



KEW COLLEGE PREP

Admissions Policy

This policy applies to the whole school including the EYFS

This policy is published on the Kew College Prep website and is also available to parents from the School office upon request.

This policy is written with due regard to the following:

The Children and Families Act 2014.

The Equality Act 2010

Working Together to Safeguard Children 2018

Behaviour and Discipline in Schools 2016

Children Missing Education 2016 DfE

Advice on School Attendance 2016

Keeping Children Safe in Education (KCSIE) (Sept 2020) including Annex A

School Attendance: Guidance for schools 2019 DfE

See also the School's policies as follows:

Accessibility Plan (SENDA), English as an Additional Language (EAL) Policy, Equal Opportunities Policy, Good Behaviour, Discipline and Sanctions including Exclusions Policy and Special Educational Needs including Children with Learning Difficulties and/or Disabilities Policy

1. Kew College Prep is a family-oriented, co-educational school for pupils from 3 to 11 years of age. The School does not select by academic ability at Nursery entry. We are very proud of our happy school and of our children who apply themselves and do the best that they can in every sense.
2. Kew College Prep is aware of its duties under the Equalities Act 2010 including pupils and staff with additional needs and makes reasonable adjustments for all.
3. The School will not unlawfully discriminate against, or treat less favourably, any pupil at the school or any applicant to the School, on the grounds of: - race, nationality, colour, ethnic or national origin, disability, gender, the pupil's actual or perceived sexual orientation or the actual or perceived sexual orientation of the pupil's parents (including guardians and carers), the pupil's actual or perceived religion or belief (or lack thereof) or the actual or perceived religion or belief (or lack thereof) of the pupil's parents (including guardians and carers).
4. The School is committed to ensuring that its Admission register is maintained in accordance with the Education (Pupil registration) (England) Regulations 2006 and (Amendment) 2016.

5. Confidential information regarding safeguarding issues from previous educational settings will be sought prior to entry for all children entering Kew College Prep.
6. It is important to us that the families choosing to send their children to our school support our educational philosophy and Behaviour Policy. We recommend that they visit our website and read our prospectus in advance of coming to see us.

Our aims are:

- To provide our children with a well-balanced, broad and enriching educational experience at a high level
- To create a friendly and caring environment that is relaxed but purposeful and in which children feel happy and enjoy working with each other
- To ensure that our children feel valued and are supported in developing a healthy self-esteem and confidence to make their own informed choices
- To actively promote the fundamental British values of democracy, the rule of law, individual liberty, and mutual respect and tolerance of those with different faiths and religions
- To instil in our children a sense of commitment, responsibility and resilience to equip them with the appropriate skills for the next stage in their education

7. The Admissions Process

Nursery intake

- 7.1. **The main point of entry at Kew College Prep is into our Nursery** at the beginning of the academic year following their third birthday. All parents interested in a place should register their child as soon as possible after birth and pay the appropriate registration fee as specified on the Kew College Prep website, which is non-refundable. This can be done by either downloading a Registration Form from our website www.kewcollege.com or by calling the Registrar at the school and requesting a copy of the Registration Form. A copy of our Prospectus is available on the website or by request from the Registrar.
- 7.2. **For Nursery intake**, parents of children registered are invited to an Open Morning in the year before entry and Nursery places are offered in the Spring Term for entry 18 months later. A visit to the school will give parents the opportunity to see the school in action, meet the Head, other members of staff and current parents. Places are generally only offered to children of parents who attend Open Days or have attended a separate tour of the school.

7.3. Priority is given as follows:

- To siblings of present pupils at the school
- To siblings of past pupils at the school
- To children of past pupils at the school

7.4. We have two Nursery classes – Nursery Red in the morning and Nursery Yellow in the afternoon. We offer 50% of our sibling places to the morning Nursery Red and 50% to the afternoon Nursery Yellow. The allocation is determined by ballot. The aim is to have an even mix of children from existing and new families in each of the Nursery classes.

7.6 For Nursery children, the first full term's fees are payable at the beginning of the Summer Term before the child begins school. After that, fees are payable termly in advance and must be received by the first day of term. A full term's notice must be given prior to the removal of a pupil from the School, otherwise a full term's fees in lieu of notice will be charged.

Occasional places further up the School

7.7 Parents wishing to proceed with an application will be given the opportunity, with their child, to experience a tour of the school and meet the Head. Each child is then invited for an informal 'getting to know you' session, the length and style of which is determined by the age of the child. The school will request a confidential reference from the Head of the child's previous school.

7.8 Offers are made on the basis of a child's potential to benefit from the educational opportunities offered by Kew College Prep and the parents' values and aspirations complimenting those of the school. Once an offer of a place has been made, the acceptance must be received within 7 days, together with a deposit of 50% of a term's School fees. This deposit will not be refunded if the place is not taken up and for pupils attending the school it will be held until the pupil leaves the school. We also require a signed Acceptance Form which contains the School's contractual terms and conditions.

7.9 Fees are payable termly in advance and must be received by the first day of term. A full term's notice must be given prior to the removal of a pupil from the School, otherwise a full term's fees in lieu of notice will be charged.

Removal of a pupil from the school or addition of a pupil at non-standard transitions

- 8.0 In cases where a pupil's name is removed from or added to the Admissions Register at non-standard transitions, ie where a compulsory school-aged child leaves before completing the school's final year or after the beginning of the school's first year, the School is obliged to notify the local authority (The Royal Borough of Richmond upon Thames). It is the Schools right under regulations, to delete a pupil for non-return within 10 school days or more, or after 20 school days of unauthorised absence.

Registrar contact information

If you have any questions regarding the admissions process, please contact the Registrar who will be happy to answer your queries and will send you a copy of our Terms and Conditions if required.

Telephone: 0208 940 2039

Email: registrar@kewcollege.com

Alternatively, you may write to:

The Registrar, Kew College Prep, 24-26 Cumberland Road, Richmond, Surrey, TW9 3HQ

Reviewed by:	Approved by:	Updated by:
The Full Governing body	Name: Jane Bond	Name: Jane Bond
	Title: Head	Title: Head
Date: 27 Nov 2021	Date: 1 Sep 2022	Date: 1 Sep 2022

This policy will be reviewed by the governing body every 3 years or earlier if it is considered necessary.