ALDENHAM
PREP SCHOOL

Admissions Policy (including EYFS)

Managed by:	Updated:	Review Date:
S Galpin	August 2026	August 2027

Heads Authorisation:	Date:
S. Galpin	August 2026
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, and of all cultures, races, and family backgrounds. We aim to be an inclusive school and will consider applications from children with disabilities where, following discussion with parents, we conclude that the child's needs can be appropriately met within the school's available resources.

The School seeks to ensure that no prospective pupil is treated less favourably during the admissions process on the grounds of disability, race, religion or belief, sex, or any other protected characteristic. Our admissions procedures are consistent with the **Equality Act (2010)**, the **Equality Duty (2011)**, and the School's **Equal Opportunities Policy**.

Admission is based on the following:

- a satisfactory report from the prospective pupil's previous school or nursery;
- successful completion of entry assessments (Reception to Year 6);
- completion of a declaration by all those with parental responsibility confirming all known special educational needs or disabilities (SEND);
- completion of the admissions process relevant to the year of entry.

An entry is made in the School's Admissions Register when a pupil takes up a place, in accordance with the **Education (Pupil Registration) (England) Regulations 2016 (as amended)**.

The School reserves the right to decline admission or progression where, following careful consideration, it determines that it would be unable to meet the academic, pastoral, or social needs of the pupil.

Admissions Systems (Odoo)

All enquiries and prospective parent details, from first contact, are recorded securely within the School's electronic admissions database (Odoo). This system enables the Admissions Team to manage and monitor the admissions process efficiently and in accordance with data protection requirements.

Admissions Register

The Admissions Register is maintained electronically on ISAMS and is updated regularly. A secure backup is held on an encrypted storage device kept in a fire-proof safe in the Bursar's Office.

The School records the following information for each pupil:

- full name;
- gender;
- name and address(es) of parents, indicating the pupil's main residence;
- emergency contact telephone number;
- date of birth;
- date of admission or re-admission;
- name and address of the previous school (where applicable).

Details of pupils who leave the School are recorded in a Leavers' Register. A **Removal from Roll form** is completed, and the relevant Local Authority is notified, in line with statutory requirements.

All additions to and deletions from the Admissions Register are carried out in accordance with the **Education (Pupil Registration) Regulations 2016 (as amended)**.

Admissions Procedure

Admission to Aldenham Prep School is subject to:

- availability of places;
- the prospective pupil meeting the admissions requirements for their year group;
- the School being satisfied it can meet the pupil's needs.

All prospective pupils (except Nursery entry) are assessed using age-appropriate criteria. These assessments are designed to determine whether the child is likely to thrive academically and socially within the School.

Registration is confirmed once:

- the online registration form has been completed; and
- the non-refundable registration fee has been paid.

Applications are generally considered in order of receipt; however, priority may be given to siblings of current pupils, subject to availability.

With parental consent, a confidential reference is requested from the pupil's current or previous educational setting.

Offer of a Place and Deposit

Offers of places are made formally via the Odoo system by the Headmistress and may be subject to specific conditions.

To accept a place:

- the Acceptance Form must be completed and signed by all those with parental responsibility; and
- the required deposit must be paid by the stated deadline.

Failure to meet the deadline may result in the withdrawal of the offer.

The School's Terms and Conditions are provided at the point of offer and must be retained by parents.

A term's written notice of withdrawal is required; otherwise, a term's fees in lieu of notice will be charged.

All offers are subject to **IAPS requirements**, including confirmation that all financial obligations to the pupil's current school have been settled.

Assessment and Learning Support

Pupils joining Reception to Year 6 are assessed on entry to identify any learning support needs.

Where additional needs are identified:

- parents are informed;
- appropriate support strategies are agreed;

- provision is reviewed regularly.

Where necessary, 1:1 specialist support may be provided. The School will make reasonable adjustments where possible; however, there may be circumstances where needs cannot be fully met within existing resources.

Induction and Transition

The School offers a structured induction process, including:

- "Meet the New Teacher" afternoon (June);
- transition visits for mid-year entrants;
- September Information Evenings for all parents.

These arrangements support pupils' academic, social, and emotional transition into the School.

Nursery Admissions

- Children may be registered at any time by completing the registration form and paying the registration fee.
- Children are eligible to start after their third birthday.
- Registration does not guarantee a place; it places the child on a waiting list.
- Priority may be given to siblings, subject to availability.
- All children attend a "Stay and Play" session to ensure readiness for the Nursery environment.
- Offers are made in advance of the start date and must be accepted by the stated deadline.

Children in the Nursery are normally offered a place in Reception in the January prior to entry.

However, where, despite reasonable adjustments, the School determines it cannot adequately meet a child's needs, it will work in partnership with parents to identify a more appropriate setting. In such cases, the School reserves the right to advise that an alternative provision is in the best interests of the child.

Prep School Admissions (Reception–Year 6)

Prospective parents are encouraged to visit the School and meet the Headteacher. Children enter Reception in the September following their fourth birthday. Assessment for Reception takes place during the Autumn Term prior to entry. Offers are made promptly following assessment and must be accepted by the stated deadline.

Admission of Summer-Born Children (Out of Year)

The School's policy is that children are admitted to their chronological year group.

Requests for admission outside the normal age group are considered on an individual basis, taking into account:

- the child's academic development;
- social and emotional maturity;
- professional advice (where available);
- parental views.

Any decision is made in the best interests of the child, and in consultation with parents. Such arrangements are rare and are reviewed carefully to avoid potential long-term educational or social disadvantages.

Admissions Policy & Procedure (including EYFS)

Document History

Date:	Pages:	Amendments:	Reason:	Name:
August 2026		Rewrite	For conciseness; for more clarity	SM Galpin
