

# Whole School Admissions Policy

including EYFS and Boarding

Person responsible for this policy:

Paul David  
Headmaster

Date of Policy Review:

April 2018

Next Review Date:

April 2019



Dulwich Prep  
Cranbrook

A prospective parent contacts the Registrar, either via the website, by phone or email, details are recorded on PASS, including name, address, telephone number and the names and dates of birth of the children.

On this basis, the Registrar can then advise the parent of likely dates of entry for the children and whether there is a waiting list in any particular year group. The Registrar will also invite the parents or guardians in for a tour of the school. These tours are held three times weekly during term time.

A prospectus is then sent to the caller, in the back of which will be sufficient Registration Forms for that family's children.

In the next few weeks, the Registrar will follow up by telephone or email to see if parents would like to visit the school. Once an appointment is made, the Registrar will issue details of the parents and their children to all relevant staff in advance of the visit.

As well as requesting basic information about the pupil and parents, the registration form requires parents to answer a number of yes/no questions relating to medical conditions, disability, Educational Psychologist and Speech and Language Therapist Reports. If the parent answers 'yes' to any questions they are required to provide further detailed information separately. Both parents must sign the registration form to confirm that they have parental responsibility for the child.

The admission arrangements for pupils without a Statement of Special Educational Need / EHC Plan do not discriminate against or disadvantage disabled children or those with special educational needs.

Places in each year group are allocated strictly in order of the date of receipt of Registration Forms by the Registrar. The school operates an equal opportunities policy with regard to race, gender and disability. No jumping up the waiting lists is possible, unless a child has a sibling either currently in the school or with a definite vacancy to join the school in the same year. Acknowledgement of receipt is sent to the parents, indicating whether a child has a definite vacancy or is on a waiting list.

There are three main points of admission: Nursery (age 3+, 32 children), children are admitted from the term after their third birthday, in Reception (age 4+, 8 children) and in Year 3 (age 7+, 20 children). Further up the school, there are 12 places in Year 5 (age 9+) and approximately 15 in Year 7 (age 11+).

For entry into Nursery up to and including Year 2, places are given solely on the date of registration – no assessment is made of the children, and parents will receive an offer letter from the Headmaster approximately a year before the child joins the school, asking them to confirm the place with a deposit.

From Year 3 upwards, places are still allocated on date of registration. In Years 3 to 8 children will be invited in for a taster day during which they will take a non-competitive assessment. This assessment takes the form of standardised reading, spelling and maths tests.

Although the selection process is operated on a non-competitive basis, the school reserves the right to refuse entry to a child if, in the opinion of the school, that child will not flourish in the environment of Dulwich Prep Cranbrook. If this situation arises when parents have paid the deposit prior to assessment, the school will refund the deposit. Very occasionally, if a pupil's special needs would be especially demanding and would exceed the normal support the school could offer by way of reasonable adjustment, the School may decide not to offer a place.

Places are then confirmed with an offer letter from the Headmaster, including the Parents' Contract and a copy of the School Rules, and asking for a confirmatory deposit to be paid. Both parents should sign the acceptance form.

Towards the end of the Summer Term, a Joiners' Pack is sent to families of all joiners, containing all the information needed before the child starts at Dulwich Prep Cranbrook, including the Complaints Procedure and School Rules, uniform requirements and Exclusions Policy. For children in Year 1 and above, a confidential report form is also enclosed, for parents to complete and return, giving a fuller background to the child's home circumstances, etc. The completion of this form is not compulsory and information is treated in strict confidence.

All children with definite places will be invited in to the school, during the Summer Term preceding their entry, to meet their teachers and the other children who will be joining at the same time.

Children joining Years 1 and above will be allocated to a Tribe before entry.

A confidential Medical Record booklet is sent to parents of all children joining the school and parents are required to complete and return this to the School Nurse.

Parents are also directed to the Educational Contract and to the Policy on Special Educational Needs which details arrangements for admission of pupils with Special Educational Needs and disabilities.