



*inspirans flammam  
posteritatis*

# ROSEMEAD PREPARATORY SCHOOL & NURSERY

DULWICH

## **ADMISSIONS POLICY (INCLUDING EYFS)**

## Aim

The aim of this policy is to set out the admissions procedures of Rosemead Preparatory School and Nursery, Dulwich.

## Procedures and Timings

We have three main entry points: Nursery (children can join when they are 2 years and 6 months old); Reception (age 4+); and Year 3 (age 7+). We occasionally have places in other year groups.

For parents or guardians considering Rosemead, the Headmaster and staff extend a warm invitation to visit the school. Group show-rounds take place frequently during term time. Alternatively, individual appointments can be arranged. For further information or to arrange a visit, the School Office should be contacted on 020 8670 5865.

Our admissions procedure is as follows:

1.  
Parents download an **Application for Admissions** form from our website: [www.rosemeadprepschool.org.uk](http://www.rosemeadprepschool.org.uk). Alternatively, a hard copy can be obtained from the School Office. The application form should be completed and returned to: The Admissions Registrar, Rosemead Preparatory School, 70 Thurlow Park Road, London SE21 8HZ, with a £75 registration fee (Cheques made payable to TET or by debit/credit card via telephone).

2.  
Applicants are invited for assessment.

Assessment dates for September 2023 entry will be:

<b>Entry</b>	<b>Assessment Date</b>
Year 3	Mon 21/11/2022 - Thu 24/11/2022
Nursery and Reception	Dates throughout November 2022 and January 2023

If applications are received after the scheduled assessment dates or for other year groups, individual assessment dates will be arranged. Naturally, this would be dependent on the availability of a place at the time of application.

For children applying for Nursery or Reception places, the assessment will be an informal two hour play session.

For children applying for Years 1 - 6, there will be a variety of English and mathematics exercises.

A soft copy of the school's prospectus can be viewed or downloaded from the website. Alternatively, a hard copy can be requested from the School Office.

Further information can be obtained by emailing the Admissions Registrar via: **[admissions@rosemeadprepschool.org.uk](mailto:admissions@rosemeadprepschool.org.uk)**.



## **Report**

Once an assessment has been arranged for entry into Years 1 – 6, Rosemead will contact the child's previous setting or school to obtain a copy of their last school report or learning profile.

## **Enrichment Needs**

We ask that parents or guardians inform us of any special educational needs prior to a child's assessment and that we receive a copy of any outside agency reports, including those from educational psychologists, and that parents confirm that all reports have been made available to us. We also require any relevant medical information.

## **Bursaries**

The School operates a means-tested Bursary scheme that can be made available for children offered places in Year 3 (7+) and above.

## **Registration**

The registration fee, payable when initially applying for a place at the School, is non-refundable as it covers the cost of processing an application. It does not secure a place at the School.

## **Acceptance of a place**

After the offer of a place at the School, it can be secured by submitting a duly completed 'Offer Acceptance Form' and remitting the required deposit.

## **Deposit**

The deposit, which is non-refundable if a child does not take up a place at the School, remains non-refundable until a child has completed at least three full terms with the School and will be lodged with the School until refunded (less any sums owed to the School) when a child leaves Rosemead, unless the School's Terms and Conditions provide otherwise.

## **Terms of Notice**

At the point where a deposit has been paid, the School's standard Terms of Notice will apply. These require that the School receives written notice of a child's withdrawal by the first day of the term preceding the term that a child's name is to be removed from the School's list of pupils. Failure to supply the requisite written notice will necessitate payment of the subsequent term's fees in lieu of that written notice.

