



Newland House School

Admissions **Policy**

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Updated by	Bursar
Authorised by	Chris Skelton, Head Governing body

This Policy applies to all sections of the school, including the Early Years Foundation Stage

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1. Introduction

- 1.1 Newland House School (the School) is an independent, co-educational, Prep School for children from 3 to 11 years, and boys only in the Senior Prep from 11 to 13 years. The School has 400 pupils.
- 1.2 Deciding on the right school for your child is very important, and we believe that a personal visit is invaluable. We very much hope that you and your child will visit Newland House School. We hold several Open Events throughout the year, which give an introduction to the School. Details are published on our website.
- 1.3 We are also very happy to welcome prospective parents and their children at other times. Please contact the School's Admissions Officer, Karen Hindle on 020 8865 1305 or email admissions@newlandhouse.net to arrange a visit. If it is not possible to hold Open Events or arrange school visits due to circumstances beyond the School's control, then the School will publish alternative arrangements on its website.

2. The Entry Procedure

- 2.1 The main points of entry are at 3+ (Nursery), 4+ (Reception) and 11+ (Senior Prep – boys only). The School admits a maximum of 32 pupils a year into Nursery across two classes and 60 pupils per year into Reception. In Years 1 to 6, the School has a maximum of 60 places available in each year, split across three classes of 20 pupils.
- 2.2 All applicants for admission into the School are required to submit a completed Registration Form and pay a Registration Fee. The Registration Form is available on the School's website. Registrations are accepted in date order.
- 2.3 Entry into our Pre-Prep is non-selective. Offers for the Nursery are made on a first come first served basis therefore early registration is advised.
- 2.4 Offers for Reception places will be made in the Spring term in the year preceding entry. In the event of the number of registrations exceeding the number of places available, places will be offered based on the Oversubscription Criteria in Section 9 of this policy and a waiting list will be maintained.
- 2.5 To secure the place, a completed Offer Acceptance Form together with a deposit payment must be returned by the stated date in the offer or it will be deemed that the place is no longer required. Where it is deemed that an offer is no longer required, places will be offered to those on the waiting list.

- 2.6 The School may also have occasional places in both the Pre-Prep and Prep for mid-year entry. For entry into the Prep, the School is selective. Selection is based upon academic ability, assessed based on the Assessment Process detailed in Section 8, together with references and other relevant information from the candidate's previous school.

3. Equal Treatment

- 3.1 Newland House School's aim is to encourage applications from candidates with as diverse a range of backgrounds as possible. We are mindful of our obligations under the Equality Act 2010 during the Admissions Process. This enriches our community and is vital in preparing our pupils for today's world.
- 3.2 Newland House School is committed to equal treatment for all, regardless of a candidate's sex, race, ethnicity, religion, disability, gender reassignment, sexual orientation or social background.

4. Special Educational Needs

- 4.1 Newland House School does not unlawfully discriminate in any way regarding entry. The School welcomes pupils with disabilities and/ or special educational needs, provided we can offer them any support that they require and cater for any additional needs and that our site can accommodate them. We aim to ensure that all our pupils, including those with disabilities and/ or special educational needs, are provided with a safe and inclusive environment in which to learn.
- 4.2 Our policy is to apply our admission criteria to all potential pupils. We require parents of children with special educational needs, disabilities or allergies (suspected and diagnosed) to discuss their child's needs with the School at the outset of the admissions process so that we can make adequate provision for them.
- 4.3 Parents are required to provide at the time of Registration, full details of all relevant information, including any reports (including any educational psychologist reports, medical reports or other relevant expert third party reports), materials or information about their child's needs, and this may include any final or draft EHC Plans. This is so that the School can assess their child's needs and consult with parents about any adjustments which can reasonably be made and so that the School can ensure, for example, that their child will be able to meaningfully access the education offered and that we are able to ensure their health and safety, and the health and safety of others.
- 4.4 Where parents of a prospective pupil feel their child requires adjustments, the School will discuss with parents (and their child's medical advisers, if appropriate) the adjustments proposed and whether they can reasonably be made for the child if they were to become a pupil at the School.

- 4.5 There may be exceptional circumstances in which we are not able to offer a place for reasons relating to a child's special educational needs and/or disability. For example, if, despite reasonable adjustments (in the case of special educational needs or disability), we feel that a prospective pupil is not going to be able to meaningfully access the education offered, or that their health and safety or those of other pupils or staff may be put at risk, we may not be able to offer a place at the School.
- 4.6 Sometimes, the situation of pupils with disabilities and/or special educational needs changes between an offer of a place being made and the pupil starting at the School. The School requires parents to be pro-active in updating the School as to any significant changes which mean that the information provided during the application process is out of date or incomplete. In the vast majority of cases, this will not affect a pupil's place at the School. However, the School may, in exceptional circumstances, reconsider the offer of a place if a pupil's circumstances change materially. It is in the pupil's interests that any such decision is made as early as possible to avoid any disruption to their education, so parents are urged to be forthcoming in their communications with the School about any material change to their child's circumstances.

5. English as an Additional Language (EAL)

- 5.1 Newland House School has a diverse, multi-cultural community. We believe that all pupils should have the same educational opportunities and experiences. The School may admit children for whom English is an Additional Language if, on initial assessment, it is determined that, with appropriate support, the child will be able to access and benefit from our curriculum.
- 5.2 The School has a specialist EAL teacher who works on a small-group basis with children who are at the initial stages of learning English.

6. Religious Beliefs

- 6.1 Newland House School welcomes applicants from prospective pupils of all faiths and of no faith. The School does not select for entry on the basis of religious belief.

7. Overseas Applicants

- 7.1 We welcome applications from overseas pupils provided they have the legal right to enter, live and study in the UK. Please note that the school is unable to sponsor unaccompanied children who are entering on a Child Student visa or Student visa. Foreign nationals cannot use the 6-month Standard Visitor visa, or 11-month Short-term Study (English language) visa, to enter the UK to enrol as a pupil at the school.

8. The Assessment Process

- 8.1 The aim of the process is to identify potential. Newland House School is looking for well-rounded pupils with a genuine interest in education in the broadest sense of the word, with interests that stretch beyond the confines of the academic curriculum. The School has strong traditions in music, drama, art and sport. There are many extra-curricular activities, all of which are important in developing a well-balanced, confident individual.
- 8.2 No specific preparation is needed for our assessments. All candidates start on an equal footing, with identical opportunities to display their academic aptitude.
- 8.3 Applicants for occasional places in the Prep School are invited for an Assessment Day within their current year group. During the day, candidates will spend time with a class of their peers participating in regular class activities. They will be observed by class teachers and staff from our Learning Enrichment team. Whilst in School they will sit age related standardised tests in English and Mathematics. They may also be required to meet the Head for an interview.
- 8.4 We do not assess candidates for entry into the Pre-Prep. However, for occasional places children are invited into the school for an informal Discovery Session where they are observed whilst participating in regular class activities with their peers.
- 8.5 For overseas candidates, assessments can be arranged remotely.
- 8.6 References will be sought from the Head of a candidate's current school as part of the assessment process.

9. Over Subscription

- 9.1 In the event of the school receiving more applications than places priority will be given to offers as follows:
 - 9.1.1 Priority for Reception places will be given to pupils attending Newland House Nursery
 - 9.1.2 Applicants with a sibling attending Newland House School at the time of admission
 - 9.1.3 Applicants with a sibling who has been offered and accepted a place for entry into the School
 - 9.1.4 Applicants with a parent employed by Newland House School at the time of admission
 - 9.1.5 Applicants' length of time since registration.
- 9.2 A waiting list will be held for all applications exceeding the number of places available. Places will be offered from the waiting list as they become available, using

the prioritisation outlined above.

10. Sibling Policy

- 10.1 Most siblings join us at Newland House School. However, admission is not automatic and there may be occasions where the School judges that a sibling is likely to thrive better in a different academic environment.
- 10.2 Newland House School has a maximum of 20 pupils in each class. However, in exceptional circumstances, where a sibling group makes an application to join the School and the School would not be able to accommodate one of the children, at the discretion of the Head, a class may increase to 21 children.

11. Scholarships

- 11.1 Newland House School does not offer scholarships to applicants.

12. Bursaries

- 12.1 The Governors set aside a percentage of fee income towards a Discretionary Bursary Fund. The purpose of this fund is to support current pupils who, through a change in financial circumstance, may no longer be able to attend the School. Application forms for financial assistance can be obtained from the School Bursar.

13. Terms and Conditions

- 13.1 A non-refundable Registration Fee of £120 is payable upon registration of a child.
- 13.2 The terms upon which the School educates each pupil are set out in the Offer of a Place. An offer of a place at the School is accepted by completing and submitting an Offer Acceptance Form and making payment of a £1,000 deposit. This deposit is not refundable if the child does not join the School.
- 13.3 To withdraw the acceptance of a place after completing the Offer Acceptance Form and paying the deposit but before the child starts at the School, one full term's written notice is required prior to the term in which they were due to join.
- 13.4 If such notice is received by the school, whilst the deposit will be forfeited, no further fees will be payable. If less than one full term's notice is given, or if no notice is received a term's fees shall be payable and will be owed to the School as a debt. The term's fees will be charged at the rate applicable for the term immediately preceding the child's start date. The School shall be entitled to retain the deposit and credit it (without interest) towards the payment of the term's fees.

- 13.5 Children joining the Nursery must attend a minimum of five mornings. In addition, if parents would like their child to attend afternoon sessions, they must attend a minimum of two afternoon sessions up to a maximum of five full days.
- 13.6 Upon joining the School, fees are payable before the first day of each term. Should you wish to remove your child from the School, one full term's notice must be provided in writing or, failing that, a term's fees will become payable in lieu.
- 13.7 The school reserves the right to charge a 2% per month surcharge on outstanding fees.

14. Complaints

- 14.1 The School's Complaints Procedure is on the School's website and can be sent to prospective parents on request. The Complaints Procedure is only applicable to current Newland House parents.

15. Records and Review

- 15.1 Applicants' details will be held on file with due regard to data protection legislation. Please see the School's Privacy Policy on our website for further information about how the School collects, uses and stores personal data.
- 15.2 The School will not hold the personal data of you or your child for longer than is necessary for a lawful purpose. This will generally be for no more than 6 months following an unsuccessful application, but reasons to retain personal data for longer might include where a parent has expressed an interest in the candidate re-applying for any reason at a later date.