



# Carleton House

## Preparatory School

### **ADMISSIONS POLICY**

**DATE OF POLICY**

**September 2022**

**To be reviewed September 2026**



## **MISSION STATEMENT**

*"We live, love and learn with Jesus"*

Carleton House Preparatory School is a successful and oversubscribed independent Catholic day Preparatory school for boys and girls aged 3-11. The School does not select pupils on the basis of ability, race, disability, national or ethnic origin through its admissions procedures. As an independent school, the law on admissions as set out under the School Standards and Framework Act 1998 and associated regulations do not apply to the school's admissions procedures or at all. This includes the statutory codes issued by the Secretary of State for Education.

Our aim is to provide each and every child with an excellent academic education in a caring and supportive environment where each child is nurtured and respected.

Carleton House is a Catholic school, welcoming pupils from other faiths. Pupils and parents should support the religious ethos of the school. As a Catholic school we aim to work with parents to teach the moral values of the gospels alongside and in harmony with the Fundamental British Values.

We strive to develop a respect for all other growing from honesty, truth and Christian love - 'We live, love and learn with Jesus'. The school is sympathetic to other faiths and pupils are encouraged to celebrate diversity. The school follows the 'Come and See' religious education scheme which includes studies of other faiths.

As a charitable body the School has a right to decide whether or not to enter into a contract with parents. It may at its discretion request;

- An interview with the parents and child
- References from any previous educational establishment;
- Evidence of parental ability to meet the school's fees;
- Answers to specific questions which it considers relevant to a particular application; when considering an application.

In line with the Equality Act 2010, the school seeks to ensure that pupils with special educational needs and/or disabilities (SEND) are not treated less favourably or put at a substantial disadvantage in matters of admission. The school will always make reasonable adjustments to support a child with physical difficulties and where possible will make adjustments for accessibility. In doing so, the school will have regard to the Equality and Human Rights Commission's technical guidance for schools.

It is a condition of entry that parents provide the school with any details of any SEND, with copies of all written reports and other relevant information before their child attends an introductory session. Should such a diagnosis be made after a place has been offered and accepted, parents are still under an obligation to provide the school with any relevant diagnosis of medical or educational need. This information is necessary to be able to determine any reasonable adjustments that may be required in the delivery of education, accessibility and integration into the school community. It will also allow the school to discuss with parents the suitability of the placement for the pupil and their needs. The school will consider admitting children identified as having special educational needs provided that the school feels that it can adequately meet the child's needs with reasonable adjustments to its curriculum, teaching, support staff and/or premises.

### **Procedure**

Following contact from prospective parents, a prospectus and application forms are sent out and an appointment to tour the school and a meeting with the Headteacher is offered.

All applications are subject to a non-refundable registration fee. The payment of this fee in no way guarantees a place at the school or secures any priority for admission. For the avoidance of doubt, we do not maintain a waiting list or rank applications based on the time they have been received.

Parents are contacted prior to the allocation of places and are asked to reconfirm their wish to be considered for a school place. The Head Teacher may request an interview with the parents and the child, and offer a stay and play visit prior to considering the allocation of places.

Reception Places are usually allocated in the Autumn term for entry the following academic year. Nursery places are usually allocated in the Spring term for entry the following academic year. A place in Nursery does not guarantee a place in Reception and two separate applications should be made in this instance.

### **Admission Eligibility**

Children can start nursery in the September after their third birthday and Reception after their fourth birthday. Classes are arranged as follows:

Nursery	3yrs +
Reception	4yrs+
Year 1	5yrs+
Year 2	6yrs+
Year 3	7yrs+
Year 4	8yrs+
Year 5	9yrs+
Year 6	10yrs+

We are an extremely successful, oversubscribed school and our class sizes are strictly limited to 24 in Nursery and 23 in Reception through to Year 6. The offer of a place at the school is at the absolute discretion of the Head Teacher. This decision will be ratified by the Governing Body. The decision in accepting or refusing a pupil into the school is final.

Siblings of pupils attending the school will be given priority consideration subject to a place at the school being suitable to meet the needs of the applicant in any event.

The offer of a place will be made in writing. A copy of the School's Terms and Conditions will accompany the offer letter. Parents will be requested to confirm their acceptance of the offer of a place and the Terms and Conditions of the school. Parents will be required to pay a deposit of the amount stipulated in the offer letter to secure the place. The deposit is separate to the registration fee. The deposit will be refunded upon request, without interest at the end of the child's education at Carleton House. The deposit will not be refunded however if, after acceptance, the pupil does not attend school.

### **Application for a deferred place**

The request for a deferred application must be discussed and agreed with the Head Teacher prior to places being allocated. Not securing a place in a class is not a valid reason to request a deferred admission.

### **In year applications**

Parents of prospective pupils in any year group are warmly invited to make an appointment with the Head Teacher to view the school and to discuss admission arrangements. Our class sizes are strictly limited to 23 pupils per class. If the parents wish to submit an application for admission, and a place is available, the pupil will be invited for an assessment visit. References from the pupil's current school will be sought. Following this visit a place may be offered at the discretion of the Head Teacher as ratified by the Governing Body.

### **Applications where a place is not available**

If a place is not currently available in the desired year group, the application process as outlined above will be followed and a non-refundable registration fee will be due. Should a vacancy arise and the application has been deemed to be suitable for the placement, parents will be contacted and will be invited to confirm their continued interest. Our usual admission process will be followed. We do not maintain waiting lists and offers of placements from the record of interest are at the absolute discretion of the Head Teacher.

The school reserves the right to refuse admission, with or without explanation, where it feels that admission of a particular pupil may be detrimental to the interests of other pupils or the educational aims of the school.