



## Admissions Policy

Reviewed by:	Winnie Healy – Head of Admissions	September 2024
Approved by:	Trish Watt -Headmistress	September 2024
Governor Approval:	Professor Mark Bailey	September 2024
Next Review Date:	September 2025	

### Introduction

Eaton Square Prep School is a selective, co-educational, Nursery and Preparatory day school for children aged 2 to 11 years. Eaton Square Prep School is part of [Dukes Education](#) - a family of nurseries, schools, colleges and educators in the UK.

This Admissions Policy is applicable to families intending to enter a child into Eaton Square Prep School from 2024 onwards.

### Key Objectives

Our aim during the admissions process is to get to know you and to make sure you have everything you need to get to know us. This Admissions Policy is based upon a transparent and fair process and reflects the values and ethos of Eaton Square Prep School and Dukes Education. The key objectives of this 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

### Information for Prospective Parents

A copy of the School's prospectus is available from the School office and can be sent to you on request. The prospectus can also be viewed online [here](#).

Tours of the School are given by Admissions Manager (or another member of the Senior Leadership Team should the Admissions Manager not be available) and enable parents of prospective pupils to see the School in operation. There are also Open Mornings throughout the school year. To arrange a visit to the School, please contact our Admissions Department on [registrar@eatonsquareschools.com](mailto:registrar@eatonsquareschools.com) or sign up for an Open Morning [here](#).

The Prep and the Nursery classrooms are located at 55-57 Eccleston Square, London SW1V 1PH. The Nest is an additional Nursery School classroom part of Eaton Square based at 32 Lupus Street, London SW1V.



## Entry Points

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The main points of entry into the School are the Nursery (2+) and the Prep (4+). There are two Nursery entry points: the pre-nursery and the main nursery.

There are 4 Nursery classrooms:

- **Beehive Nursery**, based at Eccleston Square for 3-4 year olds. Entry point for this classroom is in the September following the child's third birthday.
- **Treehouse Nursery**, based at Eccleston Square for 3-4 year olds. Entry point for this classroom is in the September following the child's third birthday.
- **Greenhouse Nursery**, based at Eccleston Square for 2-3 year olds. Entry point for this classroom is in the September following the child's second birthday.
- **The Nest**, based at Lupus Street for 2-4 year olds. Entry points are the same as Eccleston Square.

Children starting in the Greenhouse Nursery spend one academic year there before automatically moving into either the Beehive or Treehouse Nursery, unless requested otherwise.

Children starting in Beehive or Treehouse Nursery spend one academic year there, involving automatic application for Reception, unless requested otherwise.

Children starting in The Nest will remain at the Nest until they receive an automatic application for Reception, unless otherwise requested.

Children in Reception are expected to progress through the School until the end of Year 6.

## Registration

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Registrations for any entry point are accepted and encouraged as soon as possible after birth.

To register, parents must complete the registration form on our website and pay a non-refundable fee of £150. To register your child, please visit: [www.eatonsquareschools.com/nursery-prep/admissions/apply-now](http://www.eatonsquareschools.com/nursery-prep/admissions/apply-now). Registration is treated as effective only once the School has received both the registration form and the registration fee.

Once the completed registration form and fee have been received, the School will acknowledge receipt of the registration, the child's name will be placed on a registration list for the preferred year of entry and the appropriate entrance next steps as outlined in the following sections will begin.

## Priority System, Entry Requirements and Procedures

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

- Are current pupils at the School (for entry into Reception from the Nursery)
- Are siblings of current pupils at Eaton Square Prep School
- Are current pupils of any Dukes 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 further details on Special Educational Needs and EAL admissions, please refer to the SEND policy [here](#) and EAL policy [here](#)

For all places (Nursery, Reception and occasional places), if registration of a 'priority child' is made after all places for their Nursery or 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 Prep offer is only made on the receipt of the relevant references and reports, and subject to the child's performance in the assessment requirements meeting a level that indicates that he or she can meet a reasonable level of attainment for their year group and will be able to benefit from the education offered.

### ***Entry into the Nursery***

The School does not believe in testing very young children, and it is non-selective for entry to the Nursery. 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 and/or relevant staff member with full candor and, where necessary, appropriate and reasonable adjustments put into place.

Due to the high-demand of our Nursery places, all Nursery places are allocated on a first-come-first-served basis.

### ***Entry into the Prep School***

For Reception entry:

1. First priority is given to children who already attend Eaton Square Nursery. These places are offered based on informal, play-based assessments which take place during usual Nursery hours in the first half of the Autumn Term of the prior-planned Reception entry year. As such, we will always recommend a child joining us for Nursery if they want to increase their chance of a place at Eaton Square Prep from Reception onwards.
2. Second priority is given to children who attend a Nursery within the Dukes Education family. Places are offered based on the same criteria required for third and fourth priority applicants. However, where third and fourth priority applicants are required to attend the annual November assessment, for Dukes Nursery children this assessment may take place in their own Dukes Nursery setting, should demand permit.
3. Third priority is given to siblings of current pupils who do not attend Eaton Square Nursery or other Dukes Nursery Schools.



4. Fourth priority is given to all other applicants.

For third and fourth priority applicants, places are offered based on the following two criteria:

- Admissions Report and/or Reference Letter from the child's current Nursery / educational setting
- Informal, play-based assessment for the child. This usually takes place at the School in the November of the prior-planned entry year and lasts for roughly an hour.

Parents of any child wishing to start in Reception are also invited for an informal parent interview with the Head or Principal and/or the Head of Early Years. This enables parents and the School to discuss the child's individual strengths and needs in person.

Should the child be unable to attend an in-person assessment for unavoidable reasons (for example, the family is based overseas), the School will make every effort to carry out the assessment online. The in-person assessment can be replaced by a 10-20 minute Zoom video call with the Head of Early Years or Head of Reception. Please note that an in-person assessment is always preferable.

Reception places are usually filled by the January preceding the September that the child is due to start in Reception. However, we welcome applications from February as waiting list places are sometimes available.

***For Year 1 and above entry ('occasional places')***

Children may also apply to the School at any other age, subject to a place being available. These places are referred to as 'occasional places' and are strictly limited.

For children wishing to join the School in Year 1 or Year 2, places are offered based on the child's latest school reports and a completed Reference Form from the child's current school. The child may also be required to spend some time in the School prior to offer to ensure that they are able to meet a reasonable level of attainment for the year group and will be able to benefit from the education offered. The child will be required to have an informal interview with a member of the Senior Leadership Team.

For children wishing to join the School from Year 3 and above, the entry requirements are:

- Latest School report(s)
- Reference Form from the child's current School
- Trial Day at Eaton Square– The child joins a class of their appropriate age group for a typical School day. Should the child be unable to attend this for unavoidable reasons, the School may be able to waive this requirement. However, this is not guaranteed, and an in-person assessment is always preferable.
- CAT4 Test – This can be taken either during the child's Trial Day, in their current school, or over a supervised Zoom session.
- EAL (English as an Additional Language) Assessment (if necessary)
- Interview with the Head or Principal

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

The School prepares children to leave the School at 11+ at the end of Year 6. On the rare occasion when a family wishes to withdraw a child at a different 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.



### **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 (EHC) plan 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 an 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.

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.

Disclosures and requests (with supporting documents) for exam concessions such as extra time must be submitted to the school along with the Application Form. 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.

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 [here](#).

### **English as an Additional Language (EAL)**

Parents of children for whom English is not their primary language (EAL) should notify the School at application stage so suitable provision may be made.

The School does not regard pupils as having a 'learning difficulty' solely because the language or medium of communication of the home is different from the language in which he or she is or will be taught. However, pupils for whom English is an additional language will be provided with appropriate support providing that they fully meet the Eaton Square School entrance criteria. They will be assessed to gauge the support that may be needed to ensure equal access to the curriculum along with all other aspects of life at Eaton Square School.

Specialist EAL support is available when required at additional cost.

For full details regarding the School's policy and procedures for pupils requiring EAL, please see the EAL Policy, which is available on the school website [here](#).



## Offers

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Offers for Nursery places are emailed out as soon as the child is registered, if a place is available. If all places are already full, the family will be notified that the child has been placed on the waiting list and an offer will be made should a place become available.

Offers for Reception places are emailed out in the November - January period prior to the due September start.

Occasional place offers are emailed out as soon as the application requirements are complete and a decision has been made by the School on whether or not to make an offer.

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

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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 to the Admissions Manager:

- A completed and signed Acceptance Form.
  - The Acceptance Form 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 required parties. A copy of the School's Terms and Conditions can be viewed [here](#).
- A copy of the child's passport
- Proof of payment of a £3,000 deposit paid directly into the School's bank account

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

Once the place is accepted, the parents are legally obliged to adhere to the School's Terms and Conditions.

The deposit will be refunded once the child has left the School, subject to the Terms and Conditions being met.

## Fees

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

Should the child only be able to start 'mid-term', a full term's fees will be due in advance of or on the day of the child starting. 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 and may be subject to tax. 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 the Fees page of our website [here](#).

## Cancelling a Place

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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 and if the correct notice (as detailed in the Terms and Conditions) has not been given, the deposit will be retained and fees in lieu will be owed to the School.

## Waiting List

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Should a child register for Nursery once all the places for their required entry year are filled, they will be kept on the waiting list and a place will be offered should it become available at any other point.

Should a child register for the Prep once all the places for their relevant year group have been filled, they will be kept on the waiting list and the School will contact the family should a place become available. The School would then offer that place to the child should that child meet the standard admissions requirements.

## Right to Reside & Student Sponsorship

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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 has a UK passport, we must see the original.

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).

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

### **Student Sponsorship**

Eaton Square School holds a licence to sponsor Child Student Visas (formerly Tier 4 visa).

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

- Full offer acceptance (signed parental contract, £3,000 deposit and copy of child's passport/birth certificate)
- Payment of a full academic year's fees in advance. Up to date Fees for sponsored students can be found [here](#).
- Payment of a £250 CAS Admin Fee

Sponsored students 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 students 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 student 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 3 weeks of the published course start date. A review may take place earlier if the School feels it appropriate.

Following the review, the School will decide:

- 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.

### Status of the Policy

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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.