



# Notting Hill Preparatory School

## 5.1 Policy for Admissions

### (EYFS & KS1-3)

Reviewer responsible: **Head**  
Reviewed by: **MM JC**

Date of last review: **10/16**  
Date of next review: **09/17**

## **POLICY FOR ADMISSIONS**

All applications for places at Notting Hill Prep will be treated fairly. No child will be refused a place on grounds of race, gender or background. Where a child has a physical or learning disability, all reasonable adjustments will be made to ensure they can be educated here (**see School Accessibility Plan and Policy; Policy for Special Educational Needs; Policy for Inclusion and Equal Opportunities**).

We value the importance of effective induction procedures, with pre-school visits, parent meetings and where possible a review of previous records. If the school is aware of specific learning difficulties or disabilities before a child starts school, information will be sought from parents and outside agencies, as appropriate, to assess the individual needs of the child. Where resources are available, every effort is made to support a child's needs.

Every effort will also be made to provide support for those families from ethnic minorities, especially those for whom English is an additional language, or who have come into the country recently. Assistance will be sought from bi-lingual teachers/teaching assistants/people in the local education community if translation is required.

### **Procedures**

#### **Children entering in Reception**

Notting Hill Prep School is non-selective at Reception.

A child entering in Reception will join one of three parallel classes of mixed age range.

This is how the procedure works:

- Entry into Reception is decided by ballot
- Siblings are exempt from the ballot and are automatically offered places if they are available
- The number of places available in a ballot will therefore depend upon the gender and age of siblings already allocated places
- The ballot takes place in May, sixteen months preceding entry into Reception (for example, a child due to start in Reception in September 2018, would have been drawn from the ballot in May 2017)
- The ballot is split into two: one draw for September to February birthdays and the second for March to August birthdays
- Names of children not selected in the ballots are retained on the waiting list, ordered according to how soon after birth a child was registered
- Once the ballot has been drawn, formal offer letters are sent to siblings and those selected via the ballot, requesting a deposit of £2,500 to confirm the place (the deposit is refunded when the pupil leaves the school, provided a full term's notice has been received and all outstanding accounts have been settled. The deposit is not refundable in the event of a pupil's not joining the school)
- If there are still places available once all deposits have been received, offers are made to those on the waiting list until the classes are full and all deposits have been received (the waiting list is ordered according to how soon after birth a child was registered)

In the March before entry:

- Parents of non-siblings who have paid deposits to confirm acceptance of places are asked to pay the first Autumn Term fee in advance. At this stage places may once again become available and will be offered to those on the waiting list
- Parents of siblings who have paid the deposit are asked to confirm in writing their intention of accepting the place or to give a term's notice if they wish to withdraw their application. They will agree to pay the Autumn Term's fees by the first day of the Autumn Term

**(See Policy for Home Visits)**

## Children entering after Reception

### Entry into Year 1

Occasional places may become available in Year 1 if a child leaves the school. Children who were on the waiting lists for Reception are carried forward to the next year if their parents request it.

- Other families who contact NHP enquiring about a place, but who did not register for entry at Reception, will also be put on the waiting list
- If a place becomes available, then the school Registrar will liaise with the Head and Head of Lower School before contacting parents on the waiting list
- Like Reception, there is no assessment for entry at this point. However, children will be invited for a visit during which time they will be observed in the classroom by the Head of Early Years (see **Appendix 1**)
- The child will meet the Head and Head of Lower School on a 1:1 basis
- Reports will be requested from their previous school if these are available
- The Registrar will liaise with the Head and Head of Lower School and parents will be informed of the decision and given any necessary feedback.

### Entry into Year 2 and above

Most children applying for occasional places in Year 2 and above are assessed for entry the following September, provided there are places available in the class. This is to ensure that pupils joining the school are academically in line with their peers and will therefore easily be able to adapt to life at NHP.

The assessments may include papers in English, Maths and Problem Solving and a social task. The children also have a short interview with the Headmistress. Pupils presenting with specific learning difficulties are given additional time to complete the assessment papers provided there is documentation to substantiate the learning difficulty. Every effort will be made to ensure that the assessment procedure is accessible to all pupils.

Parents are notified of the result of the assessment as soon as possible.

Siblings who apply for entry into Year 2 or above take precedence and are given an automatic place should one be available. However, they still have to sit assessments for the same reasons cited at the end of the previous paragraph. Should these assessments suggest learning needs which we can't fulfil at NHP - in terms of giving the child the best deal - we would reluctantly advise the parents to look elsewhere.

### Entry into Years 2 – 6

- Families who contact NHP enquiring about a place will be put on a waiting list
- If a place becomes available, then the Registrar will liaise with the Head and the Head of Lower/Upper School before contacting the relevant parents on the waiting list
- If the parents still desire a place, then the child will be invited to the school for assessment
- The Head of Lower School (Years 2 and 3) and the Head of Upper School (Years 4, 5 and 6) will administer the assessments one to one
- The assessment results will be kept on file (see **Appendix 2**) in the Admissions sub-folder in the Assessment Folder on the school system, and should a place become available, will help to inform a decision
- The child will have a tour of the school and meet the Headmistress
- The child will also spend time in a class in their year group. During this time, the teacher will observe how the child interacts with others in whole class and group situations

- The Head, The Head of Lower School/Head of Upper School, in consultation with the SENCOs will use both the assessment and observations from the classroom activities to inform their decision as to whether the child will be offered a place
- If they are offered a place then the assessments will also help to determine if any specific Learning Support will be required. If so, this will be communicated to the parents and the relevant arrangements made before the child starts at NHP
- The Registrar will liaise with the Head, and Heads of Lower and Upper School and parents will be informed of the decision and given any necessary feedback

### **Places into Year 7-8**

- Families who contact NHP enquiring about a place will be put on the waiting list
- They will be informed that there will be an assessment in October each year (with a possible follow up assessment in January if required)
- The correspondence to parents will make it very clear that we will assess regardless of whether there are any places available in the year group
- In certain circumstances, such as if the family is living abroad, an alternative assessment date may be offered to accommodate their needs
- The assessments will be administered by Head of Upper School and will usually comprise age-appropriate tests in English, Maths and Reasoning. There will also be a social task and/or group activity which will enable the children to display their thinking and social skills
- The Head and The Head of Upper School will use both the assessment and the social skills based activities to inform their decision as to who will be offered a place
- The assessment results will be kept on file (see **Appendix 3**) in the Admissions sub-folder in the Assessment Folder on the school system, and should a place become available, will help to inform a decision
- The assessments will also help to determine whether any specific Learning Support will be required, and whether reasonable adjustment can be made. The views of the JCB SENCO may be sought at this stage, including further assessments or meeting with the child. If NHP agrees that they can accommodate the child's learning support needs and a place is offered to a child after these stages are completed, the relevant arrangements will be put in place before the child starts at NHP and communicated to the parents
- If places become available after January and having been offered to all the children on the waiting list in order, we discover that they have accepted places elsewhere, we may invite other interested families in for one-off assessments
- It is anticipated that the school will take new children into Year 7 every September following the January assessments to supplement children who leave NHP following 11+ examinations
- The Registrar will liaise with the Head and Head of Upper School and parents will be informed of the decision and given any necessary feedback

### **Bursaries**

Two bursaries (sometimes three) are offered each year to pupils entering Year 7 for the duration of their two years with us. These are awarded following the procedure outlined above for children entering Year 7-8 (above) and a bursary is offered to successful candidates following a means test.

### **Acceptance of a place in Year 1 and above**

If a child is offered a place in Year 1 or above, parents (except those of bursary pupils) are asked to pay a deposit of £2,500 to confirm their intention to take it up. The deposit will be refunded when the

pupil leaves the school, provided a full term's notice has been received and all outstanding accounts have been settled. The deposit is not refundable in the event of a pupil's not joining the school.

The first term's fees are due by the half-term prior to the term they start at NHP i.e. Summer half-term if starting in September.

**Appendix 1**

**NOTTING HILL PREPARATORY SCHOOL**

95 LANCASTER ROAD, LONDON W11 1QQ  
 TELEPHONE 020 7221 0727 FAX 020 7221 0332  
 ADMIN@NOTTINGHILLPREP.COM



Name of child:  
 Assessor:  
 Date of test:  
 Date of birth:  
 Current school:

<p><b>Observation for Year 1 Entry into Lower School</b></p> <p>This form will be completed during the observation and results will be recorded. This will then be kept on file and used to inform the class teacher and Learning Enrichment Department.</p> <p>Meet the Head (5 mins): The child will also be introduced to the Headteacher</p>				
<b>Synopsis of reports from previous school</b>				
<b>EAL stage or SEN - any notes from previous school?/general observations</b>				
<b>Phonics assessment (5 mins)</b>	Reading level:  Comment:			
<b>"My writing" Writing assessment (10 mins)</b>	Early Spring	Spring:		Summer:
<b>Maths (14 mins)</b>	Positional language (3 mins):	Measures (3 mins)	Measures (3 mins)	Number writing (5 mins)
<b>EAD "I can cut and stick" ( up to 10 mins)</b>				
<b>General comments/attitude to learning</b>				

**Appendix 2**

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 ADMIN@NOTTINGHILLPREP.COM



Name of child:

Assessor:

Date of birth:

Current school:

Entry Assessments into Lower School			
<p>Any child joining NHP into Years 2, 3 or 4 will be invited into school to be assessed by the Head of Lower School. This assessment process will provide the school with a clear picture of the child's learning needs and will ensure that appropriate learning support can be put in place if necessary. This form will be completed during the assessment, observations will be noted and results recorded. This will then be kept on file and used to inform the class teacher and Learning Enrichment Department.</p> <p>Interview and Tour (1hour): The child will also be given a tour of the school and will have an informal interview with the Head.</p>			
<b>Synopsis of reports from previous school</b>			
<b>EAL stage or SEN - any notes from previous school?/general observations</b>			
<b>Reading and comprehension- Oxford reading tree benchmark test (20 mins)</b>	Reading level:  Comment:		
<b>SWST (15 mins)</b>	Raw:	Standardised score:	Spelling age:
<b>Writing - 'My Life' (15 mins)</b>			

<p><b>Maths (30 mins)</b></p>	<p>Rising star (2 x tests for most recent term):</p>	<p>General comments:</p>	
<p><b>General comments/attitude to learning</b></p>			
<p><b>Social interaction in classroom/at play</b></p>			
<p><b>Recommendations and Outcome</b></p>			
<p><b>Additional tests if time/if required: (move this row of results onto first page if tests are done)</b></p>	<p>Mental maths (/30) Schofield and Simms</p>	<p>VR/NVR (/12) Year 3/4</p>	<p>General comments:</p>



**Appendix 3**

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 TELEPHONE 020 7221 0727 FAX 020 7221 0332  
 ADMIN@NOTTINGHILLPREP.COM



Name of child:

Date of birth:

Current school:

Entry into Year:

Entry Assessments into Upper School Year 5-8			
<p>Any child joining NHP into Year 5-8 will be invited into school to be assessed by the Head of Upper School and/or the Special Needs Coordinator JCB. This assessment process will provide the school with a clear picture of the child's current progress learning needs and will ensure that appropriate learning support can be put in place if necessary. This form will be completed during the assessment, observations noted and results recorded. This will then be kept on file and used to inform the form and subject teachers.</p> <p>Interview and Tour (1hour): The child will also be given a tour of the school and will have an informal interview with the Head.</p>			
<b>Synopsis of reports from previous school</b>			
<b>EAL stage or SEN - any notes from previous school?/general observations</b>			
<b>Reasoning (Verbal and Non Verbal):</b>	Raw:	Standardised score:	Comments:
	VR – NVR –	VR – NVR -	
<b>English Comprehension:</b>	Mark: Comments including likely set placing and 11+ or 13+ predictor if possible:		

<p><b>Maths</b></p> <p><b>General comments/attitude to learning</b></p>	<p>Mark:</p> <p>Comments including likely set placing and 11+ or 13+ predictor if possible:</p>
<p><b>Social interaction including from social task</b></p>	
<p><b>Interview feedback</b></p>	
<p><b>Recommendations and Outcome</b></p>	