

COGNITA
TEACHING EXCELLENCE



DOWNSEND
SCHOOL

Admissions Policy

September 2017

1.0 Policy statement

- 1.1 Downsend School is a mixed ability, non denominational school that welcomes children from all backgrounds. The school has four sites; the Prep School site in Leatherhead and three Pre-Prep sites in Leatherhead, Ashstead and Epsom. Children from age 2-6 years attend one of our Pre-Preps schools before moving up to the Prep school at age 6 years. This policy applies to all pupils, including those in our Early Years Foundation Stage. We admit pupils with an additional educational need and/or disability provided both parents and school conclude that we can provide appropriately for the child's specific needs.

2.0 Enquiries

- 2.1 All enquiries and applications should be made to the Admissions Registrar. The Admissions Registrar will ensure that you have all the information you need.

3.0 Visits

- 3.1 Prospective parents are encouraged to visit to see the school in action and to meet the Head. Termly there is an Open Day or Open House week which is an opportunity to tour the school on an informal basis. Alternatively you might like to make an appointment for a personal tour. Please contact the Admissions Registrar to arrange this.

4.0 Registration

- 4.1 Following a visit, parents wishing to register their child should complete a Registration Form and return it with a payment for the registration fee. The registration fee covers the cost of administering the registration procedure, including the waiting lists and is non-refundable. Registration is an indication of interest and is not a guarantee of a place.
- 4.2 The school will respond by confirming that the child's name has been placed on the admission list for the relevant term and year. If the year group is fully subscribed, they will be placed on a waiting list. A place is confirmed once a formal offer has been made by the school and a deposit has been received in return.

5.0 Admission to Nursery & Pre-Prep

- 5.1 Children are welcomed into the Nursery from the age of 2. No formal assessment of children is undertaken although parents will be asked about their child's general development and any identified special needs prior to a place being offered. Places are not automatic, in some rare cases a place will not be offered if we judge that a child's development is below expectation or that they will not flourish in the environment we offer.

6.0 Introduction Session - Pre-Prep Reception and Year 1

- 6.1 For new children registered to join in Reception or Year 1, we offer a familiarisation session designed to assess mutual fit between school and family and for the children to become comfortable with staff and school surroundings and for us to observe them.

7.0 Transition from Nursery classes to Reception

- 7.1 Transition from Rising Reception (age 3-4) to Reception (age 4-5) is automatic. Children are assessed based on an ongoing observation of their learning and development.

8.0 Transition through to Year 1

- 8.1 It is anticipated that all pupils will transition through the school and reap the rewards of the education on offer. Should this prove not to be the case, parents will be informed of any concerns at the earliest opportunity and at the latest before the end of the Spring Term if there appears to be any reason why the pupil may be refused a place in the subsequent

year groups. In rare cases it may be that a pupil's progress or behaviour means that transfer to the next stage of the school is not deemed appropriate.

9.0 Admission to the Prep School – Lower School

- 9.1 Places at Year 2 are automatic for Downsend Pre-Prep children transferring up unless there are serious academic or behavioural issues.
- 9.2 For children joining from other Schools at age 6+ for Year 2, we will request a school report and reference and our Head of Lower school will meet the child.
- 9.3 Children joining from other Schools at 7+ (Year 3) will be required to sit an entrance test in Reading, Writing and Mathematics to identify a baseline attainment level. We also request a current school report and reference. 7+ entrance tests take place in the Autumn and Spring Term preceding the September of entry and the children will have an opportunity to meet staff and other children and familiarise themselves with school. At the same time, we will observe the children to ensure we are confident they can cope with the curriculum within our busy school day.

10. Admission to the Prep School - Upper School

- 10.1 Children joining our Upper School (Years 6-8) will be invited in for an assessment and Introductory day where they will sit tests in English and Mathematics, familiarise themselves with school, meet staff, other children and be invited to an interview with the Headmaster or Head of Upper School.

11. Overseas pupils

- 11.1 Children from overseas must have a working knowledge of English and will be required to undertake a language proficiency assessment before a place is offered. This will include a written assessment and may also include an interview in person or via electronic media.

10.0 Allocation of places

- 10.1 In the event that the number of children registered for any year group exceeds the places available, the following criteria will be applied:

Pre- Preps

- Sibling in Downsend Prep School
- Intention to progress from First Steps Nursery years to Reception and Year 1
- Length of time registered for a place
- A child requiring a full time place may be given priority over a child requesting a part time place, provided sufficient sessions are available

Prep School

- Results obtained in standardised tests
- References from Previous Schools
- Siblings at any of the Downsend schools
- Previous Downsend School pupil
- Children of Alumnae
- Length of time child has been registered

11.0 Offer

11.1 The parents of each applicant will be informed within two weeks of their application whether a place is available. The school will advise the reasons if it has to decline a request for admission.

12.0 Waiting list

12.1 If no place is available, parents may place their child's name on the waiting list for the school. The school cannot guarantee when a place may become available.

13.0 Appeal

13.1 There is no appeal process for admission to the school. The decision of the Headteacher is final.

14.0 False information

14.1 Where the school has made an offer of a place on the basis of a fraudulent or intentionally misleading application, which has effectively denied a place to a child with a stronger claim, the offer of a place will be withdrawn.

15.0 Overseas pupils/Pupils with English as an additional language

15.1 We welcome pupils from a wide variety of cultural backgrounds, including overseas pupils and those with English as an additional language (EAL). Children entering the School must have an appropriate working knowledge of English and parents must be committed to supporting further English study at their cost, if necessary.

16.0 Special educational needs and disabilities

16.1 Subject to our entry requirements being met, we welcome pupils with special educational needs or physical disabilities. We advise parents of children with special educational needs and/or physical disabilities to discuss their child's requirements with the school before registering for a place. This will enable the school to determine whether the school can make reasonable adjustments to ensure that the child can flourish as a learner. Where necessary, parents will be asked to provide a copy of an Educational Psychologist's report or a medical report and the school may need to discuss provision with external agencies. The cost of such reports is the responsibility of the parent. Where specific provision is required, parents may be asked to pay an additional charge to meet these needs (staffing and/or resources). In some cases, the school may receive funding from the local authority to provide additional support.

17.0 Admissions Register

17.1 The school maintains an Admissions Register in line with regulatory requirements. See Admission, Attendance and Children Missing from Education Policy for further detail of statutory requirements.

| Ownership and consultation | |
|--|--|
| Document sponsor (role) | Director of Marketing and Admissions |
| Document author (name) | Karen Gray |
| Consultation – Oct 2016 (Original policy) | The following schools were consulted Cumnor Boys School, Colchester High School, Clifton Lodge Prep School, Duncombe Prep School, Kings School, Kingscourt School, Meoncross School, and North Bridge House Senior School. |
| Consultation – May 2017 (Review) | The following schools were consulted as part of review: Akeley Junior, Kingscourt, Southbank Westminster, Meoncross, Downsend Ashted Pre-Prep, Clifton Lodge Prep School. Representative of Education Team – Robin Davies, ADE. |

| Audience | |
|-----------------|--|
| Audience | Parents of pupils at Cognita schools School staff |

| Document application and publication | |
|---|-----|
| England | Yes |
| Wales | Yes |
| Spain | No |

| Version control | |
|------------------------|--|
| Version | For implementation 01.01.2017 Updated for implementation 01.09.2017 |
| Review date | Review and update for implementation September 2018 |