

ADMISSION POLICY

EATON HOUSE SCHOOLS
POLICY DOCUMENT

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Selection Criteria

Selection Criteria at:

- Eaton House Belgravia Co-Ed Nursery
- Eaton House Belgravia Pre-Prep
- Eaton House The Manor Co-Ed Nursery
- Eaton House The Manor Girls Preparatory
- Eaton House The Manor Pre-Prep

Is as listed below:

- Date of registering an interest in the School
- Sibling Links
- Connection with the School
- Financial Considerations

Selection Criteria at Eaton House Belgravia Prep and Eaton House The Manor Prep:

- Ability
- Special skills, e.g. sport, music, drama or art
- Sibling links
- Connection with the School
- Transfer from normal feeder Schools
- Financial Considerations

Date of Registration of Interest

Eaton House Belgravia Pre-Prep and Eaton House the Manor, Pre-Prep and Girls' Schools initially offer a fixed number of places based on the date of registration.

When the pre-determined number of places has been allocated then the registration will move to waiting list.

Sibling Links

Where possible, Eaton House Belgravia Nursery, Pre-Prep, Prep and Eaton House the Manor Nursery, Pre-Prep and Girls' Schools will make every effort to accommodate siblings who have been registered too late for a place and are therefore on the waiting list.

No guarantee is made to offer every sibling a place.

A discount is available for siblings and parents should contact the Admissions office for further details.

Connection with the School

Where possible, Eaton House Belgravia Nursery, Pre-Prep and Prep, and Eaton House the Manor Nursery, Pre-Prep, Prep and Girls' Schools will take into account any connection the family may have with the School in order to accommodate children who have been registered too late for a definite place and are therefore on the waiting list.

No guarantee is made to offer a child a place in these circumstances.

Financial Considerations

The parents' ability to pay may be relevant and it is common practice to seek references about parents' payment history from any previous independent School attended.

Ability

Eaton House The Manor Prep School and Eaton House Belgravia Prep School make their selection decisions for external candidates based on aptitude and ability through the following processes:

- 8+ examinations
- Head Teachers reports
- Interviews with the child
- Interviews with the parents.

Entry into Eaton House Belgravia Co-Ed Nursery and Reception, Eaton House The Manor Co-Ed Nursery, Eaton House The Manor Pre-Prep Reception and Eaton House The Manor Girls Reception is non-selective.

If an admission is made individually as opposed to at the usual entry time or into any other year group it will be based on an assessment and subject to availability.

Equal Opportunities

Eaton House Schools is committed to equal treatment for all, regardless of a candidate's race, ethnicity, religion, disability, sexual orientation or social background. At no time does the Eaton House Group of Schools make admissions decisions which are either directly or indirectly discriminatory, on the grounds of:

- *Race*
 - The Equality Act 2010 makes it unlawful to discriminate against anyone on the grounds of:
 - race
 - nationality or citizenship
 - ethnic or national origin.
- *Sex Discrimination*
 - The co-educational Eaton House Schools do not use gender as a factor for making admissions decisions.
 - The co-educational Eaton House Schools do not have a fixed number of places for boys or girls at the School, as this will amount to unlawful sex discrimination.
 - There are exemptions from sex discrimination legislation for single sex Schools.
- *Disability*
 - Eaton House Group of Schools do not treat disabled pupils less favourably and they take reasonable steps, through their “reasonable adjustment” duty, to avoid putting disabled pupils at a substantial disadvantage in matters of admission.
 - Eaton House Group of Schools has in place a three-year plan to develop accessibility for such pupils. The Equality and Human Rights Commission code of practice has been used for guidance on this and other issues.

Candidates for admission will be treated equally and the School will make any reasonable additional or alternative arrangements to ensure that the School's admissions process are accessible to disabled children.

Special Needs

Eaton House Schools does not discriminate in any way regarding entry. The School welcomes pupils with special educational needs providing that its learning support department can offer them the support that they require. We welcome pupils with disabilities provided that our site can accommodate them and that the School is able to make reasonable adjustments. However, we strongly advise parents of children with special educational needs or physical or mental disabilities to discuss their child's requirements with the Head Teacher before they accept a place for Nursery or Reception, or before their child sits the entrance exam for entry into an older year group so that the School can consider if it can make adequate provision for him/her. Parents should provide a copy of an educational psychologist's report or a medical report if they have one.

The School will discuss thoroughly with parents and their medical advisers the adjustments that can reasonably be made for the child if he/she becomes a pupil at the School.

Applications from Overseas Children

Up until 31st December 2020, children from the European Economic Area and Switzerland had the right to enter the UK to access a School. Any children from these countries who had arrived up until that date could apply to the EU Settlement Scheme and if their application was successful, they would be able to continue to study in the UK. As of 1st January 2021, children from these areas are now classed as Overseas Children along with other foreign national children and must have the Home Office's permission to study in the UK.

Pupils will normally live at home with their parents or another family member. If children are not living with their parents, the School should ensure that it has full details of the child's registered guardian.

Sponsored Pupils

Eaton House Schools hold a sponsor licence to sponsor a limited number of overseas pupils' each year to study in the UK. Parents who require sponsorship for their children should contact the Admissions office to check current sponsorship availability before proceeding through the School's regular Admissions process. In order for the School to provide a Confirmation of Acceptance for Studies (CAS) for a pupil's visa application, the School requires the following:

- Formal acceptance of a place including signed contract and deposit payment
- Copies of pupil's and parents' passport photo pages

- Copy of pupil's birth certificate
- One full year's fees paid in advance
- A one-off sponsorship administration fee paid in advance
- Confirmation of a pupil's intended duration of study
- Confirmation of planned living arrangements

Fees For Holding a Place

A registration fee is paid for each registration form completed and this is non-refundable. This covers the cost of administration and does not guarantee a place.

When an offer for a place is made a parental contract and a non-refundable deposit is required to confirm the place. The deposit is refunded after the final term, less any outstanding charges, if a full term's notice is provided in writing. The child must be attending the School when notice is given.

Administering Admission Arrangements

Admission arrangements are administered by the Admissions Office. They ensure that the correct procedures are followed.

The Finance department handle the financial side of admissions and liaises with the Admissions Office.

If an admission is made individually as opposed to the usual entry time, for example when a pupil moves into an area, the proper procedure may be modified in a reasonable way. This might involve, for example:

- amending the application and starting dates
- providing a special entrance examination or test of the same standard as the one taken by general candidates for admission.

When an entrance examination takes place, senior staff should ensure that pupils and parents are well looked after and are treated fairly.

Admissions Register and maintenance

- The School is committed to fulfilling all obligations to the Local Authority with regard to the pupil roll.
- All pupils will be included in the admissions register from the beginning of the first day on which the School has agreed or has been notified that the pupil will attend the School. For most pupils, the expected first day of attendance is the first day of the School year.
- The School will report to the local authority all joiners and leavers at non-transition times, ie, when a compulsory School-aged child leaves a School before completing the School's final year or joins a School after the beginning of the School's first year. The School will do so by using the reporting template provided by the local authority. This will be done on a rolling basis within **5 working days** of the change occurring.
- The template will include, full name, age, date of birth, gender, full home address, contact details, full address of the previous School and/or full address of the future destination, date of the first day of attendance as notified by a parent, and then date confirmed by destination School to our School through telephone, email or scholarship notification. Contact details of future School staff members confirming the child's attendance will also be ascertained.
- Schools are also under a duty to provide information to the Local Authority for standard transitions if requested.
- Schools are also obliged to notify the local authority when a child or pupil fails to attend School regularly or is absent without leave **for more than 10 School days (continuous)**.

- From September 2016, a School's right under to delete a pupil for **non-return within 10 School days** after an authorised leave of 10 School days or more, or after 20 School days of unauthorised absence (in both cases, in the absence of illness or other unavoidable cause), does not arise until the School and local authority have **jointly made reasonable enquiries** (described in the guidance) as to the pupil's whereabouts **and failed**.
- As an independent School, the School's right to remove a pupil is also subject to the **Terms & Conditions**.

Complaints

If a prospective parent is dissatisfied with an admissions decision, they should be referred to the School's complaints procedure.

EYFS

This policy applies to all children including those within the EYFS.

Linked Policies

Complaints Policy.