactions with their peers.

4.2 *Prep School (Year 1+)*

All registered prospective pupils are invited in for an assessment morning or day depending on their age. The purpose of the visit is to allow the School to assess the suitability of Chandlings Prep to meet the needs of the child. A child will participate in some formal testing comprising Phonics and Maths in Reception, and Maths, English and unaided writing in Years 1 to 6. The day will also provide the child with experience of lessons and sport as well as whatever may be on offer as an extracurricular activity on that particular day. Children who do not meet the criteria are notified at this stage. Successful candidates will be sent an offer letter.

5. Selection and precondition for entry

The School must feel confident that it will be able to educate and develop the prospective pupil to the best of his or her potential and in line with the general standards achieved by the pupil's peers. These criteria must continue to be met throughout the pupil's time at the School particularly with regard to a child joining Chandlings Prep in Year 5 or 6 when the choice of secondary school is being considered.

5.1 In assessing any pupil the School may 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.

5.2 The parents understand and are in sympathy with the ethos of the School.

5.3 The child is of appropriate age and maturity.

5.4 The child is able to access the full curriculum.

5.5 Payment of fees (if applicable) at the present school are up to date.

5.6 The present school reports satisfactory attitudes and conduct on the part of the parents and child. This may require conversations with current schools together with access to assessment documentation and reports as necessary.

5.7 If the School is oversubscribed and we need to decide between two or more candidates who meet our admission requirements, we may give preference to candidates using the following preference factors:

Date of registration
Sibling at the School
Parental or family connection with the School

5.8 We recognise that a candidate's performance or a visit to the School environment may be affected by particular circumstances, for example:

- if he/she is unwell when taking a test or has a lengthy absence from his/her school.
- if there is a particular family circumstance such as a recent bereavement.
- if there is a relevant educational history, for example education outside the British system
- if the candidate has a disability or specific learning difficulties.
- if English is not the candidate's first language.

5.9 We will not consider the child's or parents' race, religion, nationality, ethnic origin, gender, culture, skin colour, area of residence, disability, sexual orientation or socio-economic group.

6. Offers

In accordance with the SEN Code of Practice, 2024, the school will make reasonable adjustments for pupils. However, the School will not offer a place if it is unable to provide adequately or appropriately for the child's physical and educational needs, or, if attending to the child's needs would, to an unreasonable degree, affect the educational progress and welfare of classmates, or the welfare of the staff.

The School will inform the parents of their decision and give details of the reasonable adjustments they are prepared to make or give reasons why the offer of a place will not be made. If an individual child may be
better served elsewhere, then the school will endeavour to offer appropriate guidance to the prospective parents.

Should a child experience severe difficulties at any time during their education at Chandlings Prep, despite the best efforts of teachers and Learning Support teachers and any reasonable adjustments that have been made, then this will be fully discussed over a period of time with the parents and, in some cases, it may be appropriate to find another school more able to respond to the needs of that child.

6.1 *Nursery Offers*

Children, whose parents would like to apply for the 15 hours government funding when they turn 3, are advised to attend Nursery for 3 morning sessions as a minimum. In Nursery, parents may select whichever sessions/days they wish their child to attend. Pupils must attend a minimum of 3 sessions, on separate days, to assist with the child's settling and adjustment. Places are subject to availability and offered on the understanding that an offer of a place in Nursery, typically secures a place in Reception at the appropriate time.

7. Acceptance of a place

Parents who have been offered a place for their child are asked to read the Terms and Conditions and confirm their acceptance by returning their signed Acceptance Form within two weeks of the offer date.

Confirmation of a place must be accompanied by a deposit which is then held for adjustment against the final term's fees. The deposit will be held without payment of interest in the general account of the School until the child leaves the School in accordance with the School's Terms and Conditions.

If the School, for any reason, should be unable to finally accept the child, then the deposit will be returned in full.

8. Deferment

Should parents defer the entry of the School they do so on the understanding it may mean forfeiting a reserved place and the child's name will go onto the bottom of the waiting list for the future year stipulated.

9. Complaints

Any prospective parent wishing to challenge an admission decision should refer to the School's formal complaints procedure.