

EATON HOUSE SCHOOLS ADMISSIONS POLICY

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Introduction to Eaton House Schools

Eaton House Schools is a group of schools comprising:

Eaton House Belgravia

Nursery School – co-educational, age 2 to 4

Pre-Prep School – boys only, age 4 to 8

Eaton House The Manor

Nursery School – co-educational, age 2 to 4

Pre-Prep School – boys only, age 4 to 8

Prep School – boys only, age 8 to 13

Girls' School – girls only, age 4 to 11

Eaton House Schools is part of Dukes Education which is a group of nurseries, schools, colleges and educators around the world.

This Admissions Policy is applicable to families intending to enter a child into Eaton House Schools from 2026 onwards.

Registration

Registration for any entry point is accepted from birth and early registration is always encouraged.

To register, parents should complete the registration form on our website and pay a non-refundable registration fee (£150 for entry at 2+, £180 for entry at 4+ and above). A registration is activated only once the School has received both the registration form and fee. Nursery registrants will also be registered for both 2+ and 4+ entry.

On registration, the child's name will be placed on the registration list for the preferred entry year group and date. The School will send an email to acknowledge receipt of the registration and outline the admissions process and timeline.

Priority Status, Entry Requirements and Procedures

During the application process for any year group, priority may be given to candidates who:

- Are current pupils at Eaton House Nurseries (for entry into Reception from Nursery)
- Are siblings of current pupils at Eaton House Schools

- Are current pupils at any Dukes Education nursery or school, or have some other affiliation with Dukes Education (for example the child of a staff member)
- Have a talent that is valuable to the School, such as academic, sporting, musical or artistic ability
- Looked After Children, consistent with the Education (Admission of Looked After Children) (England Regulations 2006, subject to the School's admissions criteria

The School welcomes all applicants irrespective of any learning needs, disabilities and/or English language requirements. The School will do all that is reasonable to comply with the Equality Act 2010 so that the School may accommodate the needs of such applicants for which, with reasonable adjustments, the School can adequately cater for.

For all places (Nursery, Reception and Occasional Places), if a registration of a 'priority child' is made after all places for their year group have already been offered and/or accepted, then that child will only be offered the next available place (if any). Offers and places already made to other registrants will not be withdrawn.

Regardless of priority status, any external 4+ entry offer is made following a stay and play session designed to allow both the School and parents to be confident that the child will thrive at Eaton House Schools. Any occasional place offer is only made on receipt of the relevant references and reports, and subject to the child's performance during the assessment process indicating the child meets a reasonable level of attainment for their year group and will be able to benefit from the education offered.

Entry and Exit Points

The main entry points into the School are at 2+ into the Nursery, and at 4+ into Reception. Occasional place for entry above Reception are subject to availability.

Children joining Nursery at 2+ will join in the September following their second birthday and attend for two years before moving up to Reception at 4+.

Children joining Reception at 4+ will join in the September following their fourth birthday.

Pupils progress through the School each year and are prepared to leave the School at the end of the final year group, which is Year 3 at Eaton House Belgravia, Year 8 at Eaton House The Manor Prep, and Year 6 at Eaton House The Manor Girls' School.

On the rare occasion when a family wishes to withdraw a child at a different exit point (for example, due to family relocation), the correct notice period (as set out in the Terms and Conditions shared upon offer) is required and the School will support the child's move as best possible.

Nursery Entry

Nursery places are offered in registration date order around 15 months before joining. There is no selection process but parents of any child entering the Nursery in any year group are expected to notify the School of any physical or educational impairment which may affect a child's progress at School so that these may be discussed with the Head and/or relevant staff member with full candor, and where necessary, appropriate and reasonable adjustments put into place.

If a child is registered after all the Nursery places for their required entry year are filled, they will be placed on a waiting list and a place will be offered should one become available.

Reception Entry

Parents of all Reception registrants are invited for a meeting with the Head around eighteen months before joining.

External candidates for 4+ entry are invited to a stay and play session around 11 months before joining. Formal offers are made around 10 months before joining following attendance at a stay and play session.

Should the child be unable to attend the stay and play session for unavoidable reasons (for example the family is based overseas), the School will make every effort to arrange a meeting online. The stay and play session can be replaced by a Teams call with the Head. Please note that an in-person visit is always preferable.

Children who already attend an Eaton House Nursery can move seamlessly into the School at 4+. Their contract with the School will continue from 4+ and the acceptance deposit will be retained by the School. Attendance at the stay and play session is optional.

If a child is registered after all the Reception places for their required entry year are filled, they will be placed on a waiting list and a place will be offered should one become available.

Occasional Place Entry

Occasional place entry is subject to availability and assessment. The assessment process varies from a light-touch taster session for candidates joining Years 1 to 3, to more formal academic assessment for candidates joining Year 4 and above.

Candidates are assessed by the Head or a senior member of staff, either in person at the School or online; an in person assessment is always preferable. The School will consider a recent school report and a confidential reference from the current school as part of the assessment process, along with any EAL needs.

Children usually start at the beginning of an academic year but a start at other points is possible.

Offers

Formal offers are made by email to all holders of parental responsibility.

Nursery offers are made around 15 months before entry at 2+.

Reception offers are made around 10 months before entry at 4+, following attendance at a stay and play session.

Occasional place offers are made following successful completion of the assessment process. Assessments are conducted as required but only within one year of entry.

Admission to the School is always at the discretion of the Head. In all cases, the Head's decision is final with no appeal considered.

Accepting a Place

To accept an offer of a place in any year group, parents must send the following as soon as possible by the deadline stated within the offer:

- A completed and signed acceptance form (which includes a copy of the School's Terms and Conditions and as such forms a legally binding contract between the parents and the School once signed by all the required parties).
- A copy of the child's passport photo page
- Payment of the acceptance deposit into the School's bank account

A place is accepted and confirmed only once all of the above have been received by the School.

Once the place is accepted, the parents are legally obliged to adhere to the School's Terms and Conditions. A copy of the School's Terms and Conditions can be made available on request.

Admissions Administration

Admissions administration, including cancellation and withdrawal arrangements, is conducted by the Admissions staff who ensure that the correct procedures are followed.

Finance staff handle the financial side of admissions and liaise with the Admissions staff.

If an admission is made outside the usual entry time, for example when a pupil moves into an area, the usual 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

Financial Considerations

The first school fee payment is due on the first day of the term that the child starts at School. There are three terms in an academic year. Annual fees are divided into three equal parts and are charged separately on a termly basis.

All school fees are to be settled via Direct Debit unless circumstances for not paying by Direct Debit have been agreed with the School.

Fees are reviewed on an annual basis and may be increased. Notice of an increase in fees will be made before the end of the penultimate term before the increase is to take effect. The fees payable can be found on our website.

The acceptance deposit is refunded after the final term, less any outstanding charges, subject to the Terms and Conditions being met.

Cancellation of a Place

The cancellation of a place that has been accepted can cause long term loss to the School, especially if it occurs after other families have finalised their decisions about their child's schooling. If the parents cancel their acceptance of a place or the pupil does not join the School after a place has been accepted, and if the correct notice (as details in the Terms and Conditions) has not been given, the acceptance deposit will be retained and fees in lieu of notice will be owed to the School.

Special Educational Needs

The School will do all that is reasonable to ensure the application procedure (and any information about the School) is accessible for children with special educational needs (including English as an Additional Language needs) and/or disabilities, making the necessary reasonable adjustments wherever possible.

Parents of any child entering the School in any year group are expected to notify the School of any physical or educational impairment which may affect a child's progress at School at application phase, so that these may be discussed with the Head with full candor, and where necessary, appropriate and reasonable adjustments put into place. This includes children with a statement of special educational needs or an Education, Health and Care Plan (EHCP) from the local authority.

The School will only consider admitting a pupil if we are confident that their special educational needs can be met with any reasonable adjustments that the School can provide, and that they have the ability and aptitude to thrive in the academic environment. This is dependent on a successful performance in the entrance assessments according to the same criteria as other applicants, and that their admission is compatible with the provision of an efficient education for the children with whom they will be educated.

Our facilities for children with disabilities are limited. However, the School will do all it can to ensure reasonable adjustments are made in order that pupils with disabilities have full access to the curriculum, procedures, and policies.

Disclosures and requests (with supporting documents) for exam concessions such as extra time must be submitted to the school at the application stage. The written evidence must be dated no earlier than two years prior to the assessment date. The School may also seek confirmation from the current school of the provision and practices in place to support the pupil's normal way of working.

Full details regarding the School's policy and procedures for pupils with SEND, please see the SEND Policy which is available on the school website.

English as an Additional Language (EAL)

Eaton House Schools are a group of English-speaking schools and do require pupils entering the upper year groups (Year 4 and above) to have a good level of English in order to be successful at assessment and make progress at the school. However, we can offer EAL support as required to younger pupils who may be reasonably new to English and will consider each pupil's level of English during our assessment process. We will liaise with parents if we consider EAL support is required; an offer may be conditional upon EAL tuition, for which there is an additional fee, and this will be tailored to each pupil's needs.

EAL support is provided by our dedicated member of staff who works alongside our Learning Enrichment Team to help pupils with little English make accelerated progress in reading, writing, grammar and spelling, along with tailored support across the wider curriculum. Our aim is to allow each pupil to develop their language skills to allow them to access every aspect of the academic and social life of the school.

Right to Reside & Visa Sponsorship

The School is required to check your child's right to reside in the UK. Along with your signed Acceptance Form, please provide us with a copy of your child's passport.

If your child does not have a UK passport, please provide a copy of your child's passport and provide either evidence of your child's settled/pre-settled status (for EU nationals living in the UK before 1 January 2021) or evidence of your child's right to reside in the UK (for all other nationalities), in the form of a share code so we can make the required UKVI online check.

If your child is dependant upon a parent for their visa, please provide a copy of the relevant parent's passport and evidence of the parent's visa, in the form of a share code so we can make the required UKVI online check.

Pupil Sponsorship

Eaton House Schools hold a licence to sponsor Child Student visas.

If your child requires the School to sponsor a visa to study at the School, the following is required:

- Full offer acceptance, including signed parental contract, £2,500 deposit and copy of child's passport and birth certificate (notarised translations if the originals are not in English)
- Payment of one academic year's international rate school fees in advance.
- Payment of a £100 Confirmation of Acceptance for Studies (CAS) administration fee

Sponsored pupils and their dependent parent are required to adhere to all responsibilities as outlined in the 'Sponsored Student Responsibilities' document that is emailed along with the offer letter, and termly once the child joins the School.

It is expected that sponsored pupils complete their course as specified in their Course End Date on their CAS Form.

If a pupil, for any reason, is unable to arrive and start their course on time, the School must undertake an Academic and Pastoral Review to determine if the pupil is still able to access, progress, and complete the course. An Academic and Pastoral Review will take place if a pupil does not arrive and start within three weeks of the published course start date. A review may take place earlier if the School considers it appropriate.

Following the review, the School will decide if:

- The pupil can access, progress and complete the course and the offer remains in place pending any subsequent reviews
- The pupil with additional support, can access, progress and complete the course. Details of that support will be provided
- The pupil will not be able to access, progress or complete the course and the offer will be revoked

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 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 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.

Complaints

The School's Complaints Policy and Procedure is published on the School's website and may be provided to prospective parents upon request. However, the Complaints Procedure is not applicable to prospective parents.

Status of the Policy

This policy is intended to provide general guidance for the parents of prospective pupils. It should not be regarded as having legal effect and if there is any conflict with the contract, the contract prevails.