

ADMISSION POLICY & ADMISSION REGISTRATION

Policy Owner – Head/Head of Pre Prep

This is a whole School policy and applies to all members of Cophthorne Preparatory School including EYFS.

1 Introduction

Cophthorne Preparatory School caters for children between the ages of 2 and 13 years of age.

Children are admitted into the nursery from 2 years old but can join the school at any age if there is space and they satisfy the school's admission policy. From Nursery upwards all children are required to visit the school and spend time where they can be assessed both formally and informally. In exceptional cases e.g. overseas pupils, places may be offered on the basis of school reports and a reference from their current school – all subject to Headmaster's discretion.

All parents are required to submit a deposit for entry into the school. This deposit is refunded in the last term of the child's education at Cophthorne and forms part of the final account. It is expected that all children entering the Nursery will continue their education at Cophthorne Preparatory School. Priority is given to children who plan to complete their prep school education at Cophthorne and for those with siblings already in school.

All parents and children will be invited to meet with the Headmaster before a place in the school is offered.

It is the duty of parents to declare any known medical conditions, disabilities or educational psychologist's reports to the school, and the school pays due regard to the Equality Act 2010 and reasonable adjustments are made for pupils with special educational needs and/or disabilities (SEND) in terms of admissions.

2 Admissions - Coach House Nursery

Children may be admitted into the Coach House Nursery under the following criteria:

- That they will be 2 by the time they attend the nursery
- That they have the maturity to attend at least two sessions in the younger Nursery classes and three sessions in the older class on their own
- That they have visited the nursery and met the relevant staff prior to entry
- That the necessary documentation, registration fee and deposit are sent to the school prior to entry
- That the parent contract is completed and returned to the school office

The Early Years Free Entitlement, as administered by Surrey County Council, requires us to offer a minimum of 15 hours of nursery education free of charge. Due to the structure of our Nursery and the enhanced curriculum we have, we are unable to offer this entitlement during the 4 hour morning sessions when we undertake more formal tuition.

Therefore the Early Years Free Entitlement will only be available for afternoon sessions. In addition we expect each Free Entitlement afternoon must be matched by a morning; i.e. children cannot attend just the afternoon sessions. Those children who qualify are able to claim the Early Years Free Entitlement in Reception classes also.

3 Admissions – Pre-Prep

Children entering Pre-Prep (Reception to Year 2) will be admitted under the following criteria:

- Succession from the Coach House Nursery
- Following a school visit and internal academic assessment
- That the necessary documentation, registration fee and deposit are sent to the school prior to entry
- That the parent contract is completed and returned to the school office
- In line with the GDPR 2018 parents will be asked to opt in to school communication

4 Admissions – Prep School

Children entering Prep (Year 3 – Year 8) will be admitted under the following criteria:

- Succession from Year 2
- On achieving a scholarship offer
- Following a school visit and internal academic assessment
- That the necessary documentation, registration fee and deposit are sent to the school prior to entry
- That the parent contract is completed and returned to the school office
- In line with the GDPR 2018 parents will be asked to opt in to school communication

Priority will be given:

- To children already in the school.
- To families with siblings in the school.

A waiting list will be operated at all stages.

5 Admission Registration

Maintaining an admission register is a statutory duty and the school will inform the Local Authority when children leave the school, fail to attend regularly or are absent without leave for 10 days continuously.

At Cophthorne Preparatory School our Admission Register is held as a computerised record on the WCBS (West Country Business Systems Ltd) solution PASS (Professional Accounting & Administration Software Solutions) and iSAMS containing the following details for each pupil, this is held in line with both Privacy Notices which meets the GDPR 2018.

- name in full (from the beginning of the first day on which the school has agreed, or has been notified, that the pupil will attend the school);
- name and address of every person known to the school to be a parent of the pupil (and an indication of the parent with whom the pupil normally resides);
- at least one telephone number at which the parent can be contacted in an emergency
- 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;
- whether the pupil is a day pupil or boarder.

REVIEWED: Summer 2021

NEXT REVIEW: Summer 2022