

# COGNITA

## **Applications and Admissions Policy**



## **November 2025 UK**

### 1 Introduction

North Bridge House Senior Canonbury is an independent co-education school for children aged 11-18.

#### 1.1 The aims of this policy are:

- to set out the criteria and procedure for enquiries, pre-registration events, applications, and admissions which are clear, fair, and ensure compliance with the Equalities Act 2010; and
- to ensure that the abilities and aptitudes of children (hereafter termed the '**applicant** (s)') joining North Bridge House Senior Canonbury (hereafter termed '**the School**') matches the ethos and standards of the School and may benefit from the opportunities offered at the School, able to make a positive contribution to the life of the School.

#### 1.2 References to parents in the policy means a parent or legal guardian (or the parents or legal guardians) of an applicant to the School.

#### 1.3 This policy is available on the School website and also on request from the School office. It can be made available in large print or other accessible format, if required.

### 2 Equal Treatment

#### 2.1 The School welcomes applications for admission from pupils of all backgrounds. This policy applies to all pupils.

#### 2.2 All applicants for admission will be treated equally, irrespective of their, or their parents', sex, race, sexual orientation, religion or belief, pregnancy or maternity, gender reassignment, or any disability or social background. Applicants will also be treated equally in respect of their parents' age, sex, gender, or marital or civil partnership status.

#### 2.3 If an applicant has any allergies, special educational needs, or a disability, parents or guardians must notify the School on the Application Form, providing full written details in the dedicated space provided on the form.

#### 2.4 Parents must let the School know about any particular requirements which may affect an applicant's ability to participate in a taster/trial session or day in School and/or their ability to participate in any pre-admission assessments so that the School can make appropriate provision for them.

#### 2.5 Where necessary, parents will be asked to provide a copy of an Educational Psychologist's report, or a relevant medical report or any Education Health Care Plan (ECH Plan) (draft or otherwise) which may be in place with respect to the applicant, and the School may need to discuss provision with external agencies. This is so that the School can assess the applicant's needs, what support is required and consult with parents about the adjustments which can reasonably be made and so that the School can ensure, for example, that their child will be able to adequately access the education and opportunities offered at the School and that the School is able to ensure their health and safety, and the health and safety of others (including staff and pupils). The cost of such reports will usually be the responsibility of the parent.

- 2.6 Where a prospective applicant is disabled, the School will discuss with parents (and their child's medical advisers, and/or the Local Authority, where appropriate) the adjustments that can reasonably be made for the applicant if they become a pupil at the School, to ensure that the prospective pupil is not put at a substantial disadvantage compared to a pupil who is not disadvantaged because of a disability.
- 2.7 There may be exceptional circumstances in which the School is not able to offer a place for reasons relating to an applicant's disability or special educational needs. For example, if, despite reasonable adjustments, we feel that a prospective pupil is not going to be able to adequately access the education offered, or that their health and safety, or those of other pupils or staff may be put at risk, we may not be able to offer a place at the School.
- 2.8 Sometimes, the situation of pupils with disabilities and/or special educational needs changes. The School requires parents to be pro-active and transparent in updating the School as to any relevant changes which mean that the information provided during the application process is out of date or incomplete. In the vast majority of cases, this will not affect a pupil's place at the School (where a place has been offered). However, the School may, in exceptional circumstances, need to reconsider the offer of a place if a pupil's circumstances change materially. It is in the pupil's interests that any such decision is made as early as possible to avoid any disruption to their education, so parents are urged to be forthcoming in their communications with the School about any material change to their child's circumstances.

### 3 Enquiries

All enquiries and applications, including within year applications, should be made to the Admissions Manager. Further information about the School's application process can be found on the School's website.

### 4 Visits

Prospective parents of applicants are encouraged to visit to see the School in action and to meet the Headteacher. Open Days take place regularly and they are an opportunity to tour the school on an informal basis. Details about scheduled open days are published on the School website. Alternatively you might like to make an appointment for a personal tour. Please contact the Admissions Officer to arrange this.

### 5 Application

- 5.1 Following a visit, parents wishing to register their child should first complete an Application Form and return/submit it online 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. An application is an indication of interest and is not a guarantee of a place. The Application Form and details of the registration fee and how to pay the fee are available on the School website.
- 5.2 The School will respond to the parents by confirming that the applicant'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. If this is a within-year application, the parents will be notified if there is a place for the applicant.

### 6 Taster Days

We offer Taster Days as an opportunity for children to visit their proposed year group and participate in lessons and activities throughout the day.

### 7 Entry at Year 7 to North Bridge House Senior Canonbury

- 7.1 Applicants should have reached the age of eleven before 1 September in the year of entry. North Bridge House Senior School delivers a broad and balanced curriculum (that leads to GCSEs) with a range of extra-curriculum opportunities. It expects that prospective pupils should demonstrate a willingness to fully engage with the curriculum offer.
- 7.2 The pupil should have a satisfactory behaviour record from his or her current school as well as a suitable reference (request by NBH) from the Head of School. This reference will explore the pupil's potential and willingness to engage with the broad and balanced curriculum at our school. Consideration will be given to the most recent school reports.
- 7.3 If appropriate, further information may be sought through additional communication with the Headteacher or SLT at the candidate's current school.
- 7.4 The pupil should present themselves positively and engagingly at interview, and the ability to interact socially in a productive and respectful manner.
- 7.5 Priority places will be awarded to existing North Bridge House pupils and siblings of existing North Bridge House pupils. Pupils who have joined North Bridge House Prep after the start (September) of Year 5 will be considered as external applicants, though being NBH pupils, will be considered on a case-by-case basis by the Head of School and the recommendation of the Head Teacher of the Prep School.

### 8 Entry at Year 12

- 8.1 Applicants wanting to join our Sixth Form will have completed their GCSEs or equivalent qualifications in their home country. Pupils should have achieved five subjects at Grade 6 or above, including either Maths and/or English at Grade 6. They should also have reached a minimum Grade 6 in the subject they want to study at A level. All students wishing to join the Sixth Form should be registered by the Autumn Term prior to proposed year of entry.
- 8.2 The admission procedure takes place throughout the following Spring and Summer Terms. All applicants will be required to nominate their A-level choices on their application forms so that they may be interviewed by the relevant subject teachers during the assessment process. A general interview with the Headteacher, Head of Upper School or another member of SLT will take place. References will also be sought from current schools. Places will be offered to those who are successful at interview and have satisfactory references from their current schools. Places will not be confirmed until the candidate receives the necessary GCSE grades listed above.
- 8.3 Satisfactory performance in Year 12 is a prerequisite for continuation into Year 13. Progression will be decided through discussion with the Head of Sixth Form and subject teachers.
- 8.4 Applications from students at North Birdge House Senior Schools in both Cnaonbury and Hampstead will be given priority for places into Year 12. However, they must still meet the GCSE requirements set out above.
- 8.5 Applications are made via the admissions team and will be processed on receipt of the registration fee.

### 9 Transition through Year Groups

- 9.1 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.

### 10 Admission to other Year Groups

- 10.1 Occasional places for Years 8, 9 and 10 may arise at any time during the school year as well as for a September start. The same assessment procedure and criteria are applicable.

### 11 Allocation of Places, Offers, and Waiting List

- 11.1 A place is only available once a formal offer has been made by the School and the required deposit has been received by the School in return.
- 11.2 In the event that the number of children registered for any year group exceeds the places available, a criteria will be applied in a specific order. These could include:
- Looked after child (LAC)
  - Siblings in the school (providing that we consider NBH to be the appropriate school and that we can offer the necessary support it required)
  - Children of Alumnae
  - Those for whom NBH was first choice
  - Length of time the child has been registered
  - References from previous school
- 11.3 The parents of each applicant will be informed within 72 hours of their application whether a place is available, including those made within year. The School will not be obliged to state its reasons for declining a request for admission.
- 11.4 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.
- 11.5 The School reserves the right to withdraw an offer of place in circumstances when the School becomes aware that any material information which is provided as part of the child's application is intentionally false or misleading or important information about the child's needs or circumstances is not disclosed at the time of the application.

### 12 Appeal

There is no right to appeal a decision not to admit a pupil to the School. The decision of the Headteacher is final. The School's complaints procedure is not available for prospective parents or in respect of prospective pupils.

### 13 Overseas Applicants

We welcome overseas pupils provided that they have the legal right to enter and study in the UK and, where parents are resident outside the UK, have an education guardian who has legal authority to act on behalf of the parents. More details are contained in the School's Parent Contract.

### 14 Fluency in English

- 14.1 In order to cope with the academic and social demands of the School pupils must have an appropriate working knowledge of English and parents must be committed to supporting further English tuition. Tuition in English as an Additional Language (EAL) can be arranged at the parent's expense.
- 14.2 Applicants may be required to undertake a language proficiency assessment before a place is offered. This includes a written assessment and may include an interview, either in person or online.

### 15 The Parent Contract

The terms upon which the School educates each child are set out in the School's Parent Contract as amended from time to time, which will be made available to parents as part of the admissions process.

### 16 Admissions Register and Record Keeping

- 16.1 The School maintains an Admissions Register in line with regulatory requirements.
- 16.2 Applicant's details will be held on file with due regard to data protection legislation, the School's Privacy Notice and Data Retention Policy. The School will not hold the personal data of a child or parents for longer than is necessary for a lawful purpose.
- 16.3 For each pupil, the Admissions Register must contain:
- Name in full;
  - Gender;
  - Name and address of every person known to the proprietor to be a parent of the pupil (and an indication of which parent the pupil normally lives with, and which parents hold parental responsibility as defined by Section 3 Children Act 1989)  
Note: parents holding parental responsibility, even if not actually caring for the child, have a right to receive relevant information from the School in respect of any pertinent matter affecting the child, unless a court order indicates otherwise. Where a parent notifies the School that a pupil will live at another address, in addition or instead; the new address, the full name of the parent with whom the pupil will normally live with in future and the date from which it is expected the pupil will normally live there, where it is reasonably practicable for the School to ascertain this information;
  - At least two emergency contact numbers for pupils with two or more parents, i.e. one per parent or at least two emergency contact numbers for children with single parents (where possible);
  - Day, month and year of birth;
  - Day, month and year of admission or re-admission to the School;
  - Name and address of the School last attended, if any; and

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- The name of the destination school (or additional school, in the case of dual registration) notified by a parent and the first date of attendance, where it is reasonably practicable for the School to ascertain this information (a new requirement from September 2016).

16.4 The name of a pupil must be included in the register from the beginning of the first day on which the School has agreed, or has been notified, that the pupil will attend the School. For most pupils the expected first day of attendance is the first day of the School year. If a pupil fails to attend on the agreed or notified date, the School should undertake reasonable enquiries to establish the child's whereabouts and consider notifying the local authority at the earliest opportunity (see Child Absent from Education, Children Missing Education, and Attendance Policy).

16.5 The School will inform their local authority (where the School is situated) when a pupil's name is going to be deleted from the Admissions Register on certain grounds. In summary, these are:

- When the child has been taken out of school to be home educated;
- When the family has apparently moved away;
- When the child has been certified as medically unfit to attend;
- When the child is in custody for more than four months; and
- When the child has been permanently excluded.

Schools must notify their 'own' local authority when they add or remove a pupil's name from/to the Admissions Register at non-standard transitions, i.e. where a compulsory school-aged child leaves a school before completing the School's final year or joins a school after the beginning of the School's first year.

Where the School receives an in-year application, they must inform the local authority, including the outcome of the application, to ensure that the local authority is aware of any children who may not have a school place. Note; not all local authorities are requiring this notification- each school will check directly with their specific local authority and have written evidence.

16.6 The lawful grounds for removing a pupil, including the original ones above, and the information to be reported to the local authority, are set out in detail in Children Missing Education (DFE2025). Schools are also under a duty to provide information to the local authority for standard transitions if requested.

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| Switzerland                          |                                                                                                     |

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| Italy                        |                                                                                                                                  |
| Greece                       |                                                                                                                                  |
| USA                          |                                                                                                                                  |
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| Related documentation        | Children Absent from Education, Children Missing Education and Attendance Policy<br><br>Safeguarding and Child Protection Policy |