



Notting Hill Preparatory School

5.1 Policy for Admissions

(EYFS & KS1-3)

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

Date of last review: **12/17**
Date of next review: **11/18**

POLICY FOR ADMISSIONS

Introduction - Context

Academic rigour and the joy of childhood.

Notting Hill Prep is a proudly non-selective school, and derives much of its strength and character from that status and outlook.

The school aims to preserve this inalienable part of its ethos by not testing children on entry into Reception.

Admittedly, selection becomes an increasing feature of our admissions process when parents apply for places for their children into Year 1 and up.

However, we carry out assessments for these children for their own wellbeing; to ensure they can thrive academically and/or socially within the cohort they aim to join.

In all cases, we aim to give the chance of an NHP education wherever we believe we can guarantee a child's happiness at our school.

At all times in the admissions process, the interests of the child will be our prime concern.

Introduction - Principles

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**).

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.

1. Procedures

1.1 Registration

Parents who wish their child to attend NHP can request a Registration Form (see **Appendix 1**) to complete and return with a registration fee of £50. Their child's name will then be placed on the waiting list for the requested year of entry, be it for Reception or for an occasional place in another year. Both parents must sign the form.

1.2 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. The ceiling for each class will be 20 children; the school will only exceed this figure in exceptional circumstances, and at its own discretion.

This is how the procedure works:

- Entry (for non-siblings) into Reception is decided by ballot
- Siblings (that is, of children who are current or past pupils of NHP) 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
- 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)
- 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
- 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

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

1.3 Children entering after Reception

1.3.1 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.

The waiting list for Year 1 entry is ordered by date of registration – so if parents ask to remain registered with us, but for Year 1 entry, having not been given a place for Reception, they would be invited for a 'visit' (observation and assessment) before someone who only registers during the academic year prior to starting.

- 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, the school Registrar will liaise with the Head and Head of Lower School before contacting parents on the waiting list
- As for 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 2**)
- 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.

1.3.2 Entry into Years 2-6

Entry for occasional places in these year groups is through an assessment procedure, which is usually carried out in the Spring term prior to entry the following September (see **Appendices 3 & 4**).

In advance of assessment, the Registrar will contact those on the waiting list to determine if they are still interested in a place and, if so, their child will be invited for an assessment. School reports and

any educational psychologists assessments will be requested. Failure of parents to submit reports may jeopardise the offer of a place.

Families who contact NHP enquiring about a place can register to be put on a waiting list.

If a place becomes available, the Registrar will liaise with the Head and the Heads of Lower/Middle School before contacting the relevant parents on the waiting list

If the parents are still interested in a place, the child will be invited to the school for assessment.

In advance of any assessment, the Registrar will contact the parents, requiring that they send copies of previous school reports and Educational Psychologists' assessments where appropriate. Failure of parents to submit reports may jeopardise the offer of a place.

The school will also write to the child's current school for a Head's report, using our NHP reference form.

Assessment Procedures

Most children applying for occasional places in Year 2 and above are assessed in the Spring Term prior to entry in 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.

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 stated at the end of the previous paragraph. Should these assessments suggest learning needs which we can't fulfil 1at NHP - in terms of giving the child the best deal - we would reluctantly advise the parents to look elsewhere.

The Head of Lower School (Year 1-2) and the Head of Middle School (Years 3-6) will oversee the assessment process which will include:

- Assessments in English, Maths, Verbal and Non-Verbal Reasoning
- A tour of the school and meeting with the Head
- A period spent in their year group classroom during which time the teacher can observe social and collaborative interaction within a group

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.

Offers

The Head and Heads of Lower School or Middle 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 should be offered a place.

If a place is to be offered, 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 Middle School, and parents will be informed of the decision and given any necessary feedback.

1.3.3 Places into Year 7-8

Formal assessments for entry into Year 7 are held in January every year and all those on the waiting list are invited for assessment. It will be made clear to prospective parents that we assess regardless of whether there are any places available in the year group (see Appendix 4).

In certain circumstances, such as if the family is living abroad, an alternative assessment date may be offered.

Assessment

- The assessments will be administered by Deputy Head (Director of Studies) and will usually comprise age-appropriate tests in English, Maths and Reasoning. There may also be a social task and/or group activity which will enable the children to display their thinking and social skills
- The Head and Deputy Head (Director of Studies) 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 Middle School/Upper School 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
- 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 Deputy Head (Director of Studies) 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.

1.3.4 Children from overseas

Special care will be taken when assessing pupils coming from overseas (into any year group). It is possible that the school may offer a child a place without having seen them. The school will need to be sure that assessments have been sat in 'test conditions', that school and/or Educational Psychologists' reports have been sent and that the school analyses them carefully. This is particularly true when a child is coming from an overseas jurisdiction where the academic years are not in sync with ours. In every case the final decision will be taken in the interests of the child.

1.2.4 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



REGISTRATION FORM

CHILD'S SURNAME FORENAMES

DATE OF BIRTH BOY/GIRL

PROPOSED DATE OF ENTRY YEAR/CLASS

NATIONALITY RELIGION

HOME ADDRESS HOME TELEPHONE

..... PRESENT SCHOOL/NURSERY

FATHER'S SURNAME & TITLE MOTHER'S SURNAME & TITLE

.....

FATHER'S FIRST NAME MOTHER'S FIRST NAME

ADDRESS ADDRESS

.....

DAYTIME TELEPHONE DAYTIME TELEPHONE

MOBILE TELEPHONE MOBILE TELEPHONE

EMAIL EMAIL

OCCUPATION OCCUPATION

NAMES AND DATES OF BIRTH OF SIBLINGS AT NHP OR ON WAITING LIST

ARE YOU AWARE OF ANY SPECIAL MEDICAL OR EDUCATIONAL NEEDS?

IF YES, PLEASE ATTACH ANY RELEVANT REPORTS OR GIVE DETAILS SEPARATELY.

On receipt of this form and a non-refundable registration fee of £50, your child's name will be placed on the registration list. A non-refundable deposit of £2,500 is payable on acceptance of an offer of a place. This deposit will be returned to you at the end of your child's last term at Notting Hill Prep, provided all fees due have been paid and the appropriate notice given. If notice is not given, you will be liable for a full term's fees in lieu of notice. Both parents are jointly and severally responsible for fees. I/we agree to the terms and conditions of this registration.

SIGNATURE SIGNATURE

DATE DATE

Please return this form with the registration fee of £50. Cheques payable to Notting Hill Prep Ltd.
 Bank transfer via Barclays Bank: sort code: 20-37-75; account no:30616257; SWIFTBIC: BARCGB22
 IBAN: GB05 BARC 2037 7530 6162 57;

Appendix 2

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

Observation for Year 1 Entry into Lower School				
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.				
Meet the Head (5 mins): The child will also be introduced to the Head				
Synopsis of reports from previous school				
EAL stage or SEN - any notes from previous school?/general observations				
Phonics assessment (5 mins)	Reading level: Comment:			
“My writing” Writing assessment (10 mins)	Early Spring	Spring:	Summer:	
Maths (14 mins)	Positional language (3 mins):	Measures (3 mins)	Measures (3 mins)	Number writing (5 mins)
EAD “I can cut and stick” (up to 10 mins)				
General comments/attitude to learning				

Appendix 3

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Name of child:

Assessor:

Date of birth:

Current school:

Entry Assessments into Years 2 & 3			
<p>Any child joining NHP into Years 2, 3 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>			
Synopsis of reports from previous school			
EAL stage or SEN - any notes from previous school?/general observations			
Reading and comprehension- Oxford reading tree benchmark test (20 mins)	Reading level: Comment:		
SWST (15 mins)	Raw:	Standardised score:	Spelling age:
Writing - 'My Life' (15 mins)			

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

Appendix 4

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Name of child:

Date of birth:

Current school:

Entry into Year:

Entry Assessments into Year 4-8			
<p>Any child joining NHP into Year 4-6 will be invited into school to be assessed by the Head of Middle School, Year 7-8 by the Deputy Head (Director of Studies) and/or the Special Needs Coordinator for Middle/Upper School for Year 4-8.</p> <p>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: The child will also be given a tour of the school and will have an informal interview with the Head.</p>			
Synopsis of reports from previous school			
EAL stage or SEN - any notes from previous school?/general observations			
Reasoning (Verbal and Non Verbal):	Raw:	Standardised score:	Comments:
	VR – NVR –	VR – NVR -	
English Comprehension:	Mark: Comments including likely set placing and 11+ or 13+ predictor if possible:		

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