ALDENHAM
PREP SCHOOL

Admissions Policy (including EYFS)

Managed by:	Updated:	Review Date:
S Galpin	August 2025	August 2026

Heads Authorisation:	Date:
S. Galpin	August 2025
Mrs S M Galpin	

INFORMATION

This is a copy-controlled document. If you are unsure of it being the most current version, please refer to the office. If you need any changes to be made please speak to the office or the Policy Manager.

Introduction

Aldenham Prep School welcomes pupils of all faiths and none, of all cultures, races and family backgrounds. We are willing to admit a pupil with a disability as long as the child's parents and the school conclude that the child's specific needs can be appropriately catered for. The school seeks to ensure that disabled prospective pupils are not treated less favourably or unfairly in the admissions process. Aldenham Prep School welcomes applications from all sections of society and is non-discriminatory in line with the Equality Act (2010), Equality Duty (guidance) 2011 and our Equal Opportunities Policy.

Admission is based on:

- a satisfactory report from the prospective pupil's previous school or Nursery;
- the successful completion of entry assessments from Reception to Year 6;
- the completion of a signed declaration by both parents of the prospective pupil which informs the school of all known special educational needs of the prospective pupil; and
- completion of the entrance procedure, as set out below, for each year group of entry.

On taking up a place an entry is made in the school's admission register (in line with the Education (Pupil Registration) (England) (Amendment) Regulations 2016).

Aldenham Prep School reserves the right to refuse entry and progress into any year from Nursery to Year 6 if the school's structure, in the opinion of the Headmistress and relevant teacher does not meet the educational, pastoral and social needs of the pupil concerned.

Active Campaign

All prospective parent details, from the first visit, are held in the Active Campaign database. This database enables the admissions team to handle all the admission processes electronically.

Admissions Register (for school use)

On taking up a place at the school an entry is made in the Admissions Register. The Admissions Register is held in electronic format and copied to an electronic storage device which is stored in the fire-proof safe in the Bursar's office. The Admissions Register is up-dated every month. The person responsible for the administration of the Admissions Register is the Head of Senior School's PA.

The following items are recorded in the register:

- name in full;
- gender;
- the name and address(es) of the parents of the pupil indicating the parent with whom the pupil normally resides;
- a 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; and,
- name and address of the school last attended, if any.

The date on which the pupil leaves the school is kept on a Leaver's register, similarly recorded and stored. A Removal from Roll form is completed and the Admissions Secretary in the Senior School emails the form to the Hertfordshire Area Attendance Duty Team.

The Admissions Register allows for the inclusion/deletion from the register and is done in line with the Education (Pupil Registration) (England) (Amendment) Regulations 2016.

Pupils will be considered for admission and entry to the Prep School when the online registration form has been completed and returned to us and the non-returnable registration fee paid.

Admissions Procedure

Admission and entry to Aldenham Prep School is subject to the availability of a place and the prospective pupil satisfying the admission requirements necessary for entry to the School. With regards to admission for pupils with disabilities, reference should be made to the Aldenham Prep School Equal Opportunities Policy.

All prospective pupils (excluding entry to the Nursery) are assessed for entry in accordance with the admission requirements of the School and the criteria relevant to the particular Year Group for which the registration is being made. In evaluating the completed assessments, the Headmistress will be seeking evidence to support the view that the prospective pupil will be able to develop and prosper in the academic and social environment of the Prep School.

Pupils will be considered for admission and entry to the Prep School when the online registration form has been completed and the non-returnable registration fee paid. Registrations are considered in the order in which they are received; however, priority is given to siblings of existing pupils.

As part of the entrance procedure, with the prior permission of the prospective pupil's parents, a letter is sent to the Head teacher at the child's current school or EYFS provider (if relevant) to request a confidential pupil report.

Offer of a Place and Deposit

An offer of a place at the School will be made by way of a formal offer letter from the Headmistress to the prospective parents, which may be subject to such conditions as specified. In order to accept the place, the Acceptance Form must be completed and signed (signatures are required from each of those with parental responsibility) and the required deposit paid. The Terms and Conditions are to be retained by the prospective parents for their information. The Acceptance Form, which is in digital format, will be emailed together with our terms and conditions.

A term's notice must be given before the pupil is withdrawn, or a term's fees in lieu will be due.

Pupils (Years R-6) joining are assessed on entry to establish whether learning support is likely to be a necessary feature of their education. If this is indicated, the outcome of the assessment is discussed with parents and a suitable plan proposed. Wherever possible, learning needs will be accommodated within the curriculum, but if specialist support is necessary regular 1:1 sessions with a Learning Support teacher may be arranged.

Prospective parents are encouraged to attend Open Days, personal visits and tours to understand our school ethos and see our pupils in session.

Acceptance of a Place

A place is allocated for a prospective pupil when the Acceptance Form has been completed with the required deposit payment.

After the Acceptance Form has been completed, prospective parents who cancel their acceptance of a place less than a term prior to the date on which the pupil was due to join the School, are liable for the payment of a term's fees (less the deposit held) to the School. An administration fee may be charged.

Offer of a start date is subject to Independent Association of Preparatory Schools (IAPS) agreement criteria whereby parents of new pupils are required to have discharged all obligations at their existing school.

Our Meet the New Teacher Afternoon is held in June each year so that the new Reception class and any other new children join us at the beginning of their induction process. For other new pupils the induction process begins as the child starts School on their first day. Children joining us mid-year, Reception to Year 6, are welcome to attend the School for a day to meet their new Class Teacher, the Teaching Assistant and also their new class, thus starting the induction process.

Each September, parents, Nursery to Year 6, are invited to attend an Information Evening which enables new and current parents to meet; it enables new parents to meet the staff and gives information about the curriculum as well as information specific to their child's year group.

There is a School Uniform Shop on site and ASPA Prep (Aldenham Prep Parents' Association) also operates a Second-Hand Uniform facility.

Nursery

- Children may be registered at any age by completing the registration form and paying the non-returnable registration fee. Arrangements to visit the Nursery may be made at any time.
- Children are eligible to start in Nursery after their third birthday.
- Registering does not guarantee a place in the Nursery; it simply places a child on the waiting list.
- Priority without guarantee, subject to places being available, will be given to siblings provided they are registered at least three months before the anticipated start date and whose brother or sister is attending the Nursery or Prep school when he/she starts. This priority only applies to the offer of a place, not to the allocation of full day, morning or afternoon sessions. If parents wish to send siblings to the Nursery, we strongly recommend they are registered as early as possible.
- To ensure that children registered to join Nursery are developmentally ready for our School Nursery environment, they are invited to attend a Stay and Play session. These sessions are held throughout the year.
- An acknowledgement of receipt of the registration form will be sent.
- Offer of a place will be sent six months before the anticipated start date. Acceptance of this place must be made in writing by the date stated within the offer letter. Failure to do so will mean the offer of that place being withdrawn. At this time, payment of the deposit will be required.
- An email will be sent confirming receipt of the Acceptance Form and deposit.
- All children in the Nursery receive an automatic offer to join Reception in January prior to Reception start date. However, in some cases, despite our best efforts and reasonable adjustments, there may be circumstances where we determine that a child is unable to access or benefit from the school's curriculum in a meaningful way. This decision could arise due to factors such as significant learning needs, complex emotional or behavioural challenges, or other needs that cannot be effectively supported within the resources available at our school. While we will always work collaboratively with families to explore the most appropriate provision and support, there may be instances where, after thorough assessment and review, we advise that alternative educational settings are more suitable to meet the child's individual needs. In such cases, we reserve the right to suggest that the child leave our school in order to access a provision better suited to their requirements.
- Offers to internal candidates are made prior to those made to external candidates.

Prep School (including Reception)

- The Headteacher of the Prep School likes to meet all prospective parents and they are

encouraged to make an appointment for a tour of the school.

- Pupils are admitted to Reception in the September after their fourth birthday.
- The 4+ admissions procedure takes the form of a playgroup activity/assessment in the Christmas Term before entry the following September.
- Places are dependent on availability and offers are made within the fortnight following the assessments. Acceptance of an offer must be made by the date stated in the offer letter. Failure to do so will mean the offer of that place being withdrawn. At this time payment of the deposit will be required.

Admittance of Summer Born Children 'out of year' into Reception Class

At Aldenham Prep School we recommend that children join the year group to which they statistically belong. While the 1 September cut off point is an arbitrary date, there has to be one in each academic year and so we work within the framework it gives. Very rarely are children 'out of year' in the Prep school.

All children are assessed for a place in Reception in the Autumn before they would join the Class, if in the correct year; in this way they are assessed for a place against the correct cohort, e.g. Autumn 2023 for a place in Reception starting in September 2024. The deposit has to be paid on acceptance of offer, whether for 'normal' entry, or very rarely 'deferred' entry.

Occasionally children join the School further up the Year groups. If they have moved from a southern hemisphere country where the academic year starts in January/February or missed significant amounts of learning due to ill health for example, we do consider 'out of year' admittance. Being out of year can bring problems as the child gets older. They are often more mature than the cohort they are with and this can cause friendship issues. If they are sporty, they can be denied the opportunity to play competitively with their cohort because they are too old. Their public exam results (GCSE and A Level) cannot be included within school data.

We are aware of the research which promotes a delayed start to Reception, but here at Aldenham the curriculum is tailored to each child. Every academic year is one of transition and the Reception year is very play-based initially and on a gradual continuum from Nursery-style learning towards Year 1-style learning. Each child's needs and the expectations of parents and staff are regularly discussed as part of our partnership with you as parents; the child is at the centre of all that we do.

Admissions Policy & Procedure (including EYFS)

Document History

Date:	Pages:	Amendments:	Reason:	Name:
Jan 12 – November 19		Amendments made for clarity.		L Beech V Gocher, A Turner
Oct 20		Significant re-write.		S Galpin, A Turner, C Embers
Aug 2022	Front page	Name change and Acting Head position	Change of role and position	S Galpin, C Embers
Aug 2022		Change of crest	Crest updated	S Galpin
Aug 23	Front page	Removal of Acting from Acting Head	Permanent position appointed	S Galpin
Aug 23	3	'Online' added to registration form	Now register on line	S Galpin
Aug 23	3	Inclusion of acceptance form in digital format	Acceptance form is now in digital format	S Galpin
Aug 23	3	Removal of charge for specialist support	No longer charge	S Galpin
Aug 23	3	Removal of Virtual Open Days	No longer occur	S Galpin
Aug 23	4	Inclusion of Stay and Play sessions	Stay and Play sessions now take place	S Galpin
Aug 23	4	Removal of visits to Nurseries	Change in procedures	S Galpin
Aug 23	4	Change from Headmistress to Headteacher	Change in title	S Galpin
Aug 23	5	Change to Autumn 23 and September 24	Updating year dates	S Galpin
Aug 24	4	Inclusion of purpose for Play and Stay sessions	For clarification	S Galpin
Aug 25	4	Change in transition process from Nursery to Reception	Change in procedures	S Galpin