



Ashton House Preparatory School

ADMISSIONS POLICY

Policy Title:	Admissions Policy
Version:	Aug 24
Policy Summary:	Ashton House School welcomes children from as diverse a range of backgrounds as possible in order to enrich our community. This policy outlines the purpose, nature and management of the admission process of prospective pupils.
Policy Owner:	Headmaster
Relevant to:	Prospective Pupils and their Parents
Date introduced:	January 2019
Next review date:	January 2025
Related School Documents:	<ul style="list-style-type: none"> • Safeguarding Policy • Equal Opportunities Policy • SEN and Learning Difficulties Policy • Terms and Conditions • Complaints Procedure
Date(s) modified/reviewed:	<p>Last reviewed March 2021, minor grammar corrections made. KH.</p> <p>Last reviewed by GMS July 2022</p> <p>Last reviewed by AS August 2023 – amendment to the deposit amount to £950 and statement that class size will not exceed 24.</p> <p>Reviewed GMS Aug 24</p>

ADMISSIONS POLICY

Ashton House is a busy and purposeful co-educational Independent School in Isleworth. We are very proud of what we offer and the way we educate our pupils. They benefit from a broad range of experiences, a staff that is dedicated and enthusiastic, and an attractive site which offers a welcoming and inclusive atmosphere.

Policy Statement

The Aims of this Policy are:

- To identify and admit children who can take advantage of the broad and varied curriculum and thrive in the environment that Ashton House offers

This Policy applies to the whole school, including the EYFS.

Equal Treatment

We welcome children from as diverse a range of backgrounds as possible in order to enrich our community. 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. All candidates for admission will be treated equally, irrespective of their or their parents' race, ethnicity, religion, sexual orientation, social background or other status.

The School has a formal Equality Opportunities Policy, a copy of which is available on request.

Disabilities, Special Educational Needs (SEN) and Learning Difficulties

The School will do all that is reasonable to comply with its legal and moral responsibilities under the Special Educational Needs and Disability Act 2001 in order to accommodate the needs of applicants who have such disabilities for which, with reasonable adjustments, the School can cater adequately.

The School requires full written details of any known disability, SEN or learning difficulty which may affect a child's ability to take full advantage of the education provided at Ashton House. We advise parents of children with physical disabilities, SEN or Learning Difficulties to discuss their child's requirements with the School at the point of registration, or before.

Ashton House will provide support to pupils with SEN and Learning Difficulties which is within the remit of the staff skillset available within the School. However, where support or intervention is deemed necessary which is considered beyond the resources of the Learning Support Department, parents will be asked to meet the additional financial costs associated with providing additional resources of external support. Parents will always be asked to

agree such a course of action and to meet the costs prior to the additional resources being provided

If SEN or learning difficulties become apparent after admission, the School will consult with parents about reasonable adjustments that may allow the child to continue at the School.

Pupils with Statements of SEN (Statement) or Education, Health and Care (EHC) Plans

Ashton House will provide information to support any such applications. Where the Local Authority makes payments to assist parents to make Ashton House the named school, the School will arrange for the agreed level of provision to be made. Where there are additional costs to the School over and above the Local Authority funding, the School will require parents to meet these additional costs.

Our SEN and Learning Difficulties Policy gives more detailed information on school policy and procedure, and is available on our website or upon request.

Admission Procedures

Points of Entry

Entry to the school is at the discretion of the Headmaster and subject to availability of places, which is usually restricted to 20 children per class and cannot exceed 24. This procedure applies at the main point of entry: Nursery (must be aged 3 before taster), Reception (4+), and also to candidates for occasional vacancies in any other year group. Please contact our School Secretary for details.

Ashton House accepts pupils at any point following their third birthday as long as they are toilet trained, which will be assessed on the taster day/morning.

Registration

On initial enquiry parents are sent a covering letter inviting them to meet the Headmaster and to have a tour of the school. Prospective parents also receive a Registration Form with their prospectus information which should be completed and returned with a non-refundable £100 registration fee, upon offer. This is acknowledged and the place (or waiting list place) is provisionally confirmed in writing. Prior to joining prospective entrants are requested to pay a fee deposit of £950 (which will be refunded on the final leaver's fee account) upon receipt of which their places are confirmed as guaranteed, subject to satisfactory completion of assessment procedures set out below. Payment of deposits are taken as acceptance of a place and are not refunded if a pupil is withdrawn prior to formal entry. In the event of a place not being available the prospective pupil's name is carried forward on the waiting list until such time as he/she can be accommodated, or his/her name is withdrawn.

Assessment

Procedures for entry into different year groups are as follows:

- EYFS: entrants to Pre-Prep (Nursery and Reception) are not formally assessed, but the Headmaster will invite the prospective pupil and their parents to tour the school and spend a short time in the Pre-Prep Department where they will observe how the child interacts and communicates with others in situ.
- Years 1 and 6: entrants will be invited to attend an informal assessment with their parents where they will meet the Headmaster and be asked to undertake a CAT test (Year 2 and above), to ascertain any potential need for support and to provide advice on settling. For all entrants above Reception level, academic and pastoral reports from the previous school will be obtained.

The School will not discriminate against a child for entry into Ashton House because of their individual needs, however we may feel that we are not able to admit a child if:

- they may not be able to access our curriculum
- the School does not have the specialist facilities or skills to meet the child's needs
- admitting the child would create an imbalance of individual needs within a year group
- admitting the child would jeopardize the performance and progress of his/her peers

Enrolment

Having met the entrance criteria, a formal letter offering a place is sent along with a pack consisting of:

- formal acceptance of a place form, which requires the £950 deposit
- A detailed enrolment form
- Forms to claim the Early Years Grant for 3-4 year olds, where applicable
- A request for a copy of the child's birth certificate or passport page
- A direct debit mandate to be completed by the parents and sent to their bank
- A copy of the school rules
- Terms and conditions

On receipt of this documentation parents will be sent a joining pack which has:

- a copy of the parents' handbook
- school uniform list
- school bus request form
- extra curricula clubs and music lessons list
- a lunch menu

Familiarisation and Events

Pre-Prep entrants are required to attend a day (Nursery) or morning or afternoon (Reception) 'taster session' to become familiar with the staff and setting and ensure that they are toilet trained.

All new pupils are invited into school for our 'Stepping Up Afternoon', late in the Summer Term. This is an afternoon spent by the whole class in their new classroom, it is a good opportunity to meet new classmates and the class teacher.

For children joining the school during the year a 'taster' morning or whole day will be arranged.

School's Contractual Terms & Conditions

A copy is made available to parents as part of the admissions process.

Complaints

We hope that you do not have any complaints about our admission process but a copy of the School's Complaints Policy is available on our website, or will be sent on request.