



## 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 2022***

***Children Missing Education 2016 DfE***

***Working Together to Improve School Attendance 2022***

***Keeping Children Safe in Education (KCSIE) (Sept 2025) including Annex B***

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 Equality 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. If applicable, confidential information regarding safeguarding issues from the previous educational setting 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 nurturing 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 all people
- To inspire in our children a sense of commitment, responsibility and resilience preparing 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, or from their third birthday if an earlier start is preferred. **We also have an intake into Reception.** 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 completing the online Registration Form from our website [www.kewcollegeprep.com](http://www.kewcollegeprep.com). 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 see the school before entry and Nursery places are offered upon registration (subject to availability). 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 have visited 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 an all-day Nursery class, with options for part-time nursery attendance. When oversubscribed, the allocation is determined by ballot.
- 7.5. For Nursery children, once an offer of a place has been made, the acceptance must be received within 14 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.

- 7.6 Fees are payable in accordance with the parent Terms and Conditions which are made available to parents as part of the admissions process.

### **Occasional places further up the School**

- 7.7 Parents wishing to proceed with an application will be given the opportunity 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 14 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 in accordance with the parent Terms and Conditions which are made available to parents as part of the admissions process.

### **Bursaries**

- 7.10 Kew College Prep offers a limited number of means-tested bursaries to allow children from households with modest assets and incomes to benefit from the wonderful experience that Kew College Prep provides.

To be considered for a bursary, the child must apply for Year 3 or 4 entry and will be subject to an academic assessment to identify their potential. A full financial circumstances form will also be needed. Bursaries are awarded at the discretion of the Governors and are not eligible to parents applying from overseas.

Full details of the bursary application process are available on our school website.

**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@kewcollegeprep.com](mailto:registrar@kewcollegeprep.com)

Alternatively, you may write to:

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

<b>Reviewed by:</b>	<b>Approved by:</b>	<b>Updated by:</b>
The Full Governing body	Title: Head	Title: Registrar
Date: 19 Apr 2023	Date: 8 Oct 2025	Date: 8 Oct 2025

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