

# Admissions Policy – including EYFS

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## Introduction

Deciding on the right school for your child is very important, and we believe that a personal visit is invaluable. We very much hope that you and your child will visit Cheam (the “School”). We hold a number of open events, which give a general introduction to the School. We are also very happy to welcome prospective parents and their children at other times. Please contact the School’s register/admissions secretary, Amanda Arkwright on 01635 267822 or email registrar@cheamschool.co.uk or email via the website to arrange a visit.

## Entry Points

The usual entry points are Nursery, Reception and Year 3 although pupils may be accepted at other times if places are available.

Therefore there may be a restriction on intake in one of these areas if numbers exceed places available.

## Admissions

### Pre-Prep School

Admission is usually through the Nursery and except in unusual circumstances a place in the Nursery guarantees a place in the Pre-Prep School. The School is non-selective but if the School feels a child is unable to benefit from the education offered the School will discuss the situation with the parents to provide the best outcome for the child. Order of registration is taken into account in the allocation of places. A place in the Pre-Prep School does not guarantee a place in the Prep School and the Headmaster will contact parents in the second term of Year 2 to tell them if their children are to be offered a place or not.

### Prep-School

Children in the Pre-Prep School will be given priority as highlighted above.

Prospective parents are encouraged to arrange a meeting with the Headmaster in order to assess the suitability of the School for their child. This meeting will include a full tour of the School.

Prospective parents may then complete a Registration Form and pay a non-refundable Registration Fee of £75. Order of registration is taken into account in the allocation of places.

All children registered for entry will be offered a ‘Familiarisation Day’ approximately eighteen months before their proposed date of admission. The purpose of the day is to

allow prospective parents, the child and the School the chance to assess the suitability of the School for the child. Children who are considered for whatever reason unable to take advantage of the opportunities offered at the School are notified at this stage.

Parents of registered children will be contacted in the Autumn before their child is due to enter the School and offered a place which will be confirmed on completion of the Confirmation Form and payment of the Confirmation Fee. The Confirmation Fee is refunded on the child's final bill. In the event of a shortage of places priority will be given in accordance with the criteria set out below and some children will be offered waiting list places. If a place subsequently becomes available the parents will be notified as soon as possible.

## Selection

Amongst the preconditions for entry are that the parents understand and broadly sympathise with the ethos of the School, the child is of the appropriate age and maturity, the child is able to access the full curriculum, the school is able to provide adequately for any learning difficulties, disabilities and other special needs (if any) the child may have. Also that the present school reports satisfactory attitudes and conduct on the part of the parents and child And that fees (if applicable) at the present school have been paid.

As highlighted the date of registration is taken into account when looking to offer a place at the School, as is whether the child has a sibling at the School, whether there is a parental or family connection with the School and also whether the applicant has special aptitudes or gifts.

Exceptional family circumstances and education outside of the UK will also be considered.

The following factors will not be taken onto account the child's or parent's race, religion, nationality, ethnic origin, skin colour, area of residence, disability or socio-economic group.

## Disability and Special Educational Needs

We strongly advise parents of children with special educational needs or physical or mental disabilities to discuss their child's requirements with the School before he/she comes to the Familiarisation Day so that the School 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 for the consideration by the Head of Learning Support.

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

## Bursaries

Current parents who are experiencing genuine financial difficulties may apply for a bursary by completing a bursary form which is available from the Bursar. Parents will be required to provide detailed financial information and may be interviewed in relation to their application. The award of a bursary will be for a maximum period of 12 months

after which time the level of the bursary will be reviewed taking into account the parents' current financial circumstances. The award of bursaries is entirely at the discretion of the Governors.

All bursaries are means-tested. The school is committed to providing assistance whenever it is warranted and possible. Full details are available from the Bursar.

## Data Policy

During their time at school and following GDPR, parents are asked to give consent for the photography of their children, for the photos/videos to be used in various school magazines for publicity, for parent email addresses to be circulated and to be contacted for marketing purposes. This consent can be withdrawn at any time and may only be asked once during their time at the School unless further consents are required.

Information from prospective parents who don't subsequently take up a place at the school will be kept until either (i) the child is too old to attend or (ii) the parents highlight that they are not looking to send their child to the school or (iii) if there has been no contact from the parents for up to 5 years. The information is then removed from the system and paper copies shredded.

Reviewed: November 2018  
Compliance checked: November 2018  
Future review date: January 2020