

# Whole School Admissions Policy

including EYFS and Boarding

Person responsible for this policy:

Paul David  
Headmaster

Date of Policy Review:

May 2021  
updated January 2023

Next Review Date:

January 2024



Dulwich Prep  
Cranbrook

## Policy Statement

This policy applies to all members of our school community, including boarders and children in our EYFS setting.

Dulwich Prep Cranbrook is a co-educational day and flexi-boarding independent school for pupils aged 2.5 to 13 years old, expanding to 16 years old from September 2023. Children may enter the School at any stage between Nursery and Year 9, subject to the availability of places.

## Entry Procedure

A prospective parent contacts the Admissions team via the website, by phone or email. Their details are recorded on iSams, including name, address, telephone number, the names and dates of birth of the children and, where applicable, the child's current school. Following all enquiries, a link to the website is sent to the enquirer, where they can access the online prospectus, fee information, details of our extended day care programme and further information about our Open Events. A link to download the Registration Form from the school website is also provided.

The Admissions team will advise each parent of potential dates of entry for their children and whether there is a waiting list in any particular year group. The Admissions team will also invite the parents or guardians to visit for a tour of the school. These tours are held three times weekly during term time, although there is some flexibility in the times.

The school website directs parents to contact the Admissions team directly, and a contact email address and telephone number are provided. The Admissions team will follow up by telephone or email to see if the parents would like to visit the school. Once an appointment is made, the Admissions team will issue details of the parents and their children to all relevant staff in advance of the visit.

The next step is to complete the Registration Form. 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 do not discriminate against or disadvantage pupils with a Statement of Special Educational Need / EHC Plan, disabled children or those with special educational needs. Support is generally provided within the context of normal classes and it is at the School's discretion whether or not any additional individual support is required above that which the School meets through its responsibility to make reasonable adjustment. Parents will be asked to fund any additional support required for a child (for example, a one-to-one Teaching Assistant). The School reserves the right to charge parents for costs associated with specific additional intervention/s and assessments. Parents of children who are in receipt of an

assessment report at the point of joining Dulwich are asked to sign and return an Additional Support Letter. The letter is provided at the same time as the Contract, which a parent must sign and return to confirm their child's place at Dulwich. The letter requests consent for additional support to be put in place, funded by the parents, should the school be unable to meet the child's needs in the context of normal classes and existing SEN provision.

Places in each year group are allocated strictly in order of the date of receipt of Registration Forms by the Admissions team. 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.

For entry into Nursery and Reception (Nash House), places are given solely on the date of registration. No taster day is required and no assessment is made of the children. Where possible, the Head of Nash House will visit a prospective joiner in their current nursery setting in advance of the offer of a place. Parents will receive an offer letter from the Headmaster before the child joins the school, asking them to confirm the place with a deposit.

From Year 1 upwards, places are still allocated on date of registration. In Years 1 to 9 children will be invited in for a taster day during which those entering Year 3 and above will take a non-competitive assessment. For entry into Years 3 – 6 the assessment takes the form of standardised Reading, Spelling and Maths tests. For entry into Year 7 and above, applicants are asked to sit either the standardised tests or three papers in Creative Writing, Maths and Spelling.

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, the 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 in Years 1 to 9 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.

At the point of a parent confirming that they wish to proceed, a reference is sent to the child's current school for completion, along with a Child Protection Form.

Towards the end of the term prior to which a child is set to join, a Joiners' Pack is provided to the family of the joiner, containing all the information needed before the child starts at Dulwich Prep Cranbrook. This includes the Complaints Procedure and School Rules, uniform requirements and Exclusions Policy. For children entering Nursery or Reception (Nash House) an 'I Can Do Booklet' is issued to the parents for

completion with their child. This booklet is then brought along to a half-hour introductory meeting between the joining child, parents and the Head of Nash House in the term before the child joins Nash House. 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 entry in September. This offers the opportunity 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. Information from the Bursary is also provided, with a direct debit form for parents to complete and return should they wish to pay the school fees by monthly or termly direct debit.

Finally, 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.