



BABINGTON HOUSE SCHOOL

Babington House School ADMISSIONS POLICY INCLUDING EYFS

Date of Policy	Review Date	Reviewed By	Approved By
September 2023	September 2024	S James	Governing Body

1. Introduction

1.1 The procedures outlined below apply to all pupils and parents applying to Babington House School and has been written to help explain our admissions process to those who wish to apply to our school.

1.2 Babington House is a co-educational independent school for pupils for ages 3 to 18. We select children not only on their academic ability and potential, but we also consider a pupil's personal qualities and talents. We are a wide ability selective school. Our admissions process is designed to identify pupils who are able to benefit from the education we provide and make a positive contribution towards to the life of the school.

1.3 Anyone interested in making an application to our school must submit our online application form. There is a £100 non-refundable registration fee.

2. The Admissions Procedure:

2.1 Nursery (EYFS)

Children can join our Nursery from the date of their third birthday or any term after this. We have 40 places for Nursery and places can be reserved at any point from the news of pregnancy or from birth. Should we fill the 40 Nursery places, we will then operate a waiting list.

Children are first encouraged to come for a stay and play session to see their new learning environment. Should you wish to proceed, we then make a formal offer based on the child coming in for an additional taster and parents are invited to meet our Head of Early Years during this time. We ask for a reference if a child attends a Nursery.

We require children to have basic toilet training. However, we realise that children at this age are not always totally reliable in this respect.

We ask for children to do a minimum of 3 sessions in our Nursery, *ie 3 mornings or a full day and an additional session.*

We accept the 15 hours funding against our afternoon sessions. Please see further information in Appendix 1.

2.2 Reception (EYFS)

We have 40 places for Nursery and those interested in a place for Reception must first complete an application form, pay the £100 registration fee and join our waiting list. We first offer the 40 places we have for Nursery to our current Nursery parents, to see if they wish for their son or daughter to transfer to the next school year. Should one of our current parents wish to forfeit their son or daughter's place, then a term's notice is required. Offers to those on our waiting list are made in order of registration date with priority given to siblings. Children offered a place are invited to join us for 30-minute assessment in our Nursery environment and parents are invited to meet with our Head of Early Years. *Please see further information in Appendix 1.*

2.3 Junior School

Those wishing to join our Junior School are invited in for a taster day in the class they would be joining if there is a space available. During the taster day, children take part in age-appropriate assessments. From Year 3, this is a CATS online test with the Admissions Registrar. We ask to see 2 years' worth of school reports, and seek a school reference if we can prior to a taster day. Pupils may join Babington House at any time during the school year, providing places are available.

2.4 Year 7

There is no automatic entry from Year 6 into the Senior School.

In December of Year 6, all girls and boys, internal and external applicants, take a selective Entrance Examination to be considered for Year 7 entry. Scholarships are also available for Year 7 to both internal and external applicants. These Scholarships are advertised in the Autumn Term and take place before the Entrance examinations. The Academic Scholarship is based on the Entrance Examination results and we offer Scholarships in Art, Drama, Music and Sport.

We offer Year 6 Activity Days for those interested in Year 7 entry in the Autumn Term prior to entry and prospective applicants are encouraged to attend one of these.

If we make an offer for a place for Year 7, and we have not met the child, then an offer is subject to an interview, either with our Headmaster or Head of Seniors.

2.5 Occasional places in Senior School

Those wishing to join our Senior School are invited to sit an English, Maths and Computer exam with the Admissions Registrar to assess their academic potential. Should it be likely we would offer a place, applicants are invited in for a taster day in the class they would be joining. We ask to see 2 years' worth of school reports, and seek a school reference if we can prior to a taster day. Pupils may join Babington House at any time during the school year, providing places are available.

If a place is not available in a year group, then parents can place their child on the mid-school waiting list. Availability is then dependent on one of our current parents giving notice and forfeiting their son or daughter's place at the school.

2.4 Sixth Form

There is no automatic entry from Year 11 to the Sixth Form.

Entry to the Sixth Form is based on GCSE predicted grades, 2 years' worth of school reports, a school reference and subject choices. We normally require no less than a grade 6 at GCSE in the subjects applicants intend to take at A Level. Maths, Physics, Chemistry and Biology are the exception where a grade 7 is required.

Academic Scholarships are available for entry to Sixth Form. These are awarded based on the results of the Scholarship Examination. The Scholarships are open to internal and external applicants.

3. Offer and Acceptance

- 3.1.1 Notification of whether a place is to be offered is emailed to parent, along with our Privacy Notice and Terms and Conditions.
- 3.1.2 After parents receive an offer letter for their child, they will be required to complete the acceptance form, and return this along with a copy of the applicant's birth certificate and a deposit.
- 3.1.3 Those joining Nursery will be asked for a £100 deposit. This will be returned on their first invoice issued. Those joining Reception- Year 12 will be asked for a £750 deposit. Those in Nursery progressing onto Reception will be asked to pay the additional £500 deposit when accepting the place for Reception.
- 3.1.4 The deposit will be refunded at the end of the child's education at Babington House School provided no outstanding monies are owed by the parents to the school, including the value of text books not handed back on leaving Babington. The school reserves the right to establish from any previous school that all fees have been paid.

Please note that should your circumstances change after this deposit has been paid, it will not be refunded. Similarly, if an offer is made by Babington House School and declined by the parents during this period, it should be noted that the registration fee will not be refunded.

- 3.1.5 We do not offer Bursaries to new parents joining the school. Our Bursary provision is reserved for our current parents who fall on financial hardship. This is assessed by an independent body.

4. Special Educational Needs and Disabilities (SEND)

4.1 Placement is made according to the needs of each pupil in conjunction with existing pupils. These will vary according to any given cohort.

4.2 Students with Special Educational Needs and Disabilities (SEND) should have equal opportunity to join Babington House if they satisfy the School's selection procedures. Where a child has special educational needs or disabilities, we will identify if our school is suitable for the child's age, ability and special educational needs. This will be identified through our normal selective admission assessments, in alignment with any professional reports e.g. from an Educational Psychologist. When applications are made for a child with an Educational Health Care Plan the needs of the child must be fully assessed and considered to ensure that Babington House School could fully meet the child's educational and welfare needs. Recommendations from professionals involved will be fully considered before any decision is made regarding an offer of a place.

5. School Fees

5.1 School fees are payable by the first day of the term unless paying either termly or via 10 monthly direct debit instalments. If a pupil is joining mid-term, then fees will be charged pro rata.

5.2 If paying termly, failure to pay the full term's fee by the half term, to which it relates, will result in the child being removed from the school.

5.3 For those pupils wishing to leave Babington House, a term's notice must be given in writing to the Admissions Registrar on or before the first day of term prior to the leaving date.

5.4 Babington House accepts Early Years Funding from the Local Authority for Nursery Pupils only, which is subject to change at the School's discretion. Early Years Funding is available on our Afternoon Nursery Session only, and we request an optional charge for Sundries is payable on these sessions for £15.00 per session. Priority for Nursery places will be given to pupils requesting full time sessions (Monday – Friday 8.30am – 3.15pm) and to

siblings on Babington House School pupils. Please contact our Admissions Registrar or our Bursar's Office to discuss further.

Appendix 1- Admissions Policy for EYFS

Nursery

Children can join Babington House Nursery from the date of their third birthday or any term after this. We have 40 places for Nursery and places can be reserved at any point from the news of pregnancy or from birth. Children are invited in for a stay and play session before they join the school. We have a maximum of 37 children per session in the Nursery and this is based on the space we have.

Adult to pupil ratios are a minimum of 1:7 in Nursery and 1:10 in Reception.

Nursery sessions:

Parents are provided with opportunities (*initially through submitting their acceptance forms*) to choose their preference of sessions. There are ten sessions weekly, five from 8.30am-12.15pm and five from 12.15pm-3.15pm. We offer a lunch club children can join from 11:30-12:15pm.

Parents can choose as many sessions as they wish, provided that there is availability. Parents are requested to predict their session choices for Autumn, Spring and Summer terms. Children are required to attend Nursery for a minimum of three sessions per week.

Parental requests to increase Nursery sessions will be considered and allocated depending on availability. To make a request, parents should email the Admissions Registrar, Ms Standing on vstanding@babingtonhouse.com

To decrease sessions, a term's notice must be given, parents should contact Ms Standing by email (above) to provide the notice period required

We accept requests for ad hoc sessions and you will be charged the full day rate for this without funding for any additional sessions.

Babington House accepts Early Years Funding from the Local Authority for Nursery Pupils only, which is subject to change at the School's discretion. Early Years Funding is available on our Afternoon Nursery Session only, and we request an optional charge for Sundries is payable on these sessions for £15.00 per session. Priority for Nursery places will be given to pupils requesting full time sessions (Monday – Friday 8.30am – 3.15pm) and to siblings on

Babington House School pupils. Please contact our Admissions Registrar or our Bursar's Office to discuss further.

We do accept tax-free childcare vouchers for the payment of Nursery fees up until the term the child turns 5.

6. The Admissions Register

6.1 The admissions register for Babington House Nursery is maintained in accordance with the Education (Pupil registration) (England) Regulations 2006 in line with the main school admissions and attendance policy (Including Reception and Sixth Form).

6.2 Our admissions register is stored in an Excel document, the data is stored in within our Management Information System (MIS). This is maintained by the Admissions Registrar. The MIS is backed up every evening to the cloud which is hosted by our MIS Server.

6.3 The following information is listed for each child:

- Name in full;
- Sex (this should be the birth sex unless the person has obtained a gender recognition certificate (not available under the age of 18));
- Day, month and year of birth;
- Name and address of every person known to the school to be a parent of the pupil (and an indication of which parent the pupil normally lives with and which parents hold parental responsibility and as defined by section 3, Children Act 1989) – Nb parents holding parental responsibility, even if not actually caring for the child, have a right to receive relevant information from the school in respect of any pertinent matter affecting the child, unless a court order indicates otherwise.
- More than one telephone number at which the parent with whom they normally live can be contacted in an emergency will be recorded on the MIS;
- From September 2016, where a parent notifies the school that a pupil will live at another address in addition or instead, the new address, the full name of the parent with whom the pupil will normally live in future and the date from which it is expected the pupil will normally live there or began to reside there, where it is reasonably practicable for the school to ascertain this information, will be recorded;
- Day, month and year of admission or re-admission to the school;
- Name and address of the pre-school/setting last attended (if any);
- From September 2016, the name of the destination school (or additional school, in the case of dual registration), notified by a parent and the first date of attendance, where it is reasonably practicable for the school to ascertain this information.

6.4 We will hold more than one emergency number for each pupil where reasonably possible.

6.5 The name of the pupil must be included in the register from the beginning of the first day on which Babington House School has agreed, or has been notified, that the pupil will attend the school.

6.6 Deletions from the Admissions Register

Deletions from the Admissions register are regulated, Babington House School informs Bromley Local Authority where a pupil's name is going to be deleted from the Admissions register on the following grounds:

- When the child has been taken out of school to be home educated;
- When the family has apparently moved away;
- When the child has been certified as medically unfit to attend; • When the child is in custody for more than four months;
- When the child has been permanently excluded.
- When the child joins a new school.

6.7 From 1st September 2016, Babington House School notifies Bromley Local Authority via email when it removes or adds a pupil's name to the admissions register at both standard and non-standard transitions ie. Where a compulsory school age child leaves the school before completing the school's final year or joins it after the beginning of the school's first year.

6.8 In relation to deletions from the Admissions Register, Babington House School will notify

Bromley Local Authority as soon as the grounds for deletion are met, and in any event, before deleting the child's name. As to non-standard admissions, the notification to Bromley Local Authority will be made within five days of the entry on the Admission Register. The school will communicate with Bromley Local Authority to establish the manner in which the authority wishes to receive such information.

6.9 From September 2016, Babington House School's right, under the regulations to delete a pupil for non-return within ten school days after authorised leave of ten school days or more, or after twenty school days unauthorised absence (in both cases, in the absence of illness or other unavoidable cause), does not arise until Babington House School and Bromley Local Authority have jointly made reasonable enquiries as to the pupil's whereabouts and failed.

6.10 Babington House School's right to remove a pupil, will in addition, be subject to our terms and conditions.

6.11 Babington House School will notify Bromley Local Authority when a child or pupil fails to attend regularly or is absent without leave for more than ten school days (continuously).