



# ADMISSIONS POLICY

P001v10  
Reviewed: Spring 2018  
Next Review: Spring 2019  
Person Responsible: Headmaster

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# ADMISSIONS POLICY

This policy provides information on the admission and registration of pupils for entry to the school and should be considered alongside the Admissions Process information provided in the prospectus and on the school website.

## 1. Open Mornings and Visiting the School

We always encourage parents considering Gayhurst to visit the school so that they can personally experience the friendly, happy and stimulating atmosphere of our school for themselves.

Open mornings are held termly throughout the year. The open mornings are advertised locally and on the school website and we ask parents to register their attendance.

Parents are also welcome to make individual appointments to visit the school at a mutually convenient time. A personal visit usually takes the form of a tour, followed by an informal meeting with the Headmaster if required.

To arrange a visit or to book onto one of our open mornings please contact the Director of Marketing and Admissions by email at [mupton@gayhurstschool.co.uk](mailto:mupton@gayhurstschool.co.uk) or on 01753 882690.

## 2. Entry to the school

### 2.1. Main Entry Points

The main points of entry to Gayhurst are:

- Nursery (age 3+)
- Reception (age 4+)
- Year 3 (age 7+)

Entry to all year groups is at the discretion of the Headmaster and is subject to availability of places.

Admission into other year groups is possible if vacancies are available.

### 2.2. Registration

In order to register a child for entry to Gayhurst parents should complete a registration form and return it to the school, along with a non-refundable registration fee of £50 (£51 via Stripe). Sibling registrations are subject to a reduced fee of £25 (£26 via Stripe).

Following receipt of a completed registration form a child's name will be added to the list for entry (waiting list if appropriate) and a confirmation email will be sent.

### 2.3. Admissions Process

The aim of the school's admissions process is to identify potential. We are looking for well-rounded pupils with a genuine interest in education in the broadest sense of the word, with interests that stretch beyond the confines of the academic curriculum. The school has strong traditions in music, drama, art, and sport. There are many extra-curricular activities, all of which are important in developing a confident, independent and resilient individual.

**Nursery and Reception:** Assessment for entry into Nursery or Reception consists of an informal observation to assess the child's social suitability to join the Nursery. This assessment takes place either at the child's current Nursery or at the School. A report is requested from their current Nursery school if relevant. The children undertake a familiarisation visit in July. In order to secure a place a deposit of £750 is required when requested by the school.

**Years 1 & 2:** For entry into Years 1 and 2 there is a gentle, informal assessment, usually undertaken by the Head of Junior School. In addition, a full report will be requested from their current school. Prospective pupils are expected to spend a part day at the school in their future class. Where feasible, parents will be contacted within twenty-four hours of an assessment and a written offer of a place made. A certain degree of selection operates at this stage, predominantly focused on the child's social character and academic potential to ensure that the school is a suitable environment for them.

A deposit of £750 is required before a child sits an assessment. Should a child not be offered a place after assessment, the deposit will be refunded. However, if a place is declined after it has been offered, the deposit is non-refundable.

**Years 3-6:** Formal assessments are carried out for entry into Years 3-6. The purpose of the assessment is to assess a child's skills and ability in areas including reading, writing and maths for suitability for entry and possible setting decisions. A recent report from the child's current school is also requested and reviewed.

For entry to Years 3-6, a deposit of £750 is required and this will be requested prior to a child coming for assessment (with the exception of Bursary candidates - please see the Bursaries section of this document for more information). Should a child not be offered a place after assessment, the deposit will be refunded. However, if a place is declined after it has been offered, the deposit is non-refundable.

## **2.4. Overseas pupils**

If a family is not currently resident in the UK when applying for a place at Gayhurst, an 'International Pupil Report Request' will be sent to the child's current School. If we

are able to offer a place based on the detail in that report, an offer will be made with an assessment carried out at Gayhurst School on arrival in the UK for form/setting placement purposes. If it is felt that a place cannot be offered based on the report, it will be requested that an assessment be sat at Gayhurst School before an offer can be made.

## 2.5. Allocation of places

Nursery	24 Places
Reception	24 Places (dependent on numbers progressing from Nursery, more spaces may become available)
Year 3	16 Places (dependent on numbers progressing from Year 2, more spaces may become available)

The places available on each list are allocated in date of registration order, with priority given to siblings (see bands below), taking into account the results of the admissions observation or assessment. All places are offered at the discretion of the Headmaster. If any Year group becomes full a \*waiting list system will be put in place.

## 2.6. Siblings

The Headmaster will, whenever possible and subject to availability, give preference to siblings of pupils already at the School, or those wishing to join at the same time. Preference will be subject to successful completion of any entry observation or assessment required.

## 2.7. Waiting List

Waiting lists are maintained by placing applicants into a band and then in chronological order by date of registration with priority given to those with siblings (see above and chart below). From time to time, however, the Headmaster reserves the right to offer places to siblings or to a child not at the top of the waiting list.

Band A	Applicants with siblings already attending the School
Band B	Applicants with siblings registered to join the School in the same calendar year
Band C	Applicants with siblings registered to join the School in future calendar years
Band D	Applicants without registered siblings

## 3. Offers, Deposits, Withdrawals and Fees in lieu of notice

### 3.1. Offers

All offers will be made based on the position of the applicant on the waiting list. Where the waiting list position has been set by the sibling priority banding, and all siblings do not take up the offer, the offer may be withdrawn.

### **3.2. Deposits**

As explained in the Admissions Process section of this policy, all places (with the exception of bursary places) are secured by the payment of a deposit. Once a place has been formally offered the deposit provided by a parent is non-refundable in the event that a child does not take up the place. Deposits form part of the general funds of the school until it is credited without interest to the final payment of the Fees or other sums due to the School when a child leaves the school.

### **3.3. Withdrawals and fees in lieu of notice**

If parents wish to withdraw acceptance of a place after submitting the Acceptance Form and paying the Deposit but before their child starts at the School, they are required to give a contractual one term's written notice. This is due at the latest, on the first day of the term immediately preceding the term in which the child is due to start (therefore one Term's notice is due once the acceptance form has been signed). If such notice is received by the School by that time the Deposit will be forfeited but no further fees will be payable.

If no notice is received prior to the first day of the Term immediately preceding the Term in which their child was due to start, a Term's Fees will be payable at the applicable rate when a child was due to start and the School.

## **4. Equal Opportunities**

Gayhurst School is committed to encouraging applications from candidates with as diverse a range of backgrounds as possible. This enriches our community and is vital in preparing our pupils for today's world.

## **5. Special Needs, Learning Difficulties and Disabilities**

We welcome pupils with special educational needs, learning difficulties and disabilities providing that our Learning Support team is able to offer them the appropriate level of support. Similarly, we welcome pupils with physical disabilities provided that the School is suitable for them, after making any reasonable adjustments. For further information, please refer to our Accessibility Plan.

We require parents of children with special educational needs, learning difficulties or physical disabilities to discuss their child's requirements with the Headmaster upon registration or before, and to keep the School informed of any changes. Parents should provide a copy of an Educational Psychologist's report or a medical report at the time of registration. The School needs this information so that, in the case of a child with particular needs, we can assess those needs and consult with parents about the adjustments which can reasonably be made to cater adequately for the child's needs both during the admission process and if an offer of a place is made.

Similarly, the parents of a child on regular prescribed medication or with a current Educational Health & Care plan are required to discuss their child's specific needs with the Headmaster before registration, so that the school can consider whether the appropriate level of support can be given to enable the child to make appropriate progress at the school.

## **6. Bursaries**

The Governors of Gayhurst School are committed to broadening access to the school by offering eligible parents/guardians of one child entering Year 3 means-tested financial support with the payment of the school's fees.

Such support is known as a Bursary and is awarded in the form of a discount of 100% on tuition fees, compulsory school trips and books (not optional extras such as residential trips and individual lessons in Music or LAMDA) payable. The scheme is not open to parents/guardians earning more than £60,000 per annum.

Bursary awards are subject to repeat testing of parental means each year and may be withdrawn, depending on parental circumstances and/or the pupil's progress, attitude or behaviour. The deadline for applications is the October Year 3 assessment date for the following academic year (i.e. the October preceding the year of entry). Candidates applying for Bursary places are not required to pay a deposit to secure a place at the school.

More information about Bursaries and Bursary application forms can be obtained from the Bursar.

## **7. Related Policies**

- Means Tested Bursary Policy
- Accessibility Plan.