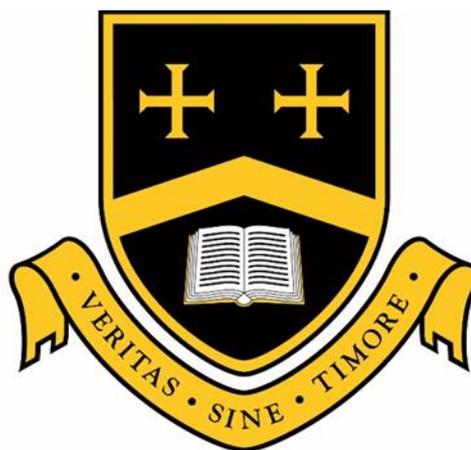


Admissions Policy



CATERHAM
SCHOOL

ISI Code:	I5a Admissions Policy
Policy Author:	Alison Jones, Registrar
Date Reviewed By Author:	April 2019
Next Review:	April 2020

Policy Statement

Caterham School welcomes pupils of all faiths, cultures, races and family backgrounds. We are happy to admit a pupil with a disability as long as both parents and school conclude that we can provide appropriately for the child's specific needs. The school seeks to ensure that disabled prospective pupils are not treated less favourably or unfairly in the admissions process and will take reasonable steps to avoid putting disabled pupils at a substantial disadvantage in matters of admission.

Caterham welcomes applications for admission from all sections of society and is non-discriminatory in line with the Equality Act (2010) and Equal Opportunities Policy. This applies to all pupils (including boarders and those in our EYFS setting and the requirements of the National Minimum Standards for Boarding Schools 2015), and includes inappropriate discrimination on the grounds of: gender; age; religion or belief; physical ability or disability (including HIV status); learning ability; other special educational needs or academic or sporting ability; race (including colour, nationality, ethnicity, family, cultural or linguistic background); sex; sexual orientation; gender reassignment. These factors are taken into account in the care of our community members so that care is sensitive to different needs.

Admission is based on

- A satisfactory report from the prospective pupil's previous school from Nursery upwards.
- The successful completion of entry assessments for all pupils entering Reception to Year 13.
- The completion of a signed declaration by all parents of the prospective pupil, which informs the school of all known special educational needs of the prospective pupil concerned
- Where applicable overseas students are required to undertake a language proficiency assessment before a place is offered. This includes a written assessment and may also include an interview in person or via electronic media
- Completion of the entrance procedure, as set out below, for each year group of entry
- Caterham School is committed to ensuring that the Admissions Register is maintained in accordance with Education (Pupil Registration) (England) Regulations 2006. From the beginning of the first day on which the school has agreed or been informed that the pupil will attend the school, an entry will be made in the school's Admissions Register in line with the Education (Pupil Registration) (England) Regulations 2006.
- Caterham School reserves the right to refuse entry and progress into any year from Reception to Year 13 if the school's structure, in the opinion of the relevant Headmaster and teachers, does not meet the educational, pastoral and social needs of the pupil concerned.

Admissions Register (for school use)

- On taking up a place at the school an entry is made in the Admissions Register.
- The Admissions Register is held on electronic format on the School's main database, iSAMS.
- The Admissions Register is stored on the computer, and copied electronically to a backup memory device.
- The persons responsible for the administration of the Admissions Register is the Registrar, Assistant Registrar (Day), Assistant Registrar (Boarding) and School Secretary.
- The following items are recorded in the Register:
 - Full Name
 - Gender
 - Name and address of all parents/guardians and/or carer with an indication of the parent/guardian and/or carer with whom the pupil normally resides
 - At least one telephone number at which the parent/guardian can be contacted in an emergency
 - Date of Birth
 - Date of Admission / Re-admission
 - Name and address of previous school
 - Whether the pupil is a day pupil or boarding
 - Name of Year Group on entry (e.g. Year 7)
 - 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, on the induction day.
 - Where a pupil is registered at more than one school, his/her name will only be deleted from the admission register of a school which he/she has ceased to attend where the proprietor of any or every other school at which the pupil is registered gives his/her consent, (except where the pupil has died, been permanently excluded or is of no fixed abode).
 - Before deleting a pupil's name from the admission register on the ground that he/she has not returned from a leave of absence exceeding 10 days, both the proprietor and the local education authority must have failed, after 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 ground that the pupil has been continuously absent without authorisation has been changed to 20 school days and additionally the proprietor must not have 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 may now only be deleted from the register where that order is for a period of not less than four months and where the proprietor does not have reasonable grounds to believe that the pupil will return to school at the end of that period.
- Copies of the Admissions Register are held at the school for a minimum of 3 years.
- The Admissions Register allows for the inclusion / deletion from the register and is done in line with the Education (Pupil Registration) (England) Regulations 2006

Caterham Senior School

Admissions Procedure

Admission for boys and girls to Caterham as day pupils is at **11+** into the First Year (Year 7), at **13+** into the Third Year (Year 9), or at **16+** into the Lower Sixth Form (Year 12). Places occasionally become available for admission at 12+ into the Second Year (Year 8) or at 14+ into the Fourth Year (Year 10).

Admission for boys and girls as boarding pupils is from Year 9 (Third Year) to Year 10 (Fourth Year) and into Year 12 (Lower Sixth Form). All international applications must be made through one of our registered agents (a list of agents can be requested from boardingadmissions@caterhamschool.co.uk). For boarding applicants who are residents of the UK, please contact our Boarding Admissions Department for advice on making an application.

Pupils are selected for entry as day pupils by competitive examination, but consideration is also given to character, and co-curricular attainments or interests. We endeavour to find out as much as possible about each child before considering an offer of a place; that is why we interview every child prior to the examination and pay close attention to their current Head Teacher's report.

Pupils are selected for entry as boarding pupils by competitive examination which may be taken at the offices of one of our registered agents, and occasionally at the offices of the British Council in the candidate's country of residence. Close attention is paid to their current Head Teacher's report. A Skype interview or interview at Caterham may be held prior to an offer of a place being made.

Entrance Examinations

All prospective day pupils must complete the School's on-line application form and pay the £100 non-refundable application fee in order to be formally considered for a place at Caterham. For 13+ Deferred Entry candidates, the application fee is £120. Prospective boarders must also complete the School's application form on-line and pay the £200 non-refundable application fee and also submit their most recent school report and passport copy with their application (for Boarding pupils the addition of their birth certificate is also requested).

The closing date for day applications for 11+ is early November and for 13+ Standard Entry, early October of the year prior to entry. The closing date for 13+ Deferred Entry is late October. (Please see website for details). We have boarding closing dates (please see Boarding Admissions closing dates on the website) to keep in line with the day applications though we will consider boarding applications throughout the year, but prospective pupils are strongly advised to apply in September/October of the year prior to entry, or as soon as their Summer Term report from the previous year is available to accompany the application.

Parents will be contacted by email regarding the relevant exam day arrangements.

Visitor Mornings, an Annual Open Morning and private tours are offered to our prospective families along with an appointment to meet with the Headmaster.

Day Pupils (entry at 11+ and 13+):

Interviews and Examinations

13+ Standard Entry	13+ Standard Entry candidates are invited to Caterham in mid-November to have an informal interview and sit exams in English, Maths, Verbal and Non-Verbal Reasoning.
13+ Deferred Entry	<p>13+ Deferred Entry candidates will sit the ISEB Common Pre-Test in the Autumn Term at their current school when they are in Year 6. In March (again when the pupil is in Year 6), they will be invited to sit the Caterham exams in English and Maths. They will also have an informal interview.</p> <p>Should we offer a conditional place to a candidate and they accept, they will be invited back to Caterham to sit the 13+ Standard Entry exams (when they are in Year 8) to determine if an Academic Scholarship will be offered.</p>
11+	Candidates will be invited for informal interviews at the end of November (dates are published on the website), and sit the exams in English, Maths, Verbal and Non-Verbal Reasoning in January of the Year they will join Year 7.
All papers are designed to bring out the skills and potential of the candidates, whatever they may have covered in the past, and all candidates sitting the 13+ Standard Entry and 11+ exams are considered for an Academic Scholarship.	

Common Entrance results at 13+

These results from Preparatory Schools are used for setting purposes only.

Offers of places and scholarships are based upon performance in our examinations, interview assessment and the report from the Head Teacher of the candidate's current school. 13+ (Standard Entry) offers are despatched in December with acceptances required in early March. 11+ offers are despatched in mid-February with acceptances required by early March and for 13+ (Deferred Entry), offers are posted in mid-February with acceptances required in early March. Pupils joining the school will receive detailed joining information via a website link in June.

Entry at 16+ (Lower Sixth Form):

Candidates are invited to attend an Information and Interview Evening in Mid-November and also in the Spring Term. Conditional offers are made to successful candidates subject to achieving 44 points or equivalent (an 8 is 8 points and an A* is also 8 points) from the best six GCSE/IGCSE subjects. There are specific requirements for each A-Level subject.

Boarding pupils:

Arrangements for examinations for boarding applicants based overseas are made on an individual basis through the registered agent through whom they have applied. Candidates for Years 9 and 10 take three papers in English and Mathematics (non-calculator and calculator). Candidates for Lower Sixth Form (Year 12) take papers in English and Maths and additional papers relevant to the subjects they wish to study.

We invite UK based boarding candidates applying for 13+ (Standard and Deferred Entries) to attend the exam date published for day pupils. We hold a 16+ Overseas Boarding Exam Day in November for those overseas pupils schooled in the UK.

If a pupil wishes to apply for boarding in Year 7 or Year 8, we provide details of our Prep Partnership Schools as Caterham no longer offers boarding in Years 7 or 8. For details, please contact the Boarding Admissions Team.

Scholarships and Bursaries

About a third of our parents benefit from reduced fees, either through scholarships or bursaries.

Bursaries

Our aim is to ensure that Caterham School is accessible to all talented students, irrespective of parental income, and any prospective pupil is eligible to apply. Bursaries can also be offered to pupils already in the school whose families have suffered sudden and unexpected financial hardship.

However, only families with a relatively low household income are likely to receive Bursary assistance. For indicative purposes only, this means that household income per annum (before taxes and benefits) is likely to be *no higher than £60,000*. The award of a Bursary does not preclude pupils from holding a Scholarship award.

The granting of a Bursary is discretionary. In making its decisions, the School considers a wide range of appropriate matters including, but not limited to, parental / guardian income (from all sources), assets (including personal property) and other matters that are particular to the pupil, such as family circumstances. All Bursaries are reassessed annually by means of a newly completed form and disclosure of up to date financial circumstances.

The amount awarded is based solely upon financial circumstances. However, all Bursarial support is subject to qualifying in the Entrance Examinations and if (as is likely) the demand exceeds the number available, Bursaries will be awarded with reference to performance in the Entrance Assessments.

Parents are also required to submit comprehensive documentation in support of their applications.

In addition, some **special bursaries** are available. These are:-

The William Wilberforce Bursary: A Bursary worth up to 100% of School tuition fees (+ transport) awarded to an exceptional day school candidate applying for the Sixth Form. Any prospective pupil from a low income family is eligible to apply by filling in a financial circumstances form available from the Registrar, and no application fee is required. As a guide, candidates should be confident of achieving 44 points or equivalent from the best six GCSE/IGCSE subjects and of making a valuable contribution to life in the Sixth Form.

The Eynon Award is a means-tested award available for the children of former pupils of Caterham and Eothen Schools. This award is made on the basis of academic attainment, but the size of the award depends on the applicant's family's financial position. Awards are at the Headmaster's discretion and interested applicants must fill in a financial circumstances form, as well as demonstrating scholastic aptitude.

United Reformed Church (URC) Bursaries are available for the children of URC clergy. These can represent up to 100% of the fees. Awards are also made on the basis of academic attainment, but the size of the award depends on financial need. All applicants must fill in a financial circumstances form available from the Registrar. Awards are at the Headmaster's discretion. The award of a bursary is subject to the child successfully meeting the School's entrance criteria.

Automatic Fee Discount

There is one automatic fee discount available: a 10% sibling discount is available on the fees for a third and any subsequent child attending Caterham and is claimable as long as three children remain at the School.

Scholarships

Scholarships are assessed with a view to encouraging pupils. The breadth and depth of the awards can vary each year depending on the quality of applicants. All 11+ and 13+ day pupil candidates are automatically considered for Academic Scholarships but specific application forms are required for Co-curricular scholarships.

- Scholarships are available to registered candidates and are all based on assessment. In the event of there being no outstanding candidates for a particular award the money may be allocated to another category.
- The awards are made without regard to parental income and are usually worth a percentage of the school fees but may also be a fixed amount.
- Scholarships awarded at 11+ and 13+ will remain until the pupil reaches the end of the Fifth Year provided they maintain the expected standards (detailed in the School's Conditions of Scholarships, Exhibitions and Bursaries).
- Academic scholarships awarded at 11+ and 13+ will continue into the Sixth Form provided the pupil's GCSE performance meets the standards expected of a scholar (detailed in the Conditions of Scholarships, Exhibitions and Bursaries).
- Candidates in receipt of a specific scholarship award, e.g. Art and Design, Drama, Music and Sport must play an active part in these areas throughout their school life to retain their award.
- Even if a bursary is awarded as a percentage of the annual fee, a scholarship may also be given.
- A pupil who pays reduced fees because of a bursary may also be awarded an honorary scholarship, which can be implemented if future family income were to increase.
- There is no set number of scholarship awards.

Academic Scholarships

These are awarded at 11+, 13+ and 16+ and can represent up to 50% of the fees for exceptional candidates but most will be lower than this.

At 11+ and 13+ (Standard Entry): All external candidates who have registered, and those pupils progressing from Caterham Preparatory School, are automatically considered for an Academic Scholarship. The scholarships are awarded solely on the basis of our entrance examinations, interviews and Head Teacher reports.

At 16+: Academic Scholarships are offered on the basis of a candidates' performance during the Information and Interview Evening (held in November), as well as on predicted GCSE grades and school reports. Art and Design, Drama, Music, Performing Arts, Science, Science and Sport Scholarships are also available; candidates should come to the Information and Interview Evening, although the

Co-Curricular Scholarship Assessments may take place at a later date. Academic scholarships are available to all external candidates. Candidates must still satisfy the standard entry requirement for Sixth Form of a minimum of 44 points or equivalent (an 8 is 8 points and an A* is also 8 points) from the best six GCSE/IGCSE subjects.

In addition to Academic Scholarships, awards may be made for specific subjects, e.g. Science.

Art and Design Scholarships

These are awarded at 11+, 13+ and 16+ and can represent up to 10% of the fees but in exceptional circumstances, and at the discretion of the Headmaster, can be up to 25%.

Candidates wishing to be considered for a scholarship will initially be asked to submit one portfolio of their recent work for assessment by the Head of Art and Head of 3D. The portfolio should be a selection of recent work (work submitted should have been made over the course of the last year). Any 3D, large work, framed work and canvases should be photographed and included in the portfolio folder. (Please do not submit any bulky, 3D pieces or framed work or canvases; these should be photographed and included in the portfolio folder). Portfolios will be returned.

Successful candidates will be invited to attend a scholarship assessment and interview. A pupil in receipt of an **Art & Design Award** is expected to play a leading part in the School's artistic activities. They will be expected to attend one co-curricular session. They are also expected to follow a course of independent study outside the normal lessons. Further information is provided in our Scholarship & Bursary Booklet; please request this from Admissions.

Drama Scholarships

These are awarded at 11+, 13+ and 16+ and can represent up to 10% of the fees but in exceptional circumstances, and at the discretion of the Headmaster, can be up to 25%. Candidates who have applied for a Drama Scholarship will be required to perform two contrasting monologues which must be from a play text and should be a maximum of 1 ½ minutes in length.

The monologues must be learnt and must provide an opportunity for candidates to demonstrate their performance skills, including physicality, vocal skills and use of space. Candidates must be prepared to discuss their performance, the character and the play. They will also be asked to interpret a short unseen extract, to explore the candidate's ability to interpret character. Pupils are asked to submit a portfolio of dramatic experience covering the past 2 years.

A pupil in receipt of a **Drama Award** is expected to play a leading role in the School's drama activities. They are expected to be involved in all the productions and workshops that are offered for their year group.

Innovation Scholarship (13+ Only)

The Innovation Scholarship is for 13+ candidates only and is for pupils who can demonstrate a high level of creativity within the digital arena, for example in coding, app design, web design or similar digital application. A completed project will need to be submitted for example a game, app or website that the pupil has designed and created.

Music Scholarships

Music Scholarships are awarded at 11+, 13+ and 16+ and can represent up to 10% of the fees but in exceptional circumstances, and at the discretion of the Headmaster, can be up to 25%. These scholarships are awarded on the basis of musical potential as well as actual achievement. As a guide we would expect students to have achieved Grade 4 ABRSM/Trinity or above at 11+; Grade 5 ABRSM/Trinity or above at 13+ and Grade 7 ABRSM/Trinity at 16+ on at least one instrument or voice.

Successful candidates will be invited to an audition during which they will be required to perform one substantial piece (or two shorter pieces) on their principal instrument or voice, and one piece on a second instrument (if studied). There are also sight-reading and aural tests, and an informal viva voce with members of the Music Department staff.

Choral singers with no second discipline may be considered for a Choral Scholarship. Please contact Mr Assen via the Admissions Department, for more details.

All Music Scholars are expected to be ambassadors for the Music Department taking part in a variety of concerts and participating fully in the co-curricular music programme.

Performing Arts Scholarships

These are awarded at 11+, 13+ and 16+ and can represent up to 10% of the fees but in exceptional circumstances, and at the discretion of the Headmaster, can be up to 25%. Candidates who have applied for a Performing Arts Scholarship are awarded on the basis of performance in the entrance examination and interview together with performance in the following disciplines: Dance, Drama and Music (Singing, though an instrument is optional as an addition). Candidates will be expected to prepare a performance in all three disciplines.

Sports Scholarships

These are awarded at 11+, 13+ and 16+ and can represent up to 10% of the fees but in exceptional circumstances, and at the discretion of the Headmaster, can be up to 25%. We look for a high level of fitness in pupils as well as evidence of commitment to sport (beyond what would be usual for a pupil of their age) and evidence that a pupil is able to perform as part of a team.

All Sports Scholars are expected to be fully committed to the School's annual sports programme. They are expected to make themselves available for matches and fixtures as and when required. The award is guaranteed until the end of the Fifth Year, at which time continuation into the Sixth Form will be dependent on whether the pupil has performed regularly in the first team of one of the School's major sports, and is likely to continue to do so throughout his/her Sixth Form career.

Maddox Science Scholarships

These are awarded at 16+ and can represent up to 10% of the fees but in exceptional circumstances, and at the discretion of the Headmaster, can be up to 25%. Candidates are expected to show exceptional promise in at least two subjects (chosen from Biology, Physics, Chemistry or Maths) and have an established record of achievement in the subjects at their current school. The Head of Science may also interview candidates. All Science Scholars are expected to be fully committed to the School's curricular and co-curricular science activities.

Maddox Science Exhibition Award

This Exhibition is awarded to girls studying at least two sciences at A Level and is a one-off award at the start of the pupil's Sixth Form career (credited in the Autumn Term of the Lower Sixth).

Offer of a Place and Deposits

If, in due course, a place is offered by way of a formal letter from the School, the deposit will be payable when parents accept the offer. Details of deposits are set out in the Offer Letter. The deposit will be repaid by means of a credit without interest to the final payment of fees or other sums due to the School after the pupil leaves the School. Until credited, it will form part of the general funds of the School.

Progression through the School

Year 7 Entry Criteria

It is anticipated that the vast majority of pupils in Caterham Prep School will progress into the senior school. A pupil moving from the Prep School to the Senior School is required to satisfy an entry requirement based on a combination of previous academic performance, performance in the 11+ entrance examination, previous behaviour and on the recommendation of the Head of the Preparatory School who must be satisfied that the pupil will be able to cope with the pace and rigour of academic life in the Senior School. If the pupil satisfies the relevant criteria it is assumed that he/she will progress through the school to at least year 11.

The School will consult parents before the end of the Spring Term in Year 6 if there appears to be any reason why the pupil may be refused a place at the next stage of the School. The Head of the Preparatory School Senior School will meet with parents as soon as possible in the pupil's School career and in any case no later than the end of Year 5 if there are any concerns about a pupil's progression into the senior school.

Parents must in every case give a term's notice if it is not the pupil's and their intention to continue into the Senior School.

Sixth Form Entry Criteria (for Existing Pupils)

It is anticipated that the vast majority of pupils will pass through to our Sixth Form, though the school will apply a range of academic and behavioural criteria to ensure that pupils are able to thrive in our Sixth Form. Performance at GCSE, previous academic performance, and previous behaviour will inform this decision. Experience tells us that pupils who achieve around or below six 6s (or their equivalent) at GCSE find the pace of study in our Sixth Form extremely challenging with potential consequences for their wellbeing. **Consequently pupils need to achieve a minimum of six 6s in order to qualify for the Sixth Form** (this is subject to modification but any changes would be notified before the commencement of a GCSE course). **In addition, individual A Level subjects have their own GCSE qualification requirements which students must also achieve.** The School will consult parents before the end of the Spring Term in the Fifth Year if there appears to be any reason why the pupil may be refused a place at the next stage of the School, although it is likely that these conversations will start at the beginning of the Fifth Year or earlier. Parents must in every case give a term's notice if it is not the pupil's and their intention to continue from fifth to sixth form.

Caterham Preparatory School

Admissions Procedure

Application

Admission and entry to Caterham Preparatory School is subject to the availability of a place and the prospective pupil satisfying the academic admission requirements necessary for entry to the School. With regards to admission for disabled pupils, reference should also be made to the Caterham School SEN Policy. The School also operates an Equal Opportunities Policy.

Prospective pupils will be considered as candidates for admission and entry to the School when the on-line application form has been submitted along with the non-refundable application fee. All prospective parents can make an appointment to meet the Head of the Preparatory School/or Deputy Head and to receive a tour of the School. Applications are considered in the order that they are received however priority is given to siblings of existing pupils.

An Admissions Register is kept by the School Registrar of all applications received by the School for the current academic year and also future academic years.

Assessment

All prospective pupils are assessed (except for entry to the Nursery Year – who are invited along for a ‘Come and Play session’) for entry in accordance with the admission requirements of the School and the criteria relevant to the particular Year Group for which the application is being made. In evaluating the completed assessments, the Head will be seeking evidence of a standard of academic ability whereby the prospective pupil will be able to develop and prosper in the academic and social environment of the School.

Parents of children on the Nursery and Reception Class List are contacted in the Autumn Term before year of entry inviting them in for assessment on a specific Saturday morning (date will be advised). There is currently an informal assessment for children entering the Nursery with a more formal assessment for Reception children.

Offer and Acceptance of a Place and Deposit

Once the assessment has been carried out, the Parental questionnaire returned (which is sent to parents prior to the assessment) and a satisfactory reference has been received from the current Nursery setting, applicants are then formally offered a place for the Year of Entry by the Headmaster (which may be subject to such conditions as specified in the letter).

Accompanying the offer letter will be a copy of the Acceptance Form together with the current edition of the Caterham School Terms and Conditions (Parent Contract). In order to accept the place, the Acceptance Form must be completed and signed (signatures are required from each of those with parental responsibility).

The Acceptance Form must be returned to the Admissions Department together with an on-line deposit payment; the Terms and Conditions are to be retained by the prospective parents for their information.

An email is sent from the Assistant Registrar (Day) to the prospective parent acknowledging receipt of the Acceptance Form and deposit payment and confirming that the place has been reserved. After the Acceptance Form has been returned, prospective parents who cancel their acceptance of a place less than a term prior to the date on which the pupil was due to join the School, will be liable for the payment of a term's fees (less the deposit held) to the School. Offer of a start date is subject to IAPS agreement criteria whereby parents of new pupils are required to have discharged all obligations at their existing School.

Pupil's progress will be monitored carefully throughout the Nursery Year and therefore progression into the Reception Year is not necessarily guaranteed. It is taken into account that assessment at such an early age can be difficult in particular as children develop at different rates throughout their early school days. If it is discovered that a pupil is finding it difficult to cope with the curriculum, discussion with the pupil's parents are entered into in order to advise alternative future schooling arrangements.

In the Summer Term prior to the pupil taking up their place at the start of the next Academic Year, the new Pre-Prep pupils are invited to attend the School for an afternoon in order to meet their new Form Teacher, the Teaching Assistant and also their new class mates, thus starting the induction process. New Prep School children joining the School in September will be invited to visit their new class at this time.

Joining Information will be sent to all new parents via an on-line link in June (before the September they are due to join).

For the September intake of Nursery and Reception pupils, parents will be invited to attend an Information Session and they will have the opportunity to meet members of staff. A School Induction Pack and Information Book will be available to new parents providing general information, curriculum information, a parents' guide to reading skills and information regarding the curriculum and preparation for entry to the Early Years (Nursery and Reception).

There is a School Uniform Shop on site and the School also operates a Second Hand Uniform facility.

Caterham Preparatory School

Early Years Foundation Stage

Admissions Procedure

Nursery

- New pupils are admitted to Nursery in the September after their third birthday.
- In October prior to starting the Head of Pre-Prep and the Nursery Form Teacher invite all children registered on the Nursery Class List to come in for their informal assessment on a Saturday morning. Parents are invited to stay for refreshments whilst their children are assessed in the Nursery environment. Any children on the Waiting List are invited to join the current Nursery Class as part of an afternoon session as and when a place may arise.
- Children are registered on a first come first served basis.
- The progress of each child is monitored closely during Nursery Year through incidental and focused observations, systematic 'tracking' and focus group assessments linking with the Surrey Early Years Profile.
- Natural progression to Reception is not necessarily guaranteed, although great care is taken in making a judgement at this early age.

Reception

- Pupils are admitted to Reception in September after their fourth birthday.
- In October prior to starting the Head of Pre-Prep and the Nursery Form Teacher invite all children registered on the Reception Class List to come in for their assessment on a Saturday morning. Parents are invited to stay for refreshments whilst their children are assessed in the Reception classroom. Any children on the Waiting List are invited to join the current Reception Class as part of an afternoon session as and when a place may arise.
- A place is not offered until assessment has taken place, questionnaire returned and a reference has been received from the current school.
- Great care is taken to make the child feel at home in an unfamiliar situation.
- During the assessment visit the Head of Pre-Prep or the Class Teacher will ask the child to complete several appropriate tasks. Activities include counting, sorting, puzzles, colouring.
- The children take part in a story time at the end of the session.
- Careful observation by the Head of Pre-Prep of the child's social and communication skills is also taken into consideration during this time. Much is gained from talking to the child.
- Range of vocabulary, awareness of rhyme, ability to listen and carry out instructions and concentration span are noted.
- The children are encouraged to join in with a range of activities and careful observation of their behaviour and ability to interact with their peers is made.
- Head of Pre-Prep makes notes and recommends whether a place should be offered. If there is any doubt then discussions take place with the Preparatory Head.