

# FOREST PREPARATORY SCHOOL

## Admissions Policy

This policy applies all pupils in the school, including those in the EYFS



**bellevue**

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## **Admissions and Entry Procedure – Forest Preparatory School**

Forest Preparatory School and its EYFS setting is a community which recognises each individual's needs and in which the talents and abilities of children and adults are encouraged. The care for each child is central to the school's aims and provision and as a caring and welcoming community. Our curriculum and pastoral approach fosters the individual's sense of identity and awareness, alongside the important role they play as part of the community. This recognition and appreciation of individuality is central to the school's ethos and is reflected in the procedures through which we welcome, admit and induct children and their families into our community.

The purpose of this policy is to enable the school to welcome, identify and admit children who will benefit from the education offered at Forest Preparatory School and who will contribute to and benefit from the ethos and activities of our school community. We will only admit a child and their family who meet these criteria.

### **Equal Opportunities**

We welcome children from many different ethnic and racial groups, backgrounds and creeds. Human rights and freedoms are respected but must be balanced with the lawful needs and rules of our school community and the rights and freedoms of others. The School is committed to being an Equal Opportunities Education provider and is committed to equality of opportunity for all members of the school community. The school recognises and accepts its responsibilities under the law, in line with the 1976 Race Relations Act and in line with the Equality Act 2010; all candidates for admission will be treated equally, irrespective of their, or their parents' age, gender, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race or ethnicity, language, religion or belief, national or social origin, sexual orientation, property, birth or other status. We expect all of our pupils to attend all assemblies and outings, and to take full part in compulsory aspects of the curriculum. This is in line with the School Equal Opportunities and Anti-Discrimination Policy.

### **Special Education Needs and Disability (SEND)**

The School currently has finite resources for pupils with SEND and will do all that is reasonable to comply with its legal and moral responsibilities under equality legislation in order to accommodate the needs of pupils with SEND for which, with reasonable adjustments, the School can cater adequately. Within this the School will consider the needs of existing pupils, so that they are not disadvantaged. The physical layout of the site and buildings may restrict the movement of individuals with particular difficulties with mobility. The School has a three year plan in compliance with the Special Educational Needs and Disability Act 2001

The School defines a reasonable adjustment as one which can reasonably be undertaken within the normal staffing, facilities and resources of the School. Where the School needs to draw on additional expertise or resources, the cost will be passed on to parents or carers. The School needs to be aware of any known SEND which may affect a child's ability to participate in the admissions procedure and take full advantage of the education provided at the School, if enrolled.

Parents or carers of a child who has any SEND should provide the School with full details **prior** to the admissions procedure at registration, or subsequently before accepting the offer of a place. The School require this information so that, in the case of any child with particular needs, the School can assess those needs and consult with parents or carers about the reasonable adjustments which can be made to ensure that the application procedure is accessible

for the child and the School can cater adequately for the child's needs, should an offer of a place be made. A failure to disclose full details may result in the withdrawal of a place.

The School will do all that is reasonable to ensure that the information and application procedure is accessible for candidates with SEND and will make such reasonable adjustments as is necessary. For example, the School may be able to provide an examination paper in large font for a visually impaired pupil. Similarly, if any Special Educational needs or disabilities become apparent after admission, the School will consult with or guardians about reasonable adjustments that may allow the child to continue at the School.

Where specific needs are identified and can be met with 'reasonable adjustment' by the School there will be no additional costs for support. Where it is deemed most appropriate for intervention from outside resources, the cost for these services will be the responsibility of the parents or carers.

## **Joining Forest Preparatory School**

**Application (including Waiting Lists):** If a place is available in the child's age group, please complete and sign the Registration Form and return it to the School, together with a deposit of £500 (BACS is a preferred method of payment). If a place is not available, please complete and sign the Registration Form and return it to the School (a deposit is not required). The Registration Form must be signed by at least one parent.

On receipt of the Registration Form your child's name will be placed on a waiting list for their age group. They will remain on this waiting list as the age group moves through the school, unless the School is otherwise informed. Usually positions on the list are allocated on a first come first served basis, subject to the following criteria being given precedence.

- A child with an existing sibling within the school wishes to join

**School Visits:** Parents may view the school on Open Days or on tours of the school which take place on a regular basis. Prior to admission children joining the Nursery will spend a session in the setting, while older children will spend a full day in the school. These may take place virtually in adherence to government guidance on coronavirus and educational settings.

**Assessment:** If you are applying for a place other than Pre Prep (Nursery and Kindergarten) or Reception your child will undergo an informal assessment at the school; this involves

- an informal academic assessment
- a general interview to explore the candidate's interests, attitude to school, personal qualities, ability to contribute to the school community, support available at home and any relevant connection with the school.

The school will also require your child's last school report, Early Years Profile information and a reference form will be sent to your child's existing school requesting further information on your child's academic and social progress.

**Pupils Applying from Abroad:** Individual arrangements will be made for families applying to join the school from abroad.

**Sibling Policy:** The school offers siblings priority for entry to the school, but the onus is with parents to inform the school of any siblings they may wish to be considered for entry.

**Disclosures:** Parents must as soon as possible disclose any particular known or suspected circumstances relating to their child's health, allergies, disabilities or learning difficulties.

The maximum class size within the school is usually 24.

**Offer and Acceptance:** If the school offers your child a place a confirmation letter along with an Admissions Form will be sent to you. To accept the offered place a completed Admissions Form, signed by both parents, along with a copy of your child's birth certificate should be sent to the School Office. A deposit is also required to secure the place; details of the deposit are outlined within the offer letter.

**Reception place offer:** During the Autumn term of Kindergarten, children will be asked to confirm their acceptance of a place in our Reception class for the following September. Upon confirming, parents will receive written confirmation that the Reception place is theirs. Should parents not confirm acceptance by the end of the Autumn term, they acknowledge that their child's Reception place will be released to the next interested party on our waiting list. Please note, parents whose child/ren will not be continuing into Reception class at Forest will still be liable to give a full terms notice regardless of whether they have or have not accepted the Reception place in line with our terms and conditions.

**Deposit and Cancellation:** Please refer to the School's Terms and Conditions for information as to how the Deposit will be held and in what circumstances it will be refunded. Further information is also provided in the Terms and Conditions about cancellation of a place that has been accepted.

**Exclusion:** In registering your child for a place at the school you are agreeing to abide by the school's regulations and policies and to ensure, in so far as is reasonably practicable, that if your child is offered a place at the school they will be both diligent in their studies and responsible in their attitude and behaviour. Should this become a problem we will make every effort to counsel your child and yourselves and encourage them to modify their behaviour. However, you must accept that it may become necessary for your child's place at the school to be withdrawn and for them to be educated at a school which is more appropriate to their needs. The Headteacher's decision in this matter will be final. See the School's Exclusions Policy.

**School's Terms and Conditions:** This admission policy must be read in conjunction with the School's Terms and Conditions by which all parents and pupils must abide in relation to treatment of staff and pupils particularly at the school.

**School Fees:** Parents are liable for school fees from the beginning of the term or half term in which their child is enrolled and starts attending the school, except in cases where a child joins mid-term. In such instances, fees will be charged from the date the child begins attending. Fees cannot be altered due to holidays taken at the beginning of term which will restrict a child's attendance. Parents whose children are in EYFS who will not be taking advantage of Working Parent Entitlement or Universal Hours, will not be charged for optional lunchtime care or the optional consumable as this is included in the full day cost.

**Universal Hours and Working Parent Entitlement:** From January 2026 we will continue to offer the 15 free hours funding for Nursery and Kindergarten, term time only. Due to new legislation, where applicable, these hours will be free, rather than deducted from your bill. The 15 free hours will only be available during Full Day sessions in the afternoon with a maximum of 3 hours able to be claimed each day. More information can be found in our Early Years Funding Entitlement policy.

**Additional Services:** Forest Preparatory School provides extra-services in Nursery and Kindergarten for the most effective provision and support of all children who are in receipt of the government 15 free hours. Government funding does not pay for all the things that make Forest a special place. From our outside environments, on-site chefs who prepare freshly cooked meals, quality lunchtime care, as well as our Education specialists including French, PE, Music, Art, Phonics, Outdoor Learning Programme, Maths and Literacy.

Additional service charges include charges for

- Lunchtime care.
- Daily consumables.

Parents are free to provide their own lunchtime care and consumables instead, and none of the above services must be provided as a condition of your child accessing their EYFE place.

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