ADMISSIONS POLICY

INTRODUCTION AND PRINCIPLES

Deciding on the right school for your child is very important, and we believe that a personal visit before you make any decision is invaluable. We hold a number of open mornings throughout the year, which give a general introduction to the School and for post-Reception entry we are able to accommodate private visits. Open Morning dates are published on our website and places can be booked using the online form. Please contact the School's Registrar on 020 8965 7374 if you wish to discuss a visit.

This policy sets out the principles we adopt in admitting children to the School. In all cases for admission, the Directors of The New Model School Company (NMS) and/or the Head Teacher, retain the right to determine, at their sole discretion, whether or not to accept a pupil for admission or for re-enrolment.

This policy applies to all potential pupils, including those within the Early Years Foundation Stage (EYFS).

THE ENTRY PROCEDURE

The usual point of entry is Reception. Children must be aged four years old or above on 1st September which means that children start Reception in the September following their fourth birthday. The School does not seek an academically selective intake at this stage. The School may additionally have occasional places at other ages and here different procedures apply. Please contact the Registrar for details and see below for more information. We expect applicants and their parents/guardians at all points of entry, to act in accordance with our ethos and values and – during the admissions process and beyond – conduct themselves in a respectful and reasonable manner. Our Parent Code of Conduct, which is available on the school website, applies to prospective as well as current parents.

BASIS OF ADMISSION – INTO RECEPTION

There are no entrance exams and the School does not seek an academically selective intake for Reception entry. To be considered for admittance, all children must be registered with the NMS Central Office. This must be done by those with parental responsibility for the child, using the school registration form and including a payment for the administration of the registration. Subject to our policy of giving first priority to siblings, (see below), offers for admission to the School are solely based on the date when a child was registered, with the earliest registered

child receiving the first offer, and any subsequent offers being made in accordance with the date of registration. Applicants interested in Reception admission should register their child by February/early March of the academic year preceding the September of admission (exact date to be published on the school website each autumn). The School's registration form is available on the website and from the Registrar.

ACCEPTING A PLACE - RECEPTION

To accept a Reception place at the School, the deposit payment must be made and the Acceptance Form, signed by all those with parental responsibility for the child, must be returned to confirm agreement with the terms of the parent contract. The closing date for acceptances for the next Reception intake will be in February/early March, with the exact date to be published on the school website each autumn. Any registrations received after the closing date for acceptances can only be considered on a case-by-case basis. If there is insufficient time to allow for full consideration for Reception admission, a child can be added to the waiting list for occasional place entry.

PREPARING FOR TRANSITION TO SCHOOL – RECEPTION

Children who are accepted into Reception at the School are invited to two Stay and Play sessions which take place in the spring and summer terms before they join and follow the closing date for acceptances. It is important that children and those with parental responsibility attend these events as they help to ensure that children are settled and ready to begin in Reception. If children cannot attend, the Registrar will be in touch to discuss an alternative meeting with the Head. Nursery visits are also carried out as part of the school transition process. These take place over the summer term for each child joining Reception and are an opportunity for School to talk to nursery staff to gather any information which may help with transition.

The School expects children to be "Reception-ready" in September and this is considered to mean that on admission a child is toilet-trained and be able to communicate their basic needs. The School retains the right to withdraw the offer of a place if it becomes apparent that a child is not ready to start their Reception year at the School.

BASIS OF ADMISSION - YEAR 1 AND LATER CLASSES

Admission to the School post-Reception is welcomed if there is space in the required year of entry. To determine that the School is right for the potential pupil, and the potential pupil for the School, the Registrar will firstly organise a meeting with the Head teacher for one or more of those with parental responsibility for the child. Following this a "taster session" (assessment visit) to the School will be arranged for the child.

Our selection process for occasional place entry is designed to identify pupils who are able to benefit from our balanced and well-rounded education and to make a positive contribution towards the life of the School.

THE ASSESSMENT – YEAR 1 AND LATER CLASSES

Although the School does not seek an academically selective intake for Reception entry, for admission to entry in year groups after Reception, testing will be used to provide information to assist in an assessment of a prospective pupil's skill level and in-class behaviour. This will be carried out during a "taster session" at the school in the interests of the potential pupil and the rest of the class.

The School will require reports from the child's previous school and will also request permission from those with parental responsibility to consult with, and obtain other documents as required from the child's previous school. Any specific SEND will be considered at this point.

If both parties agree that the School is the right school for the potential pupil and if informal assessments carried out during the "taster" visit show that the potential pupil would adapt to the School and be able to access the curriculum in the class of entry, an offer of a place can be made. At the point of offer, the Registrar will ask permission to make contact with the child's school in order to request a pupil reference. In some cases, the School may also request to speak with the child's current class teacher or Head. We ask parents to note that in exceptional circumstances a pupil offer can be withdrawn if the information received in the school reference form varies materially from that shared by parents as part of the assessment process. Please refer to INFORMATION SHARING.

SIBLINGS

Applicants for admission to Reception classes who have a sibling at the School will be given priority over other applicants.

Applicants for a vacancy in subsequent classes with a sibling at the School will also be given priority on any admission.

EQUAL TREATMENT

The School encourages applications from candidates with diverse backgrounds as this enriches the School community and is vital in preparing pupils for today's world. We are mindful of our obligations under the Equality Act 2010 during the Admissions Process.

The School is committed to equal treatment for all, regardless of a candidate's sex, race, ethnicity, religion, disability, gender reassignment, sexual orientation or social background.

INFORMATION SHARING

We require parents to inform the School at the outset of the application process about any needs (including special educational needs) which their child may have or any other significant matters which the School should reasonably be aware of because, for example, it would necessitate tailored provision and/or would materially impact on their child's attendance at School and/or ability to engage in day-to-day School life. We also require applicant parents to be transparent about any circumstances which may materially impact their ability to comply with the School's Parent Contract, for example, in respect of fees.

Parents must ensure that information provided on registration and then during the admission process prior to starting at the School is accurate, complete and not misleading and relevant details and information (or changes to them) are shared in a timely and transparent manner. The School may wish to discuss any significant matters shared with the parents and/or require some further information. 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 those with parental responsibility are urged to be forthcoming in their communications about any material change to their child's circumstances

A failure to disclose relevant information and/or the provision of inaccurate, incomplete or misleading information may - in exceptional cases - lead to the withdrawal of an offer or termination of the School's Parent Contract.

SPECIAL EDUCATIONAL NEEDS AND DISABILITIES

The School does not unlawfully discriminate in any way regarding entry. The School welcomes pupils with disabilities and/or special educational needs, or those in need of additional support. However, both the School and those with parental responsibility for the child need to know that the School can provide the support that a child requires, cater for any expected additional needs identified and that the School site can physically accommodate the child. We aim to ensure that all our pupils, including those with disabilities and/or special educational needs, are provided with a safe and inclusive environment in which to learn.

We are not a specialist Special Educational Needs and Disabilities school; however, we will always consider our duty under the Equality Act 2010 and we therefore require those with parental responsibility for a child with special educational needs, a disability or who needs additional support, to inform the Registrar at the application stage or as soon as the need becomes apparent during the admission process.

Parents are required to provide with the registration form full details of all relevant information about their child. This includes any relevant expert third part reports (which may include but is not limited to; educational psychologist reports and medical reports or assessments), 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) or equivalents. 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 the child will be able to meaningfully access the education offered and is able to ensure their health and safety, and the health and safety of others. This information should be provided as early as possible and prior to the summer Stay and Play event in respect of Reception entry. For post-Reception admission this information should be provided prior to a taster day being arranged.

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.

There may be exceptional circumstances in which the School is not able to offer or continue with the offer of a place for reasons relating to child's special education needs and/or disability. For example, if, despite reasonable adjustments (in the case of disability), the School feels that a prospective pupil is not going to be able to meaningfully access the education offered, or that their health and safety or those of other pupils or staff may be put

at risk, or where the School cannot reasonably accommodate the adjustments required or reasonably provide the nature or level of the support required.

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 Registrar 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 registrar and/or the School during admission about any material change to their child's circumstances.

In the event your child has an EHC needs assessment or EHCP (or equivalent), whether at the application stage, draft or final form, it is important that these (along with 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.

We also refer prospective parents to the School's **Special Educational Needs and Disability Policy**, which is available on the website.

RELIGIOUS BELIEFS

The School welcomes applications from prospective pupils of all faiths and of no faith.

OVERSEAS APPLICANTS

We welcome overseas pupils to join the School, provided that the child has the legal right to enter and study in the UK and those with parental responsibility for the child also have the legal right to enter and live in the UK. Passports and Visas as applicable will be requested at the point of registration. Parents of overseas pupils should appreciate that we do not run admissions on a short-term basis.

FLUENCY IN ENGLISH

In order to cope with the academic and social demands of the School, pupils must be fluent English speakers. Those with parental responsibility are asked to provide details on languages spoken at home at the point of registration. For post-Reception entry this means that normally pupils should have been educated in an English speaking school. Tuition in English as an Additional Language (EAL) at the School can be arranged at an additional cost.

BURSARIES

Depending on available funding The New Model School Foundation is occasionally able to offer one means tested award for entrants to Year 3 or Year 4 which would cover 100% of the school fees for a child currently attending state school. Any such bursary will be means-tested in accordance with criteria set out on the School's website when the School is in a position to promote such an award.

In exceptional circumstances a bursary may be withdrawn in accordance with the terms upon which such award is made or otherwise in accordance with the School's Parent Contract.

FINANCIAL INFORMATION

Any applicant for a place at the School, may at the discretion of the NMS Bursar be required to provide additional financial information and/or undergo checks to confirm that they are able to pay the School's termly fees. As noted above, we expect applicant parents to be transparent with the School in respect of any concerns they may have about their ability to meet their obligations under the Parent Contract, including in respect of fees.

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.

Those with parental responsibility for an accepted pupil must sign this contract committing to the NMS codes of conduct and ethos. As a condition of entry into the School, those with parental responsibility for a child are required to complete all the forms and provide all the information necessary for admission. The forms include: admission form, medical form, local area visits consent form, consent regarding images and permission to administer basic first aid.

COMPLAINTS

The School's Complaints Procedure is on the School's website and can be sent to prospective parents on request. The Complaints Procedure is not available for use by prospective parents

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 you or your child for longer than is necessary for a lawful purpose. This will generally be until the child is no longer of primary school age.

Mia Santa-Humfrey
September 2026

Review approved by Deborah Livsey CEO
New Model School Company Limited
September 2026
Next review date: August 2027