



ORCHARD
HOUSE SCHOOL

ADMISSIONS POLICY

January 2019

ADMISSIONS POLICY

1. Orchard House School is a co-educational, IAPS preparatory day school for children aged 3 to 11 years.
2. The school does not believe in testing very young children and it is non-selective for entry to the nursery and reception year groups. However, parents of any child entering the school in any year group are expected to notify the school of any physical or educational impairment which may affect a child's progress at school so that these may be discussed with the head with full candour and, where necessary, appropriate and reasonable adjustments put into place. (See also paragraph 18).

Key objectives

3. The key objectives of the school's admissions policy are:
 - To admit children regardless of sex, race, ethnicity, religion, language, disability or social background.
 - To give priority to siblings of children who are pupils of the school.

Information for parents of prospective pupils

4. A copy of the school's prospectus is available from the school office and is sent to parents of prospective pupils on request. The prospectus can also be seen on the school's website at www.orchardhs.org.uk.
5. Tours of each school are given by the headmistress, when parents of prospective pupils can see the school in operation. There are also three open mornings held in each academic year.

Registration

6. Registrations are accepted from birth. A fee of £100 is payable on registering a child. Registrations are accepted only if the parent(s) have visited the school, although in exceptional circumstances this requirement may at the discretion of the headmistress be waived. Registration is treated as effective only once the school has received both the registration form and the registration fee.
7. Offers of places are made according to the date of registration (see Offers below). Siblings of current pupils or of future pupils who have accepted a place will be given priority and must be registered as early as possible.

Offers

8. Offers of places are made according to the date of registration. Subject to paragraph 9 below, siblings of a child who has already accepted a place or who is already attending the school have priority over other prospective pupils who have not yet been offered a place. Registration of a sibling is accepted whenever received within reason but if registration is made after all places for a year

have already been offered, the sibling will only be offered the next available place (if any): existing offers to other registrants will not be withdrawn. Offers of places in the Den (Nursery) or Lower 1 (Reception) are usually made between 16 months and one year before the child's expected date of entry.

9. Where any older child in a family has left the school before Year 6, then that child's siblings yet to join the school will no longer enjoy priority status on the registration lists even if earlier the younger child had been accorded priority.

10. Offers of places in other year groups are dealt with on an individual basis.

11. Thus the school's offers are issued as illustrated by the following table:-

ENTRY POINT	1st offers	2nd offers	3rd offers
Nursery (the Den) 3+	Sibling (in order of date of registration)	Date of registration	
Reception (Lower 1) 4+	Children in the school's Nursery class (automatic entry)	Sibling (in order of date of registration)	Date of registration
Other Years	Siblings in order of registration and subject to assessment	In order of registration and subject to assessment	

12. Offers embody the school's standard terms for its contract with parents. These include the requirement for a term's notice of the intended removal of a pupil.

Age of admission

13. The main points of entry into the school are the Den (Nursery) and Lower 1 (Reception). Children enter the Den in the September following their third birthday or enter Lower 1 in the September following their fourth birthday. Children joining the school in the Den have automatic entry into Lower 1 the following year and are expected to progress through the school.

14. Children may also join the school at any other age, subject to a place being available. A child joining the school, other than a child entering the Den or Lower 1 in the autumn term, will normally be required to spend up to a day in the school for assessment to ensure that he or she is able to meet a reasonable level of attainment for the year group and will be able to benefit from the education offered.

15. For children wishing to join the school from Year 3, an assessment day is held each year in January. The children are set tasks which should be well within the capacity of an average candidate

who is currently following the National Curriculum. They are tested in English and Mathematics and complete a verbal reasoning paper.

16. The school prepares children to leave the school at 11+ at the end of Year 6 and does not prepare children to leave at any other point.

17. Admission to the school is always at the discretion of the headmistress.

Disabilities

18. When any place is offered, parents are required to inform the school if their child has special needs of any kind. This includes children with a statement of special educational needs or an Education, Health and Care (EHC) plan from the local authority. This allows the consideration by the school of whatever reasonable adjustments may be appropriate so that children with any special need can be accommodated.

English as an additional language (EAL)

19. Parents of children for whom English is not their primary language (EAL) should also notify the school prior to entry so suitable provision may be made.

Acceptance

20. The acceptance of the school's offer of a place has to be accompanied by a payment towards the first term's fees at the rate for the academic year then current. However, if the offer is of a place for a child with an older sibling who is a pupil already, the acceptance of the school's offer has to be accompanied by a payment towards the first term's fees of an amount representing half of the first term's fees at the rate for the academic year then current, to be followed by a further payment, approximately seven months before the child's admission, of the same amount.

21. Parents who accept an offer of a place less than eight months prior to their child starting at the school are required, on accepting the offer, to pay towards the first term's fees an amount representing the termly fees in force at the time the offer is accepted.

22. At the start of the child's first term, if this is the autumn term, the parents pay any small balance of the fees for that term at the rate prevailing for that academic year.

23. A deposit of £2,500 is payable not later than the date of entry to the school; this deposit (less any outstanding items such as the cost of trips or fees for individual music lessons) is returned when the child leaves the school, subject to the school having received payment of all sums due to it.

Increases in fees

24. Fees are increased with effect from the start of each new academic year and the fees at the increased rates are generally announced to parents and published on the school's website in the second half of the previous term. The fees payable may be seen [here](#).

Status of policy

25. This policy is intended to provide general guidance for the parents of prospective pupils. It should not be regarded as having legal effect and if there is any conflict with the contract referred to in paragraph 12 the contract prevails.

This policy is published in compliance with the requirements of paragraph 32(3)(a) of the Schedule to the Education (Independent School Standards) Regulations 2014 and was approved by the governors on 26 April 2017.