

### Admissions Policy and Procedures

Bowdon Preparatory School is an academically focused learning environment. We are happy to offer places to all girls who will benefit from our balanced and well-rounded education who will make a positive contribution towards the life of the school. The school must feel reasonably sure that it will be able to educate and develop the prospective pupil to the best of her potential. So that there is every chance that she will have a complete and successful school career, emerging a confident, well-educated and well-rounded pupil with a good prospect of achieving future success in the secondary sector, we also offer Prep places for pupils to join us in Year 3. Parents interested in a school place for their daughter are invited for a tour to enable them to meet key staff members, find out about the school and see the facilities.

Pupils can join the school at any point of from the age of 3 to 11. However there are several key joining times for which places can be held:

Year group/Age	Minimum attendance		
	Autumn Term	Spring Term	Summer Term
<b>Kindergarten 1:</b> from the term pupil turns 3	3 mornings		4 mornings
<b>Kindergarten 2:</b> academic year pupil turns 4	5 mornings		4 full days
<b>Reception:</b> academic year pupil turns 5	Full time		
<b>Year 3 (Junior school)</b> 7 years	Full time		

#### Registration

Registration of a pupil is usually made following the visit and meeting the Headmistress. Admission to the School is obviously subject to the availability of places and, in the case of an older child, by assessment. Registration is understood to be an expression of interest in Bowdon Prep School. It does not commit parents to accepting a place, nor does it commit the school to offer one. Early registration is recommended as registrations will be considered in the order in which they are received. If a parent has arranged for a visit or an assessment day, then ahead of such a visit, a registration form must be completed and accompanied by the registration fee. By signing the registration form prospective parents consent to the school obtaining, processing and holding personal information about their child, including sensitive information such as medical details, for the purposes of assessment (if seeking entry to the Prep); if a place is then offered, in order to promote and safeguard the welfare of the child.

#### Kindergarten and Prep

There are no formal assessments or testing arrangements for entry into the Kindergarten or Prep. From Year 1 children are invited to the school for a session visit to allow them to familiarise themselves with the school's surroundings and to see for themselves what it might be like to be a pupil at BPS. Also, it is important that the Headmistress can make a judgement whether or not a child is likely to benefit from the education on offer within the context of our school's stated aims, ethos and behaviour policy.

### **Prep (Years 3 to 6)**

Admission to the School from Year 3 onwards is conditional upon an assessment day whereby both the parents and Headmistress will discuss whether or not a child is likely to benefit from the education on offer within the context of our school's stated aims, ethos and behaviour policy and only confirmed upon receipt of a report from the pupil's current school. There will be an opportunity to discuss the taster day experience and assessment data with Phase Leader as well as the form tutor. In the event of a place not being offered the Headmistress will give an explanation to the parents, in writing if requested, as to the reasons why it was felt that such an offer was not deemed appropriate.

### **Allocation of places**

Places are allocated on a first come, first served basis and at the discretion of the Headmistress. In the event of a year group being full, if the parents so wish and subject to a satisfactory pupil visit, the school will place a child on a waiting list. Letters offering places will normally be sent out, but a verbal offer may be given more quickly.

### **Siblings and children of former pupils**

The Headmistress will, whenever possible and subject to availability, give preference to siblings of pupils already at the school and to children of former pupils, provided that those parents have indicated on the registration form that this is the case.

### **Waiting list**

The waiting list will be maintained in strictly chronological order by date of registration. From time to time however, the Headmistress reserves the right to offer places to siblings and to a girl not at the top of the waiting list as per paragraphs above.

### **Acceptance of a Place**

A place is reserved for a prospective pupil when the Acceptance Form has been completed and returned to the school together with the required deposit of £500. This deposit is non-refundable in the event of the child not subsequently taking up the place as arranged. Once a pupil has enrolled in the School, the deposit will be refunded subject to any and all financial obligations being met by the parents, when they leave the School at the end of Year 6. Where there are siblings enrolled in the school at any one time the school will not request a deposit for any sibling. In such a case the deposit paid in respect of the first sibling who leaves will be allocated to the then remaining second sibling and so on.

For the September intake of pupils, prospective parents will be invited to attend an Information Event which is specifically for parents of new children entering the school and provides an opportunity for new parents to meet the school staff and other new parents. A school induction pack and information booklet will be available to new parents providing general information to support transition along with curriculum information.

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

### **Payment of fees**

Fees are due on or before the first day of each term. Any instalment plan agreed to by the school must be adhered to as regards timing, frequency and method of payment as a condition of instalments being accepted. Late payment of fees incur a surcharge of 10%. Fees unpaid by half term or more than two weeks after a reminder has been issued, whichever is the earlier, will result in the suspension of the pupil unless prior written agreement has been secured for postponement of payment. Exclusion of a pupil whose fees have not been paid will result in appropriate action being taken to recover the debts and the costs of recovery.

### **Withdrawal**

All parents are bound by the school's Terms and Conditions as accepted **at the time the acceptance fee is paid**. A full term's written notice of withdrawal of a pupil or a full term's tuition fee in lieu is required. Notice must therefore be given on or before the first day of the pupil's final term. Notice of intention to withdraw part way through a term will incur the liability to pay the fees for the next term in full. In exceptional cases, where there is a valid reason for uncertainty about the pupil's future at the School, the School may accept provisional notice of their intention to withdraw their child from the School. This is only valid for the term in which it is given and a term's notice is still required. Provisional notice must be given in writing and acceptance is at the Headmistress's discretion. The Headmistress reserves the right at any stage during the term in which provisional notice has been given, to require the parents to confirm in writing that the notice is to become unconditional.

Any request to waive all, or part, of the due fees in lieu of notice through financial difficulty must be supported by documented evidence which will be considered by the Bursar.

If a parent decides to withdraw their child before enrolment, written notice must be received by the first day of the preceding term or fees will become due in lieu.

### **Special Educational Needs and Disability (SEND)**

Bowdon Prep welcomes all girls who can make the most of the opportunities offered and can flourish in its caring environment and access an academic curriculum. We are firmly committed to inclusivity and to giving every pupil the best possible opportunities. We welcome pupils with special educational needs or with physical disabilities and will comply with our legal and moral responsibilities. We are only able to admit those for whom the school's resources, reasonably adjusted where appropriate, would be able to secure academic success and educational fulfilment. The School currently has limited facilities for pupils with disabilities. At this present time children with mobility difficulties would find our school a less than ideal environment, with the majority of classrooms on the first and second floor, numerous 'half landings' and several small classrooms. However, we have active monitoring policies and procedures and will do our best to take account of a disabled pupil's needs within the constraints imposed by the School's buildings and resources in order to ensure that pupils with disabilities or prospective pupils are not placed at a

disadvantage in comparison with nondisabled pupils. Parents should provide a copy of an Educational Psychologist report or a medical report to support their request, if available. We advise parents of children with special educational needs or physical disabilities to discuss their child's requirements with us before or during their tour of the school so that we can discuss adequate provision for her.

### **Religious Beliefs**

Bowdon Preparatory School is a Christian School. We welcome pupils who support our ethos from a variety of faiths. Upon accepting a place parents are agreeing to support the schools policies including the uniform policy, and agreeing to pupils accessing the full curriculum including all areas of collective worship.

### **School's Contractual Terms & Conditions**

Copies are made available to parents as part of the admissions process.

### **Admissions Register (for school use)**

Bowdon Prep is committed to ensuring that the Admissions Register is maintained in accordance with Education (Pupil Registration) (England) Regulations 2006. From the beginning of the first day on which the school has agreed or been informed that the pupil will attend the school, an entry will be made in the school's Admissions Register in line with the Education (Pupil Registration) (England) Regulations 2006.

On taking up a place at the school an entry is made in the Admissions Register. The Admissions Register is held as an electronic document. The Admissions Register is stored on the computer, copied electronically to a back-up memory device. The persons responsible for the administration of the Admissions Register are the Bursar and the Admissions Officer.

The following items are recorded in the Register:

- Full Name
- Gender
- Name and address of all parents/guardians and/or carer with an indication of the parent/guardian and/or carer with whom the pupil normally resides
- At least one telephone number at which the parent/guardian can be contacted in an emergency
- Date of Birth
- Date of Admission / Re-admission
- Name and address of previous school
- Name of Year Group on entry (eg Year 3)

Copies of the Admissions Register are held at the school for a minimum of 3 years

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

## Monitoring

The school governors are responsible for monitoring the impact of this policy which will be reviewed formally on an annual basis.

Date of update	(U) Updated (R) Reviewed by	How was updated disseminated	Parents informed	Policy on website
28/9/16	H. Gee (U)	Teacher drive – staff briefing	No	Yes
18/3/17	H. Gee (U)	Governor meeting – teacher drive	No	Yes
	Governors (R)			
21/02/18	H.Gee (U)			
26/3/18	Governors (R)			
20/3/19	H.Gee	Teacher drive – staff briefing	No	Yes
Oct 2019	H. Gee	Teacher drive – staff briefing	No	Yes