

COGNITA



**North Bridge House
Nursery, Pre-Prep and Prep**

Admissions Policy

September 2018

1 Policy Statement

- 1.1 We welcome applications for admission from pupils of all backgrounds. 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 Enquiries

- 2.1 All enquiries and applications should be made to the Enquiries Manager/Admissions Officer for the school in which you wish to apply. The Enquiries Manager/Admissions Officer will guide you through each stage of the admissions process.

3 Visits

- 3.1 Prospective parents are encouraged to visit in order to see the school in action and to meet the Head. There are regular open events which provide an opportunity to tour the school on an informal basis. Dates for these events can be found on the school's website. Alternatively you might like to make an appointment for a personal tour. Please contact the Enquiries Manager/Admissions Officer to arrange this.

4 Registration

- 4.1 Following a visit, parents wishing to register their child should complete a Registration Form, which can be found on our website, before returning 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 Admission to Nursery Class

- 5.1 Children are welcomed into the Nursery Class in the term that they turn 3 years of age. No formal assessment of children is undertaken. However we may invite you into the school to meet with the Head Teacher/Deputy Head Teacher in order to better understand your needs as a family.

Parents will be asked about their child's general development and any identified special educational 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.

- September – December born children attend full time (8.30-3.30pm) or mornings only (12.30-3.30pm).
- January – August born children attend afternoons only (12.30-3.30pm).

6 Admission to Pre-Reception Year Group

- 6.1 Transition from Nursery Class (age 3) to Pre-Reception (age 3-4) is automatic.
- 6.2 Children are welcomed into the Pre-Reception Class in the September of the academic year that the child turns 4 years of age. No formal assessment of children is undertaken. However, we will invite you into the school to meet with the Head Teacher/Deputy Head Teacher in order to better understand your needs as a family.

During this meeting, parents will be asked about their child's general development and any identified special educational 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

- 6.3 For the 2018-19 academic year we are offering full time Pre-Reception classes alongside the option for sessional build.

Children can either attend full time of the following sessions:

Autumn 2018	Monday Morning	Tuesday Morning	Wednesday Morning	Thursday Morning	Friday Morning
	Monday Afternoon	Tuesday Afternoon	12.00pm collection	Thursday Afternoon	12.00pm collection

Spring 2019	Monday Morning	Tuesday Morning	Wednesday Morning	Thursday Morning	Friday Morning
	Monday Afternoon	Tuesday Afternoon	12.00pm collection	Thursday Afternoon	Friday Afternoon

Summer 2019	Monday Morning	Tuesday Morning	Wednesday Morning	Thursday Morning	Friday Morning
	Monday Afternoon	Tuesday Afternoon	Wednesday Afternoon	Thursday Afternoon	Friday Afternoon

Parents will need to clearly indicate at registration which option they would prefer. Sessional places will be allocated after the offer is made to those parents who present the acceptance form and deposit on a first come first served basis.

7 Admission into Reception Year Group

Children attend full time from September.

- 7.1 Transition from Pre-Reception (age 3-4) to Reception (age 4-5) is automatic for NBH pupils.
- 7.2 Children are welcomed into the Reception Year Group in the September of the academic year that the child turns 5 years of age. No formal assessment of children is undertaken. However, we will invite you into the school to meet with the Head Teacher/Deputy Head Teacher in order to better understand your needs as a family.

During this meeting parents will be asked about their child's general development and any identified special educational 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.

8 Admission into Year 1 and Year 2 Year Groups

- 8.1 Transition from Reception (age 4-5) to Year 1 (age 5-6), and Year 1 (age 5-6) to Year 2 (6-7) is automatic for NBH pupils. Vacancies for Years 1 and 2 at the Pre-Prep School may arise at any time during the school year. Parents seeking places in these year groups are advised to register their child well in advance of the preferred entry date.
- 8.2 For entry into the School from Year 1 onwards, parents are invited to attend any of the open events, which can be found on our website. Alternatively a private tour can be arranged if more convenient.

- 8.3 An informal assessment of children is undertaken and as such we will invite you into the school to meet with the Head Teacher/Deputy Head Teacher in order to better understand your needs as a family and the needs of the child.

During this meeting parents will be asked about their child's general development and any identified special educational 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.

- 8.4 Where relevant it is normal to ask for a report from the child's current school. When a child is moving from another independent school the Head Teacher will remind parents of their obligation regarding 'notice'.

9 Admissions into Year 3 class

- 9.1 Transition from Year 2 (age 7-8) to Year 3 (age 8-9) is automatic for NBH pupils.
- 9.2 For entry into the School from Year 3 onwards, parents are invited to attend any of the open events, which can be found on our website. Alternatively a private tour can be arranged if more convenient.
- 9.3 All Year 3 applicants will be invited at the end of the Autumn Term to attend an assessment in the January prior to the September they wish to start. The assessments will last a total of 1.5 hours and will focus on Maths, English and Non-Verbal Reasoning.
- 9.4 Confidential academic references will be requested for each applicant prior to the assessment day.

10 Admissions into Year 4, Year 5 and Year 6 classes

- 10.1 Transition from Year 3 through to Year 6 (for girls) and Year 3 to Year 8 (for boys) is automatic for NBH pupils. Vacancies for all years at the Prep School may arise at any time during the school year. Parents seeking places in these year groups are advised to register their child well in advance of the preferred entry date.
- 10.2 For entry into the School from Year 4 onwards, parents are invited to attend any of the open events, which can be found on our website. Alternatively a private tour can be arranged if more convenient.
- 10.3 An assessment is undertaken and as such we will invite you into the school to meet with the Head Teacher/Deputy Head Teacher in order to better understand your needs as a family and the needs of the child. The assessments completed are in Maths and English and will take place throughout the academic year.

During this meeting parents will be asked about their child's general development and any identified special educational 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.

- 10.4 Confidential academic references will be requested for each applicant prior to the assessment day.

11 Taster Sessions

- 11.1 After meeting with parents and children during the admissions process we may, on occasion, recommend that the child attend a taster session at the school.

12 Transition through Year Groups

- 12.1 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 behavior means that transfer to the next stage of the school is not deemed appropriate.

13 Allocation of Places

- 13.1 In the event that the number of children registered for any year group exceeds the places available, the following procedure will be applied:
- Siblings in the school (providing that we consider NBH to be the appropriate school and that we can offer the necessary support if required)
 - Children of Alumnae
 - Those for whom NBH was first choice
 - Results obtained in standardised tests (Year 3 and above)
 - Length of time the child has been registered
 - References from previous schools
 - For a child entering the Nursery Class, a child requiring a full time place will be given priority over children requiring a part time place, provided sufficient sessions are available.

14 Offer

- 14.1 The parents of each applicant will be informed within two weeks of their meeting with the Head Teacher as to whether the offer of a place is being made. The school will not be obliged to state its reasons for declining a request for admission.

15 Waiting List

- 15.1 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.

16 Appeal

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

17 False Information

- 17.1 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.

18 Overseas Pupils/Pupils with English as an Additional Language

- 18.1 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.

- 18.2 Overseas pupils may be required to undertake a language proficiency assessment before a place is offered, depending on the age of the child. This may include a written assessment and/or an interview in person or via telephone/video call.
- 18.3 Overseas pupils are required to have a guardian who is resident in the UK and who can act on behalf of the parents, if required.
- 18.4 A report from the child's present school will be requested in advance of the admissions interview.
- 18.5 The School requires all parents and children to provide the appropriate visa documentation prior to an offer being made.

19 Equality

- 19.1 The school pays due regard to the Equality Act 2010 and reasonable adjustments are made for pupils with special educational needs and/or disabilities.
- 19.2 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, Speech and Language reports 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.

20 Admissions Register

- 20.1 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 Education
Document author (name)	Simon Camby
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, Downsends 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

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