



The Dean Close Foundation

Independent, Co-educational, Day and Boarding School

Admissions Policy (W038)

Registered Charity No: 1086829

Date of Issue: Jan 17
Review Date: Jan 18
Owner: Admissions Tutor

THE DEAN CLOSE FOUNDATION

ADMISSIONS POLICY

- This policy has been authorised by the Trustees of The Dean Close Foundation (the “Charity”) for all of its schools, (the “School”).
- This policy will be reviewed periodically by the Bursar (or the Finance and General Purpose Committee) on behalf of the Board of Trustees.

Introduction

1. Throughout this Policy Dean Close School means Dean Close Pre Prep (DCPPS), Dean Close Prep School (DCPS) and Dean Close Senior School (DCS). The term *parents* will include guardians and others who have parental responsibility for children entering the School. The term *pupils* will be used throughout.

Statement of Intent

2. Dean Close School must feel confident that a prospective pupil will benefit from the education offered, in line with the general standards achieved by their peers, so that they can enjoy a complete, happy and successful School career. These criteria must continue to be met throughout the individual’s time at Dean Close. The School’s policy is to apply these criteria to all pupils and potential pupils regardless of any known disability, subject to its obligation to make reasonable adjustments so as not to put any disabled pupil at a substantial disadvantage relative to their non-disabled peers.

Equal Opportunity

3. Promoting equal opportunities is fundamental to the aims and ethos of Dean Close School. We welcome applications from pupils of all ethnic groups, backgrounds and creeds and all are treated equally. Human rights and freedoms are respected but must be balanced with the needs and rules of our School community and rights and freedoms of others.

4. The School seeks to provide a welcoming atmosphere where all individuals feel valued and can make the most of their abilities, including those with learning difficulties and disabilities, on the proviso that the educational needs of the child can be met within the School’s academic environment.

Learning Difficulties and Disabilities

5. The School has adequate provision for children with disabilities, including those with a Statement of Educational Need, and can make reasonable adjustments to accommodate their needs. The School must, however, be aware of any known disability or learning difficulty which may affect a child’s ability to take full advantage of the education provided.

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6. Parents of a child who has any disability must provide the School with full written details at registration before accepting the offer of a place. The School needs this information so that, in the case of any child with particular needs, we can assess those needs and consult with parents over any reasonable adjustments that need to be made to cater adequately for the child. Similarly, if a learning difficulty or disability becomes apparent after admission, the School will consult with the parents about reasonable adjustments that may allow the child to continue at the School.

7. Parents of disabled or potentially disabled children must provide full disclosure of any medical, educational psychologist or other reports regarding their child's disability, medical condition or special educational needs. In assessing any pupil or prospective pupil the School may take such advice and require such assessments as it regards as appropriate. Failure by parents to make the necessary disclosure of information may prevent the School from providing adequate support and may lead to the removal of the child.

Enquiries and Visits

8. All families who request a prospectus or enquire about entrance to the School are encouraged to visit, either on an Open Morning or for an individual tour. Many families visit the School a number of times before deciding whether to register. They will normally have met the relevant Headmaster/Headmistress and Admissions Tutor/Registrar and one or more Housemasters or Housemistresses (if appropriate), as well as touring the School with an adult or a pupil before they formally register.

Registration

9. In order to reserve a place in the School, a completed Registration Form is sent in with the appropriate registration fee. A deposit will be required one year before entry or upon submission of the Parent Contract, as detailed in the Terms and Conditions of Acceptance.

10. For pupils transferring from DCPS and (for 2018 entry onwards) St John's on the Hill, notification to the Headmaster of DCS that a pupil's first choice of senior school is DCS via submission of the Dean Close Transfer Form will qualify as registration for the Senior School. Receipt of the completed Transfer Form is normally required by September 30th of the year prior to entry.

11. For pupils transferring from DCPPS, notification to the Registrar of DCPS that a pupil wishes to accept a place at DCPS will qualify as registration for the Prep School. Parents will then be asked to pay the extra deposit to secure the place.

Criteria for Admission

- Admission to Dean Close School will depend upon the availability of a place in the appropriate year group and house.
- Admission is conditional upon acceptance of the School's Terms and Conditions, which

we reserve the right to vary at a term's notice.

- Details of the Terms and Conditions of Acceptance of a place at Dean Close School, including the School's duties, are contained in the Registration Form and Parent Contract.
- For those who are currently not educated in the UK independent sector, or for those joining at non standard times, admission will depend upon success in examination papers set by the School.
- Procedures and Conditions for the award of Scholarships, Exhibitions and Bursaries are given in the relevant application forms and on the accompanying Conditions of Award sheet.
- The Headmaster/Headmistress will make the final decision over entry having taken into consideration all the criteria for admission, including evidence that a pupil will be able to meet the School's requirements regarding discipline and conduct.

Offer and Acceptance

12. Where a candidate is successful, a letter is sent offering a place in the school; this offer must then formally be accepted in writing and via signature and return of the Parent Contract by all relevant parties. Appropriate joining literature is sent out prior to the term of admission.

13. At all ages, and prior to a major stage change, Parents will be advised by the School as to whether their child's educational needs can be met within the School's academic environment. If it is felt that Dean Close can no longer provide for the academic educational needs of the child, then parents will be given every support and advice in seeking an alternative educational establishment for the child.

Notice of Leaving

14. A full term's notice, in writing to the Headmaster or Headmistress as appropriate, is required of parents' intention to remove a pupil; otherwise a term's fees in lieu of notice will be payable. Provisional notice can, of course, be accepted where a pupil's return to the School depends on examination results.

Age - Related Variations

Pre- Prep School

15. Families of Pre-Prep pupils will only meet the Headmistress of the Pre-Prep School, unless the entry is into Year Two, when they will also meet the Headmaster of the Prep School.

16. After registration, the Headmistress of Pre-Prep:

- Contacts the parents and discusses any particular needs of the pupil
- Makes an appointment for the pupil to come in for a trial day or part day
- After evaluating the pupil's readiness for school, arranges the sessions of schooling (Kindergarten and Nursery)
- In the case of pupils entering Reception, Years One and Two, the pupil will be assessed informally upon his/her literacy and numeracy skills
- Advises parents on ways in which they can help to prepare the pupil for schooling

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Nursery /Kindergarten

17. Pupils may be either part-time or full-time; at least two sessions a week is essential initially. The number of sessions that a pupil attends may be increased as and when the teacher and parents feel the child is ready. N.B All pupils MUST be toilet-trained before entering these Early Years' classes.

Reception, Years One and Two. All pupils are expected to be full-time in these classes.

Prep School

18. The majority of pupils transfer from DCPPS. Pupils entering at Year 7 are selected on the understanding that they will achieve a good pass at Common Entrance, and therefore be suitable to continue their education at Dean Close School from Year 9. Parents will be notified in their offer letter if there are any stipulations to Senior School entry. All pupils' progress will be reviewed annually and parents will be informed as explained in the School's Assessment Policy.

19. Entry at Year 8 is unusual. A place will only be offered to start in Year 8 only if a place can also be offered for Year 9 entry to DCS.

Senior School

20. It will normally be expected that entrance to the School at Year 9 will be for five years, taking pupils to the end of their secondary education. Pupils' progress will, however, be reviewed annually as part of the School's assessment and reporting processes.