



Admissions Policy Including EYFS Clevelands Prep School

1. Introduction

Our policy reflects the DfE guidance, in particular 'School Admissions Code' (DfE Dec 2014).

This policy aims to outline the admissions process of our school, as well as provide relevant information to families looking to join.

2. Admission Arrangements

The school is an independent co-educational day school for students between the ages of 2 and 11. The school operates on a single form entry system from Nursery to Year Six.

The main entry points for admission are into Nursery, Reception, and Year 3.

We are a non-selective school and there is no set entrance examination, however, it is important that all decisions regarding registration and entry to the school are based on the best interests of the child applying.

Entry into all classes from Year One upwards, are based firstly on whether a place is available, and secondly if the school can meet the needs of the child. References will be sought from the child's previous school/educational establishment, an interview with the child will take place and we sometimes request that some academic assessments are completed, to help us understand the child's learning needs, and so we can make an informed and considered decision about offering a place. Finally, we operate a terms probation, so that both the school and the child's family have time to ensure that the move has been positive and in the best interests of the child.

Nursery, Pre-School Pre-Prep and Reception admissions are first come, first serve, where registrations will be made after a discussion with the family about if the child's needs can be met by the school. Priority for Reception is given to children who have attended our Nursery, Pre-Prep and Pre-School. Although we aim to provide a place for siblings of existing pupils, this cannot be guaranteed, and we encourage all families to register their children at the earliest opportunity.

Our registration process involves completing an application form and paying a registration fee. From the 1st September 2021, the registration fee will be £100.

If spaces are currently unavailable, upon receipt of the application/registration form and payment of the registration fee, the student's name will be placed on the waiting list for entry into the correct year. The student's name may be removed from the list at any time at the request of the parents.

3. Monitoring and Evaluation

As with all our policies, the school will strive to ensure this policy is effective, follows the relevant guidance, and adheres to the principles of the school. This will be achieved through regular monitoring and evaluation by the Head, who holds the responsibility of this policy. During this review, amendments will be made where necessary and agreed upon with the Proprietor.

Date	Position	Name of Reviewer	Date of Next Review
August 2021	Headmaster	Mr. K. Cahillane	August 2022
August 2021	Proprietor	Mr A. Khan	August 2022