

# THE GLEDDINGS PREPARATORY SCHOOL

## Admissions Policy

This policy applies to all pupils in school, including Little Gleddings and Pre Prep.

**This policy takes account of the following documents and guidance:**

- The Education (Independent School Standards) Regulations 2019
- The Independent School Standards Commentary on the Regulatory Requirements September 2019
- Education Act 2002 and Education and Inspection Act 2006
- School Standards and Framework Act 1998  
S1 2003/1910
- Documents from the Department for Children, Schools and Families (now DfE)
- The Equality Act 2010

**This policy is to be read in conjunction with all other school policies. Please particularly cross refer to the following policies:**

- Attendance
- Behaviour and Discipline
- Complaints Procedure
- Equal Opportunities
- Partnership with Parents
- Special Education Needs, Learning Difficulties or Disabilities and Inclusion

### **1. INTRODUCTION**

Academic tests are not used to determine entry. Children are admitted regardless of race, ability, religious belief, or social status. As many of our families register interest before children are born, a significant gender imbalance may be addressed. Priority is given to children who already have a family member in the school setting. We do not admit children to school based on a particular catchment area. Where there are no current places available parents will be invited to place their child's name on the waiting list, with a cost of £25, and they will be informed as soon as a place becomes vacant. (We ask parents who do not wish their child to remain on the waiting list to inform school immediately. Annual checks are also carried out).

### **2. AIMS**

1. To provide full and clear information to parents which they can use to make an informed decision
2. To be consistent in approach and in the application of The Gleddings entry criteria.

### **3. ADMISSIONS AND ENROLMENT**

1. Enquiries for places are received by telephone or e-mail and as a result of parents viewing the school web site. Most enrolments are the result of personal recommendation.
2. If parents wish to visit the school they are invited to arrange a mutually convenient time. An appointment is made with the School Manager.
3. The School Manager explains admissions procedures and provides information about the school and any available places. Parents will be invited to look around school.
4. Meeting with the Headteacher, the Little Gleddings Manager and other members of staff can be arranged if required.
5. Parents are asked to complete an Acceptance Form, a Pupil Details Form and sign any necessary consent forms. They will also be asked to pay a deposit to initiate formal entry procedures.
6. There are no scholarships or bursaries offered by the school, but children attending Little Gleddings, Pre Prep and Reception Class (before the age of 5) qualify for Early Years Funding and Childcare Vouchers for Late and Early School and appropriate Extra Curricular Activities.
7. Where appropriate, records will be requested from any previous nurseries or schools as soon as entry to the school has been arranged including safeguarding information.

## **ENTRY TO EYFS**

Children are admitted into Little Gleddings from 6 months old at a time arranged by parents and Little Gleddings. Children start Pre Prep at The Gleddings in the September following their third birthday. They should be independent in their use of the bathroom and ready for the school environment. Children are required to attend full morning sessions in Pre Prep as a minimum.

Places are allocated on the basis of siblings, commitment to the school, then a waiting list basis.

## **ENTRY TO CLASSES FROM LOWER I (RECEPTION) TO UPPER IV (YEAR 6)**

At the end of Pre Prep, children join Lower I (Reception) and progress through school to Upper IV (Year 6). This means that school is usually full but parents are welcome to enquire at the school so that children may be included on a waiting list for any year group.

### **Terms and Conditions - Little Gleddings**

An offer of a place at Little Gleddings will be confirmed upon receipt of a refundable deposit and completed documentation.

### **Terms and Conditions - The Gleddings Preparatory School**

- An offer of a place for your child at The Gleddings will be confirmed in writing when the Contract has been received accompanied by a deposit, subject to places being available.
- The deposit is not refundable if your child does not take up the place at the school.
- The school has the right to refuse entry if the school is unable to educate your child.
- Once a place has been accepted at the school, parents are requested to ensure that their children attend school punctually and regularly and conform with the rules of appearance, dress and behaviour issued by the school.

## **EQUAL OPPORTUNITIES**

Pupils with disabilities and special educational needs will be treated no less favourably than any other applicants for admission. It is vital that parents of prospective pupils with any physical disability should visit the school and satisfy themselves along with the agreement of the Headteacher that their child could access all the necessary parts of the building and hence the full curriculum offered, on the school site.

N.B. The school is willing to make adaptations to the school building where this is considered feasible.

## **4. FEES**

- Fees cover the school's normal curriculum, stationary and food. Other items such as trips and visits for which you consent to your child's participation, after school and holiday care and other extra curricular activities will incur additional charges.
- The liability to pay fees and any extras is the joint liability of each person who has signed the Contract.
- Each invoice should be paid either in full 5 days prior to the start of a new term or in monthly instalments, with additional charges being collected at the start of each term as required.
- We reserve the right to refuse to allow your child to attend school while the fees remain unpaid.
- You must give a whole terms' written notice (or payment in lieu) where your child is to be withdrawn from the school other than at the end of Year 6.

## **5. EXCLUSION**

- The Headteacher may, at her discretion, require parents to remove, or may suspend or permanently exclude a child from school if she considers that a child's attendance, progress or behaviour is unsatisfactory in any way, and in her opinion the removal is in the best interests of the school or those of a child or other children.
- The Headteacher may in her absolute discretion require parents to remove or may suspend or permanently exclude a child if his or her behaviour during school activities organised outside the premises is such that it brings the school into disrepute.
- Parents have the right to appeal to the governing body.

- The Headteacher may in her absolute discretion ask a parent to remove their child/children from school if the behaviour of either parent is unreasonable and affects or is likely to affect adversely their child/children's or other children's progress in school.
- The Headteacher may, at her discretion, ask parents to remove their child/children from school if the action of either parent, verbal or written, brings the good name of The Gleddings into disrepute.

## 6. **COMPLAINTS**

Hopefully parents will not have any complaints about the admissions process but copies of the school's complaints procedure can be sent on request.

This policy was reviewed in September 2025