

**COGNITA**



# **North Bridge House** **Senior Hampstead**

## **Admissions Policy**

**September 2021**

### 1 Policy Statement

- 1.1 We welcome applications for admission from pupils of all backgrounds. This policy applies to all pupils. 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. The Enquiries Manager/Admissions Officer will ensure that you have all the information you need.

### 3 Visits

- 3.1 Prospective parents are encouraged to visit to see the school in action and to meet the Head. Open days take place regularly and they are 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 Officer to arrange this.

### 4 Registration

- 4.1 Following a visit, parents wishing to register their child should complete an Application Form using the online Application Portal, 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 North Bridge House Senior School

- 5.1 Entry at Year 7

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-curricular opportunities. It expects that prospective pupils should demonstrate a willingness to fully engage with this curriculum offer.

- 5.2 The pupil should have a satisfactory behaviour record from his or her current school as well as a suitable reference (requested by NBH) from the Headteacher. 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.
- 5.3 If appropriate, further information may be sought through additional communication with the Headteacher or SLT at the candidate's current school.
- 5.4 The pupil should present themselves positively and engagingly at interview, and the ability to interact socially in a productive and respectful manner.
- 5.5 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 Teacher and the recommendation of the Head Teacher of the Prep School.

### 6 Taster Days

- 6.1 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 Transition through Year Groups**

- 7.1 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.

### **8 Admission to Other Year Groups**

- 8.1 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.

### **9 Allocation of Places**

- 9.1 In the event that the number of children registered for any year group exceeds the places available, the following procedure will be applied:
- 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 if required)
  - Children of Alumnae
  - Those for whom NBH was first choice
  - Length of time the child has been registered
  - References from previous schools

### **10 Offer**

- 10.1 The parents of each applicant will be informed within 72 hours of their application whether a place is available.
- 10.2 On offer of a place, parents will be requested to complete the attached acceptance form and return it with the deposit (for further information on the Terms and Conditions of the deposit, please check our ParentContract).
- 10.3 You will be given a deadline to accept the offer. Prior to the deadline to apply, this will be 72 hours (unless stated otherwise in your offer letter). After the deadline to apply, this will be 48 hours (unless stated otherwise in your offer letter) due to the demand for occasional places.
- 10.4 Pupils who are offered places will be invited to visit the school in the Summer term. We will also hold an evening for new parents to discuss the transition from junior to secondary school.

### **11 Waiting List**

- 11.1 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.

### **12 Appeal**

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

### **13 False Information**

- 13.1 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.

### **14 Overseas Pupils/Pupils with English as an Additional Language**

- 14.1 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.
- 14.2 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.

### **15 Equality**

- 15.1 The school pays due regard to the Equality Act 2010 and reasonable adjustments are made for pupils with special educational needs and/or disabilities.
- 15.2 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 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.

### **16 Admissions Register**

- 16.1 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.

## Admissions Policy

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<b>Ownership and consultation</b>	
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, Downsend Ashtead Pre-Prep, Clifton Lodge Prep School. Representative of Education Team – Robin Davies, ADE.

<b>Audience</b>	
Audience	Parents of pupils at Cognita schools School staff

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Wales	Yes
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Signature

Brendan Pavey

Executive Headteacher