



Admissions Policy

The School accepts admissions for Little Acorns, Kindergarten and Lower School all year round, allowing pupils to start at any point in the academic year.

Our admissions procedure means we welcome pupils of all academic abilities and value them for what they bring to the school community. It is an inclusive and transparent process.

Admissions Process

1. We advise prospective parents to attend a tour of the school before making any Application.
2. [You can enquire and book a tour here](#). By filling in this Pre-Registration Form you will receive a prospectus and may request an informal talk with the Headteacher and Class Teacher prior to completing the Registration Form.
3. To enquire an application for a place, a Registration Form must be completed and returned along with the Registration fee, currently £60 (this is usually invoiced on receipt of the Registration Form). Applications will be acknowledged by the Admissions Officer within five working days during term time and an interview and observation taster date will be offered. This is not available prior to a formal application.
4. Your child will be invited to attend a taster day. During this taster day the class teacher will make observations and your child will complete age-appropriate tasks to ensure that we can meet your child's needs. In consultation with the Headteacher, further taster days can be arranged. We recognise that placing your child in the right environment is extremely important. The Class Teacher and Headteacher will meet with your child during their taster day for an informal interview.
5. We request that families also submit school reports from their child's previous school, where appropriate and other documentation which is relevant such as EHCP or medical information.
6. Where a child has previously attended another Independent School, the School Business Manager will request, in writing, a financial reference from the institution.
7. Applications will be considered by the Headteacher and Senior Leadership Team. A decision is normally made on the same evening. On some occasions, a decision will be held over until the following week.
8. When a child is accepted, a letter of offer will be sent out by the Admissions Officer within 5 working days of the decision.
9. Acceptance of place is made by signing the offer letter and School Handbook and Agreement. Once these are received by the school, the Admissions Fee of £150 will be due for payment. The School Handbook & Agreement is a legal document which binds parents to the terms therein.