ADMISSIONS POLICY

RUPERT HOUSE SCHOOL

Admissions Policy

This policy applies to the entire setting, including EYFS.

Last Review	Significant Changes
February 2025	Review
November 2026	Review

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1. INTRODUCTION

Rupert House is a non-selective co-educational independent school for children from ages 3 to 11.

Personal visits from prospective parents are encouraged. Open Days are held each school year, which give a general introduction to the school. Details are published on our website. Prospective parents are also encouraged to meet the Head and have a private tour of school and to talk through the admissions process. It is an opportunity for parents to develop an understanding of the school's ethos, policies and procedures so that a working partnership between future Rupert House families and the School can begin.

We recognise the importance of information sharing so that we can care for and safeguard all children in line with our statutory duty of care.

Prospective parents contact the Registrar, on 01491 576243, or email admissions@ruperthouse.co.uk to arrange a visit.

Where this policy refers to the School this includes the EYFS, Pre-Prep and Prep School.

1. PUPILS ADMITTED AT THE NURESRY /RECEPTION LEVEL

Many children enter the school in the Nursery class. Children who have been through this class enter Reception confidently, prepared for the learning that takes place in Reception and with a firm friendship group with which to progress through the school.

Entry into the Early Years at Rupert House is non-selective. The School aims to visit children in their Nursery or at home in the term prior to their starting.

Nursery

A child can be accepted into Nursery in the term following their third birthday if there is space, or alternatively in the September following their third birthday.

Programme of attendance: We recognise that children vary greatly in maturity so each case is reviewed individually in consultation with the parents when planning the recommended programme of attendance. Children gain more if they attend on a frequent and regular basis. With this in mind, we recommend that children entering Nursery attend for a minimum of 3 sessions in their first term. It is preferable that these are initially on different days rather than full days unless the child has previously been in a full day care setting.

A maximum of 17 children may attend any one session in the Nursery.

Once a child has reached their fourth birthday, the School recommends that they attend for five morning sessions. We recommend that they also attend for a minimum of two afternoon sessions.

Reception

Children move to Reception **in the September** following their fourth birthday. We also take children into Reception who are new to the school. We have a maximum capacity of 40 pupils in Reception in two classes each academic year.

Entry 'out of year group'

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It is the policy of the school to put children in their correct academic year group i.e. according to their age. Occasionally, we will consider a different pathway for children with very particular needs. This may include those who have been living abroad, for whom the catch-up process might be difficult. However, we always take into consideration the longer-term needs of the child; these are usually served by being in the correct year group if they are to stay in the UK long-term.

The policy for children with birthdays in the late summer is to start them in the correct academic year group wherever feasible. We are, however, always happy to discuss any parental questions or concerns in this area.

2. PUPILS ADMITTED HIGHER UP THE SCHOOL

Entry into Y1 → Y6 is dependent on a place being available and on the pupil meeting the entry requirements. This is usually accomplished by the prospective pupil spending a full day in the school, where they are observed and we seek reports from the child's previous school.

The pupil's behaviour and social interaction will also be monitored. During this visit, the School will assess whether the school can accommodate the pupil, allowing for any reasonable adjustments to be made.

3. REGISTRATION

Early registration is advised. The school keeps an Admissions Register for each term of entry into all year groups. As parents register their child/ren, their names are added to that register. A non-returnable registration fee is charged.

Once our spaces have been filled, pupils' names are put onto a waiting list in the order of registration. Parents are told when they look round the school whether, at that stage, there is a definite place for their child or a waiting list place.

4. DEPOSITS AND CONTRACTS

Parents on our lists are contacted about **18 months** prior to their child's start date. Many parents choose to visit the school again at this stage.

Those parents who wish to have a definite place for their child are invited to secure them by completing the **Parent/School contract** and **paying a deposit** by a stated date.

The deposit will be returned by a credit on the account at the end of the pupil's final term.

The deposit is non-refundable in the event of the pupil not taking up their place.

If a child is withdrawn after the deposit has been paid and the contract signed, the school reserves the right to charge the first term's fees unless a term's notice has been given.

Those who do not secure the place by payment of a deposit by the stated date will lose their places and these are then offered to those on the waiting list.

5. SIBLINGS

Most siblings join us, although admission is not automatic, and there may be occasions where we judge that a sibling is better placed in a different academic environment. Siblings are given priority on our registration lists, provided there is space in the year group.

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6. EQUALITY AND DIVERSITY

We aim to make our school and its practices inclusive in terms of how we treat each child and their family. In its admissions, as in all other policies, procedures and practices, the School is committed to equal treatment for all and will not discriminate against a child or family (current or prospective) on grounds of gender, race, religion and belief, cultural background, social background, linguistic background, sexual orientation, pregnancy and maternity, gender reassignment, SEN or disability.

8. DISABILITY AND ADDITIONAL NEEDS

We expect that parents of all children - prospective or current - with additional needs, will provide full disclosure of any medical, educational psychologist or other reports regarding their child's disability, medical condition or educational needs.

We do not discriminate in any way regarding entry. We welcome pupils with learning needs, providing that our Learning Enhancement Department can, with reasonable adjustment, offer them the support that they require. We consider whether the support that we provide will allow them to thrive academically in the learning environment at Rupert House. We welcome pupils with physical disabilities, provided that our site can, with reasonable adjustments, accommodate them.

We advise parents of children with special educational needs or physical disabilities to discuss their child's requirements with Rupert House School before they enter the admissions process so that we can make adequate provision for them. Parents should provide a copy of an Educational Psychologist's report or a medical report to support their request for special arrangements.

7. OVERSEAS APPLICANTS

We only accept overseas applicants who live in the country with their parents and have the relevant documentation. This needs to be produced for copying and then held with the Admissions form.

8. ENGLISH AS AN ADDITIONAL LANGUAGE

In order to cope with the academic and social demands, pupils need to be English speakers. Tuition in English as an Additional Language (EAL) can normally be arranged at the school at the parents' expense.

9. RELIGIOUS BELIEFS

Although Rupert House has a Christian ethos, we do not select for entry on the basis of religious belief and we are welcoming of those of other faiths or none. Assemblies cover a wide range of topics including reference to world religions, current affairs, wonders of the world, moral stories, etc. They generally contain a Christian-based hymn and a thoughtful, contemplative prayer.

We celebrate Christmas each year through productions, concerts and carol services, which portray the Christmas story. We also celebrate Easter and Harvest. In addition, we often recognise and celebrate important days in the calendars of other major faiths.

We are able to offer a vegetarian diet but not a specifically religious one, such as Halal or Kosher.

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10. ADMISSIONS REGISTER

For every child, the register will contain:

(i) name in full;

(ii) sex;

(iii) name and address of every person known to the School to be a parent of the pupil (and an indication of the parent with whom the pupil normally resides and which parents hold parental responsibility as defined by Section 3 Children Act 1989). NB Parents holding parental responsibility, even if not actually caring for the child, have a right to receive relevant information from the school in respect of any pertinent matter affecting the child, unless a court order indicates otherwise.

(iv) three telephone numbers of separate people (including the parents) who can be contacted in an emergency;

(v) day, month and year of birth;

(vi) day, month and year of admission or re-admission to the school;

(vii) name of the school last attended, if any;

(viii) the name of a pupil is included in the register from the beginning of the first day on which the school has agreed, or has been notified, that the pupil will attend the school. For most pupils, the expected first day of attendance is the first day of the school year.

Deleting a name from the Admissions Register
Where a pupil is registered at more than one school, if the pupil ceases to attend, their name will only be deleted from the Admissions Register where the Head (of any or every other school at which the pupil is registered) gives consent, (except where the pupil has died, been permanently excluded or is of no fixed abode).

Before deleting a pupil's name from the Admissions Register on the grounds that they have not returned from a leave of absence exceeding 10 days, both the School and the local education authority must make reasonable enquiry, to ascertain where the pupil is.

The period after which a pupil's name may be deleted from the Admission Register (on the grounds that the pupil has been continuously absent without authorisation) is 20 school days. The pupil's name will not be deleted if the Head has reasonable grounds to believe that the pupil is unable to attend the school by reason of sickness or unavoidable cause.

The name of a pupil who is detained in pursuance of a final court order or order of recall will be deleted from the Register where that order is for a period of not less than four months and where the School does not have reasonable grounds to believe that the pupil will return to school at the end of that period.

11. BURSARIES

A limited number of bursaries are available. Bursaries are means-tested and independently assessed. Both parents are required to provide proof of their income and assets. The level of support varies according to parental need.

Bursaries are generally offered for 12 months at a time. The family is required to provide fresh information about its circumstances for every year that their child attends the school. Levels of support may vary with fluctuations in parental income or the school's ability to fund the bursary.

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12. **GENERAL**

Although every effort will be made to notify parents, the School reserves the right to change the Admissions procedure without notice at any time.

Parents are also advised that they should keep any current school informed of any intended move to Rupert House and must observe their regulations regarding the giving of due notice. We cannot accept anyone from another independent school who has failed to meet their commitments to the previous school in full prior to joining us, in line with conditions set out by IAPS, the Independent Association of Prep Schools, which we are a member of.

13. **COMPLAINTS**

If any complaints about our admissions process arise, the School will address them with the prospective parent concerned. A copy of the School's Complaints Policy is available on the website and can be sent on request.

14. CHILDREN MISSING FROM EDUCATION

A child going missing from education is a potential indicator of abuse or neglect and such children are at risk of being victims of harm, exploitation or radicalisation (See Safeguarding Policy). Staff at RHS follow the procedures for unauthorised absence and for dealing with children that go missing from education, particularly on repeat occasions, to help identify the risk of abuse and neglect, including sexual exploitation, and to help prevent the risks of going missing in future.

Rupert House School enters pupils on the Admission Register at the beginning of the first day on which the School has agreed or been notified, that the pupil will attend the school. If a pupil fails to attend on the agreed or notified date, the school undertakes reasonable enquiries to establish the child's whereabouts and consider notifying the local authority at the earliest opportunity.

The School monitors pupils' attendance through their daily registration of pupils. The School will monitor attendance closely and address poor or irregular attendance. Where a pupil has not returned to school for ten days after an authorised absence or is absent from school without authorisation for twenty consecutive school days, the pupil is removed from the Admissions Register after making reasonable enquiries, to establish the whereabouts of the child. This only applies if the School has reasonable grounds to believe that the pupil is absent for reasons other than sickness or unavoidable cause.

It is important that the School's Admissions Register is accurate and kept up to date. The School regularly encourages parents to inform them of any changes whenever they occur,

Where a parent of a pupil notifies the School that the pupil is registered at another school or will be attending a different school in future, the School will record in the Admission Register, where they can reasonably obtain this information. A) the name of the new school; and B) the date when the pupil first attended or is due to start attending that school.

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15. Sharing information with the local authority.

The School notifies the local authority when a pupil's name is to be removed from the Admission Register at a non-standard transition point (under any of the fifteen grounds set out in the regulations) as soon as the reason for removal is met and no later than the time at which the pupil's name is removed from the register. This duty does not apply at standard transition points – where the pupil has completed the school's final year – unless the Local Authority requests such information to be provided.

Rupert House School notifies the local authority within five days when a pupil's name is added to the Admissions Register at a non-standard transition point. Schools need to provide the local authority with all the information held within the Admission Register about the pupil. This duty does not apply when a pupil's name is entered in the Admission Register at a standard transition point unless the local authority requests for such information to be provided.

Notifying the LA is the responsibility of the Registrar, who holds the relevant forms.