



Radnor House  
— TWICKENHAM —

Admissions Policy  
Radnor House Prep School

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Published: September 2023

Next Review Date: September 2024

## Applies to:

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- The whole school and all activities provided by the school, including those outside of the normal school hours.
- All staff (teaching and support), the Governors and volunteers working in the school.
- In our school, the term 'staff', in the context of safeguarding, is inclusive of all staff and is also inclusive of students on placement, contractors, agency staff, volunteers and the Proprietor.

## Availability

This policy is made available to parents, staff and pupils in the following ways: via the school website, within the Parent Policies Folder in the reception area, and on request from the school office.

## Monitoring and Review:

This policy is subject to continuous monitoring, refinement and audit by the Head. The Head undertakes a formal annual review of this policy.

Signed:

Stephanie Piper

Radnor House Twickenham is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. It is our aim that all pupils fulfil their potential. In our school, the term 'staff', in the context of safeguarding, is inclusive of all staff and is also inclusive of pupils on placement, contractors, agency staff, volunteers and the proprietor.

## 1) Introduction

- 1.1. Radnor House Prep School is a co-educational, IAPS preparatory day school for children aged 3 to 11 years.

## 2) Key objectives

- 2.1 The key objectives of the school's admissions policy are:

- To provide general guidance on all aspects of the admissions process.
- To admit children regardless of sex, race, ethnicity, religion, language, disability or social background.
- To give priority to siblings of children who are pupils of the school.

2.2 In this first year prior to opening there might be a need to offer an alternative to the information given below however the school is keen to ensure that parents and pupils are welcomed to our community and are able to find out as much as possible about the new school before its opening.

## 3) Information for parents of prospective pupils

3.1 A copy of the school's prospectus will shortly be available from the school office and will be sent to parents of prospective pupils on request. The prospectus will also be available to be downloaded from the school's website.

3.2 Tours of the school are given by the Head or Head of admissions, when parents of prospective pupils can see the current senior school in operation and find out more about the plans for the new school. There will also be at least one Open Event a term when parents will be guided around the school by current pupils of Year 6. Parents may also make an individual appointment with the Head.

## 4) Entry Points & Admissions Requirements

4.1 The main points of entry into the school are the Nursery (3+) and Reception (4+). Children enter Nursery in the September following their third birthday or enter Reception in the September following their fourth birthday. Children joining the school in Nursery receive automatic entry into Reception the following year and are expected to progress through the school.

4.2 The school does not believe in testing very young children, and it is non-selective for entry to the Nursery and Reception year groups. However, 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 so that these may be discussed with the head with full candour and, where necessary, appropriate, and reasonable adjustments put into place. (See also Section 8)

4.3 Children may also join the school at any other age, such as Year 3 (7+ entry) subject to a place being available subject to a place being available and following the 'get to know you' sessions at the school.

4.4 Pupils applying for a place in Year 1 and above will be required to attend an informal 'get to know you' sessions. For entry in September 2023, these will be held in January and February of 2023. Prospective pupils will be invited in to take part in activities and parents will be given the chance to visit the school once again. Offers will be made after these sessions and will be based on whether the school feels that they are able to appropriately meet the needs of the child and that the child will be able to benefit from the education offered.

4.5 The School prepares children to leave the school at 11+ at the end of Year 6 and does not prepare children to leave at any other point.

4.6 Preparation is for all 11+ examinations. However, pupils seeking places at Kneller Hall (currently Radnor House Twickenham senior school), Hampton Court House or any other Dukes school are given priority entry and are not required to sit the school's 11+ assessment.

## 5) Registration

5.1 Registrations are accepted and encouraged from birth.

5.2 To register, parents must complete the registration form on our website and pay the non-refundable fee of £150. To register your child, please visit:

[www.prep.radnortwickenham.org/apply-for-a-place](http://www.prep.radnortwickenham.org/apply-for-a-place). Registration is treated as effective only once the school has received both the registration form and the registration fee.

5.3 Parents do not need to have visited the school before registering their child but are required to have visited the school before their child is offered a place (although in exceptional circumstances the Head may waive this requirement). Registration is treated as effective only once the school has received both the registration form and the registration fee.

## 6) Offers

### 6.1 Nursery:

- Priority is given to siblings of current pupils.
- Second priority is given to siblings of children who have already accepted a place to start at the school (in order of date of registration) and children joining from within the Dukes family.
- Places for other children (i.e., those who do not qualify for sibling priority) wishing to go into the Nursery starting in the autumn term are offered according to date of registration at the discretion of the Headmaster.

### 6.2 Reception:

- Priority is given to children who are already in Nursery. These children gain automatic entry into Reception at Radnor House Prep School. As such, we will always recommend a child joining us for Nursery if they want to be guaranteed a place at Radnor House for their prep education.

- Second priority is given to siblings of current pupils (in order of date of registration) and children from within the Dukes family.
- Third priority is given to siblings of children who have already accepted a place to start at the school (in order of date of registration).
- Places for other children (i.e., those who do not qualify for sibling priority) wishing to join the Reception starting in the Autumn term are offered according to date of registration at the discretion of the Head.

### 6.3 Other year groups:

- Offers of occasional places in other year groups are dealt with on an individual basis and subject to assessment (see paragraph 7 above).
- Once a child is registered for an occasional place, we will request their latest school report and any assessment data available from their parents. Prior to offering a place, we will contact their previous school or Nursery for reports or references. Once these are received, the child will be invited to visit the school and, where appropriate, sit the entrance assessments.
- Offers are made on the receipt of the relevant references and reports, and subject to the 'Get to know you' session (see paragraph 4.4). A place will only be offered if the School feels that he or she can meet a reasonable level of attainment for the year group and will be able to benefit from the education offered.

## 7) Sibling Priority

7.1 To be given sibling priority, the younger child must be registered at the same time as the older sibling whose attendance at the school would qualify the younger sibling for sibling priority or within 3 months of birth, whichever is later.

7.2 Registration of a sibling is accepted whenever received within reason but if registration is made after all places for a year have already been offered, the sibling will only be offered the next available place (if any): offers already made to other registrants will not be withdrawn.

7.3 Where any older child in a family has left the school, then that child's siblings yet to join the school will no longer enjoy priority status on the registration lists.

7.4 Children in the Nursery are guaranteed a place in Reception. It is unusual for any children to not continue their Prep education with us. As a result, there is a limited number of places available each year for entry into Reception. To guarantee a place in Reception, we recommend children join us for Nursery at 3+.

Thus, the school's offers are issued as illustrated by the following table:

Entry Point	1 <sup>st</sup> offers	2 <sup>nd</sup> offers	3 <sup>rd</sup> offers	4 <sup>th</sup> offers
Nursery 3+	Sibling of current pupil (in order of date of registration)	Sibling of child who has already accepted a place to start at the school (in order of date of registration) and children from within the Dukes family	Date of registration	
Reception 4+	Children in the School's Nursery class (automatic entry)	Sibling of current pupil (in order of date of registration) and children from within the Dukes family	Sibling of child who has already accepted a place to start at the school (in order of date of registration)	Date of registration
Other years	Siblings in order of registration and subject to 'Get to know you' session	Date of registration and subject to 'Get to know you' session		

7.6 Offers embody the school's standard terms for its contract with parents. These include the requirement for a term's notice of the intended removal of a pupil.

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

7.8 Priority may also be given to Looked After Children, consistent with the Education (Admission of Looked After Children) (England) Regulations 2006, subject to the School's admissions criteria in accordance with the School's Looked After Children Policy.

## 8) Disabilities

8.1 Before any place is offered, parents are required to inform the school if their child has special needs of any kind. This includes children with a statement of special educational needs or an Education, Health and Care (EHC) plan from the local authority. This allows the consideration by the school of whatever reasonable adjustments may be appropriate so that children with any special need can be accommodated.

8.2 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 an academic environment.

8.3 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.

8.4 Parents are invited to discuss their individual requirements with the SENDCo during the admissions process to ascertain if the school can meet the individual needs of their child.

8.5 Disclosures (with supporting documents) must be submitted to the school within the Application Form at the time of registration. The written evidence must be dated no earlier than two years prior to the application 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.

8.6 For 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.

8.7 Parents of children for whom English is not their primary language (EAL) should also notify the school prior to entry so suitable provision may be made.

## 9) Accepting a place

9.1 To accept an offer of a place in any year group, parents must complete the online acceptance form, which will be sent alongside the offer letter, alongside a copy of the child's passport as soon as possible, or by the deadline stated within the offer.

9.2 The acceptance form must be accompanied by payment of a £3000 deposit at the time of acceptance via the online payment system. Acceptance will only be considered confirmed once both the form and deposit have been received.

9.3 This deposit, less any outstanding items such as the cost of trips or fees for individual music lessons, is returned when the child leaves the school, subject to the school having received payment of all sums due to it.

9.4 One term's fees (at the new academic year fee cost) will be payable in advance on or before the first day of the summer term, preceding the child's entry into the school in Nursery or Reception in September.

9.5 Parents who accept an offer of a place after the start of the summer term prior to their child starting at the school in September, or accept a place for entry mid-year, are required, on accepting the offer, to pay the first term's fees alongside the deposit. This is applicable to children joining the school in any year group.

## 10) Withdrawal

10.1 The deposit will not be refunded should your child not take up their place at the school after the offer has been accepted.

10.2 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 made their decisions about schooling for their children. If the Parents cancel their acceptance of a place or the Pupil does not join the School after a place has been accepted, any fees paid in advance of entry will be retained by the School.

10.3 If a place is cancelled before entry to the school with less than one term's notice, parents will be liable for the cost of the first term's fees.

#### 11) Waiting list

11.1 For children registered for Nursery and Reception entry, once all the places for the following September are filled, children will be kept on the waiting list for the relevant year group and places will be offered to those children if they become available at any other point.

11.2 To retain our co-educational commitment, we try to replace a boy with a boy and girl with a girl aiming to achieve an even spread of boys and girls in a class.

#### 12) Increases in fees

12.1 Fees are increased with effect from the start of each new academic year and the fees at the increased rates are generally announced to parents and published on the school's website in the second half of the previous term. The fees payable may be seen here.

#### 13) Right to reside

13.1 The school is required to check your child's right to reside in the UK. Along with your signed acceptance form, please provide the school with a copy of your child's passport.

13.2 If your child has a UK passport, a copy of this will be sufficient.

13.3 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 (visa/BRP for all other nationalities).

13.4 If your child holds a visa/BRP (Biometric Residence Permit) please provide the school with a copy of the passport, visa, entry vignette or current valid BRP (both sides of the card) for both the dependent child and parents.

#### 14) Status of policy

14.1 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 referred to the contract prevails. This policy is published in compliance with the requirements of paragraph 32(3)(a) of the Schedule to the Education (Independent School Standards) Regulations 2014 and was approved by the Head on 1st September 2022.