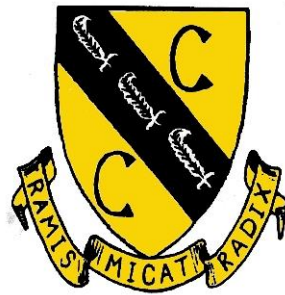


Clarendon Cottage Preparatory  
School

Admissions Policy



Reviewed by : Mr P Orechhoff (March 2016)  
Review date: September 2016

## **Clarendon Cottage Preparatory School** **Admissions Policy**

**This policy applies to the whole school, including the EYFS**

### **Entry into Prep 1 (nursery class)**

1. Prospective parents would usually make an appointment with the head of the School for a visit.
2. Children will be admitted at any age between; a rising 3 (the start of the term in which they turn three years old) and their normal school entry age (up to 5years old)
3. Parent/s should complete an application form, and if places are available, a formal offer letter will be sent out. On confirmation of a place, parents are required to pay a week's fees as a deposit. This is non-returnable in the event of the place being cancelled by the parent. Nursery grant places (free 15 hours) will require a £30 deposit for snacks and lunches.
4. If there is a waiting list for the Nursery then applications are dated on receipt. Again, a deposit will hold the place.
5. In the event of a waiting list, preference will be given to parents who already have a child in the Nursery or the Prep School, and family discount will be available on Nursery fees and out of school care in the Prep School.

### **Entry into the Prep School from P1**

1. Children already in the nursery class will be given priority in their application to Prep 2, subject to following the acceptance procedure below. Places remaining after the internal process will then be offered to outside children.
2. Open evenings will be held, usually in November, for all prospective parents.
3. We will advise you of the application procedure in the Autumn term preceding your child's entry into Prep 2. An application form must be completed, which is available from the school office. A formal letter will then be sent out. Acceptance of a place is achieved by paying the place deposit within the fixed period of time.

### **Entry into the Prep School- external**

You may apply at any time for entry into any school year up to the age of 11 years old. Normally you will wish to come and have a look around the school and this is done by making an appointment with the Head of the Prep, who will be pleased to show you around school and answer all your questions. If you like the school and you want a place; you must apply by returning a completed application form. Once we have this we will then contact you to arrange a time when you could bring your child into school so that we may meet them. We will want to assess your child's progress in an informal way and the outcome of these meetings is usually very positive. If we are able to offer your child a place then we will inform you of this in writing. You must then accept this offer, within a specific time, by returning a place deposit of £250.00, which is redeemable against the first term's fees but not refundable in the event of the place not being taken.

All children will be considered for places regardless of their sex, race, colour, nationality, ethnic or national origins, and disability.