



# BABINGTON HOUSE SCHOOL

## **Babington House School ADMISSIONS POLICY INCLUDING EYFS**

| Date of Policy | Review Date | Reviewed By                      | Approved By    |
|----------------|-------------|----------------------------------|----------------|
| April 2026     | April 2027  | E Elliott<br>J Martin<br>D Laird | Governing Body |

## **1. Introduction**

1.1 This policy applies to all prospective pupils and their parents/carers applying to Babington House School and explains the School's admissions procedures.

1.2 Babington House is a co-educational independent school for pupils aged 3 to 16. The School considers each application on its individual merits and whether the applicant is likely to benefit from the education offered and participate positively in school life. Admissions decisions are informed by the School's assessment process, references where applicable, and the School's ability to meet the pupil's needs, with reasonable adjustments considered where required.

1.3 Applications must be made using the School's online application form. A non-refundable registration fee of £120 is payable on submission.

## **2. The Entry Procedure**

The admissions process for the main points of entry takes place in the Autumn Term in the year prior to entry. Nursery admissions are considered throughout the year, subject to availability.

Babington House is an all-through school comprising Nursery, Prep and Senior sections. In most cases, pupils admitted to the School are expected to progress through to the end of Senior education. Where the School has concerns that it may not be able to continue to meet a pupil's needs appropriately at a later stage, this will be discussed with parents at the earliest reasonable opportunity.

### **2.1 Admissions into 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 applications may be registered in advance of a child reaching Nursery age.
- Should we fill the 40 Nursery places, we will then operate a waiting list.
- When children reach approximately 2.5 years of age, they may be invited to attend a 40-minute stay-and-play session to help the School assess readiness for Nursery and to consider, on an individual basis, whether the School can meet the child's needs, with reasonable adjustments considered where required. Following this session, a decision will normally be made unless a further visit is required.
- Parents should discuss any toileting support needs with the School during the admissions process so that these can be considered appropriately.
- Children in Nursery will normally transfer to Reception, subject to parental confirmation and the School being satisfied, following individual consideration, that it can continue to meet the child's needs, with reasonable adjustments considered where required.
- Children must normally attend a minimum of three sessions per week.
- The School accepts the 15 hours funded entitlement for eligible Nursery pupils in accordance with current arrangements.

### **2.2 Admissions into Reception (EYFS) - External candidates**

- Children are invited to attend a 45-minute assessment session and parents/carers may meet with the Head of Early Years or Head of Prep School.
- During this session, children will be observed while taking part in age-appropriate classroom and play-based activities. The School will consider the child's readiness for Reception and, on an individual basis, whether it can meet the child's needs, with reasonable adjustments considered where required, before making a decision.
- Offers to those on our waiting list are made in order of registration date with priority given to siblings.

### **2.3 Admissions into Year 3 and Occasional places in Prep School**

Pupils may join Babington House at any time during the school year, providing places are available.

Applicants may be invited to attend a taster day in the relevant class, subject to availability. During the taster day, children may complete age-appropriate assessments in English, reading and mathematics. The School will also normally request recent school reports and a reference from the applicant's current school before an offer is made.

We require two years' worth of school reports and seek a school reference prior to a taster day.

## **2.4 Admissions into Year 7 (external candidates)**

- In the Autumn term of Year 6, all external applicants are invited to take a selective formal Entrance Examination to be considered for Year 7 entry.
- The entrance examination consists of the following:
  - A 60-minute computer-based test which is made up of vocabulary, proof reading, spelling, punctuation, grammar, perceptual speed and accuracy and non-verbal reasoning.
  - An English test paper (1 hour)
  - A Mathematics test paper (1 hour)
  - A group activity or meeting with Senior Leadership as part of the admissions process
- Scholarships are also available for Year 7 to both internal and external applicants. These Scholarships take place during the Autumn term of Year 6. The Tim Lello Academic Scholarship is based on the Entrance Examination results and the Babington House All-rounder Scholarship is based on both the Entrance Examination results and overall performance in the assessment for two or more subject scholarships. We also offer subject Scholarships in Art, Performing Arts, Music and Sport which have a separate application and assessment process.
- Heads Awards may be offered at the discretion of the Headteacher to recognise particular aptitude or an area of strength.
- Year 7 taster days may be offered to pupils currently in Year 5 and 6 who are interested in Year 7 entry. Where a taster day is offered, observations from that day may be considered as part of the overall admissions process.
- Parents/carers may be invited to meet with a senior member of staff as part of the admissions process.
- A confidential report is normally sought from the candidate's current school, including information relevant to the applicant's progress, engagement with learning and, where appropriate, baseline data.
- Any offer of a place will take account of the entrance assessment, school reference, and, where applicable, observations from a taster day or meeting with the family.
- The final decision on admission rests with the Headteacher.
- In exceptional circumstances, the School may admit a pupil without the usual assessment process where it considers this appropriate and fair in the particular circumstances, for example following a school closure or other significant disruption.

### **2.4.1 Early Entry Admission into Year 7 (external candidates)**

- In the Summer term of Year 5, external applicants are invited to take an Early Entry Assessment to be considered for Year 7 entry for the next academic year.

- The Early Entry Assessment consists of the following:
  - An online test incorporating English and Mathematics
  - A brief creative writing task
  - A small group assessment, which includes a 'Show and Tell' activity
- References and most recent school report from the candidate's current school will be requested.
- An offer of a place will be subject to the result of the early entrance assessment and the group assessment.
- The offer acceptance deadline of March in the year of entry applies, however, a place can be accepted before this date but is not required.
- Early Entry Assessment candidates can apply for a Year 7 Scholarship should they wish. The scholarship application and assessment process takes place in the Autumn term. An Early Entry Assessment candidate will need to sit the formal entrance examination during the Autumn term of Year 6 if they wish to be considered for the Tim Lello Academic Scholarship or the Babington House All-rounder Scholarship.

2.4.2 Occasionally, we may offer places to pupils without the entrance examination, if we consider, as a matter of professional judgement that this would be in the best interests of the pupil and the school. This would apply to exceptional circumstances such as a school closure, or response to a national pandemic.

## **2.2 Admissions into Year 7 (internal candidates)**

- Pupils in Year 6 at Babington House School will normally transfer into Year 7 without sitting the external entrance examination, provided the School remains satisfied, following individual consideration, that it can continue to meet the pupil's needs, with reasonable adjustments considered where required. Parents will be asked to confirm acceptance of the Year 7 place by the published deadline.
- Internal candidates must confirm acceptance of their Year 7 place by the published acceptance deadline in March of the year of entry.
- Teacher assessment may be used to determine eligibility for academic scholarships for internal candidates.
- Scholarships are available for Year 7 to internal applicants. These Scholarships are advertised in the Autumn Term and take place in November. and we offer Scholarships in Art, Drama, Music and Sport. All internal candidates will automatically be considered for The Babington House School All-rounder Scholarship, there is no separate application process.
- Heads Awards may be offered at the discretion of the Headteacher to recognise exceptional aptitude in a particular area of learning.
- The final decision on admission rests with the Headteacher.

## **2.6 Occasional places in Senior School**

Pupils may join Babington House Senior School at any time during the school year, providing places are available.

- Those wishing to join our Senior School may be invited to complete English and Mathematics assessments and an online ability test. Applicants may also attend a meeting with a senior member of staff as part of the admissions process.
- Where appropriate, applicants may also be invited to attend a taster day in the class they would be joining.
- We request two years' worth of school reports, and seek a school reference prior to a taster day.
- In exceptional circumstances, the School may admit a pupil without the usual assessment process where it considers this appropriate and fair in the particular circumstances.

### **3 Offer and Acceptance**

Notification of whether a place is to be offered is sent to parents/carers, together with the School's Privacy Notice and Terms and Conditions. All offers are subject to the receipt of a suitable reference from the child's current school, where applicable.

- 3.1.1 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 non-refundable deposit.
- 3.1.2 Acceptance of a place at the School implies an acceptance of the School Policies in place as set out in the terms and conditions (parent contract) and the terms of the Acceptance Form, which is signed by the parent(s)/guardians(s), when a place is accepted. The Acceptance Form must be signed by all individuals who have parental responsibility.
- 3.1.3 Those joining Nursery will be asked for a £100 deposit. Those joining Reception - Year 11 will be asked for a £1,500 deposit. Those in Nursery progressing onto Reception will be asked to pay the additional £1,400 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 Information about any bursary provision or financial support arrangements is available from the School on request.

### **4. Allocation of places**

4.1 In the event that the number of applicants for any year group exceeds the places available, the School will allocate places by applying its admissions criteria fairly and consistently, taking account of the applicant's performance in the admissions process, any reference received, the availability of places, and the factors set out below.

- The results obtained in Entrance Assessments
- Information obtained through any meeting or assessment activity forming part of the admissions process
- The presence of siblings within the School
- The length of time the child has been registered for entry
- References from an applicant's current school
- A child with a particular aptitude or area of strength

- A child whose parent is a current member of our staff
- Whether any reasonable adjustments are required for the admissions process and whether those can be made appropriately

## **5. Special Educational Needs and Disabilities (SEND)**

5.1 Babington House School does not unlawfully discriminate in any way regarding entry. The School welcomes applications from pupils with disabilities and/or special educational needs. Each application is considered on its individual merits and, where a prospective pupil has a disability, the School will consider what reasonable adjustments may be made to the admissions process and, if a place is offered, to education and participation in school life. The School aims to provide a safe and inclusive environment for all pupils.

5.2 Our policy is to apply our admission criteria fairly to all potential pupils. We ask parents of children with special educational needs, disabilities or relevant medical conditions or allergies (whether suspected or diagnosed) to discuss their child's needs with the School at the outset of the admissions process so that the School can consider what reasonable adjustments may be required and what provision may reasonably be made.

5.3 Parents are required to provide with the Registration Form full details of all relevant information about their child, including any reports (including any educational psychologist reports, medical reports or assessments or other relevant expert third party reports), materials or information about their child's needs (educational, health or otherwise), and this may include any final or draft EHC needs assessments (or applications for a needs assessment) or final or draft EHC Plans (or applications for an EHC Plan). This is so that the School can assess their child's needs and consult with parents about any adjustments which can reasonably be made and so that the School can ensure, for example, that their child will be able to meaningfully access the education offered and that we are able to ensure their health and safety, and the health and safety of others. This information should be provided prior to the admissions assessment process.

5.4 Where parents of a prospective pupil feel their child requires adjustments (in respect of the admissions process and/or with regards to education at School and participation in School life in the event they are offered and take up a place at the School), parents should raise these with the School at the outset. The School may – depending on the circumstances - require some further information from parents or request further assessments in respect of the needs identified and will discuss with parents (and their child's medical advisers, if appropriate), the adjustments proposed and whether they can reasonably be made for the child if they were to become a pupil at the School.

5.5 There may be exceptional circumstances in which the School is not able to offer a place for reasons relating to a child's special educational needs and/or disability. This may be the case, for example, if, despite reasonable adjustments, the School concludes that it would not be able to meet the child's needs sufficiently to enable meaningful access to the education offered, or that the child's attendance would be incompatible with the efficient education of other pupils or with maintaining appropriate standards of welfare, health and safety.

5.6 Sometimes, the situation of pupils with disabilities and/or special educational needs changes between an offer of a place being made and the pupil starting at the School. The School requires parents to be pro-active in updating the School as to any changes which mean that the information provided during the application process is out of date or incomplete. In the vast majority of cases, this will not affect a pupil's place at the School. However, the School may, in exceptional circumstances, need to reconsider the offer of a place if a pupil's circumstances change materially. It is in the pupil's interests that any such decision is made as early as possible to avoid any disruption to their education, so parents are urged to be forthcoming and transparent in their communications with the School about any material change to their child's circumstances.

5.7 In the event your child has an EHC needs assessment or EHCP (whether at the application stage, draft or final form) it is important that these (and the applicable supporting documentation, e.g. educational psychologist reports or other expert assessments) are shared promptly with the School and

that the School is kept up to date with respect to any relevant decisions of the Local Authority or changes in provision.

5.8 The School's Special Educational Needs and Disability Policy is available on the School website.

## **6. School Fees**

6.1 School fees are payable by the first day of the term unless paying either termly or via 12 monthly direct debit instalments. If a pupil is joining mid-term, then fees will be charged pro rata.

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

6.3 For those pupils wishing to leave Babington House, a term's notice must be given in writing to the Headteacher on or before the first day of term prior to the leaving date, to include details of future school and start date.

6.4 The school runs a cashless policy.

6.5 Babington House accepts Early Years Funding from the Local Authority for eligible Nursery pupils in accordance with current funding arrangements. Further information is available from the Admissions Registrar or Bursar's Office. Priority for Nursery places may be given to pupils requesting full-time sessions (Monday to Friday, 8.30am to 3.15pm) and to siblings of current Babington House School pupils.

6.6 Siblings... While two (or more) siblings are at the school, a reduction of no more than 10% can be made in respect of the fees of the younger sibling(s). This is only eligible for the second and subsequent child attending simultaneously.

## **7. School's terms & conditions (parent contract)**

The terms upon which the School educates each pupil are set out in the School's Parent Contract which will be made available to parents as part of the admissions process.

## **8. Complaints**

Prospective parents may raise concerns with the School through the admissions team. Concerns raised by prospective parents will usually be handled through the admissions process. The formal Complaints Procedure applies in accordance with that policy and is available on the School's website.

## **9. Records and review**

Applicants' details will be held on file with due regard to data protection legislation. Please see the School's Privacy Notice for further information about how the School collects, uses and processes personal data.

The School will not hold the personal data of applicants for longer than is necessary for a lawful purpose. Applicants' personal data will be processed in accordance with data protection legislation, the School's Privacy Notice, and the School's records retention arrangements.

## **10. The Admissions Register**

10.1 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).

10.2 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.

10.3 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.

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

10.5 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.

## **10.6 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.

10.7 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 i.e. 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.

10.8 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.

10.9 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.

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

10.11 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).