



### **ADMISSIONS POLICY FOR CHILDREN ENTERING DUCKS FROM THE AGE OF 6 MONTHS TO 7 YEARS**

#### **Introduction**

1. DUCKS is the Kindergarten and Infants' School of Dulwich College, for girls and boys from 6 months to 7 years old.
2. This policy is addressed to prospective parents and pupils and to all members of the Dulwich College staff.
3. The purpose of this policy is to explain DUCKS' admissions process to prospective parents so that they will have the opportunity to make an informed decision as to whether DUCKS is an appropriate school for their child.

#### **Diversity**

4. Diversity is a fundamental component of the College's ethos. We welcome children from all ethnic groups, backgrounds and creeds. Human rights and freedoms are respected, balanced with the lawful needs and rules of the College community and the rights and freedoms of others. All applicants applying for admission will be treated equally, irrespective of their (or their parents') race, colour or nationality; ethnic or national origin; religion or belief; disability; sexual orientation or gender reassignment.

#### **Disability and Special Educational Needs**

5. DUCKS welcomes pupils with special educational needs and/or disabilities provided (a) they meet any applicable academic requirements; and (b) DUCKS can offer them any support that they require and cater for any additional needs that they have. DUCKS aims to ensure that all its pupils, including those with disabilities and/or special educational needs, are provided with a safe and inclusive environment in which to learn.
6. It is the responsibility of parents to make DUCKS aware, at the time of registration or subsequently before accepting the offer of a place, of any known disability or special educational needs which may affect a child's ability to participate in the admissions process and take full advantage of the education provided at DUCKS. . DUCKS needs this information so that it can assess the child's particular needs and (if required) can consult with their parents about the adjustments which could reasonably be made to cater for those needs, both during the admissions process and if an offer of a place is taken up.
7. There may be exceptional circumstances in which we are not able to offer a place for reasons relating to a child's disability or special educational needs. For example, we may not be able to offer a place at DUCKS if, despite reasonable adjustments, we feel that a prospective pupil is not going to be able

to access the education offered, or that we are not going to be able to ensure their health and safety or those of other pupils or staff. Sometimes, the situation of pupils with disabilities and/or special educational needs changes between an offer of a place being made and them starting at DUCKS and we ask parents to be pro-active in updating us as to any significant changes. In the vast majority of cases, this will not affect a pupil's place, however, we may, in exceptional circumstances, need to reconsider the offer of a place if a pupil's circumstances change materially.

8. If special education needs or a disability becomes apparent to DUCKS after admission, DUCKS will consult with the child's parents about reasonable adjustments that may allow the child to continue at DUCKS. If it is felt that DUCKS is unable to fully meet additional needs then DUCKS will work closely together with the parents and SEN team to find an educational setting where the pupil will flourish.

### **Entry to Kindergarten**

9. Entry to the Kindergarten (Baby, Toddler and Duckling Rooms) is via a waiting list and places are offered strictly in order of registration, except that priority is given:
  - Firstly, to children of Dulwich College employees
  - Secondly, to younger siblings of children currently attending DUCKS
10. Children admitted to the Baby Room must be older than 6 months at the date of entry.
11. We will offer a Toddler Room place from our waiting list to children based on their developmental readiness.
12. Children move from the Toddler to the Duckling Room in the September after their second birthday.

### **Entry to Pre-Reception (3+)**

13. Save in exceptional cases, children will enter Pre-Reception in the September after their third birthday.
14. The majority of children in Pre-Reception progress through from the Duckling Room.
15. Parents with children already attending the Duckling Room who would like their child to be admitted to Pre-Reception should ensure they complete the necessary application form by 30th November of the year prior to joining.
16. When chance vacancies become available for entry into Pre-Reception, waiting list families are contacted and invited to attend a talk by the headteacher together with a tour of DUCKS.
17. The child will spend time in the classroom with a teacher who will observe whether they show a readiness for learning and an ability to work well alongside the current cohort.

18. The minimum attendance in Pre-Reception is five mornings during the Michaelmas Term with the option of any additional afternoon sessions. From the Lent Term onwards, attendance is full time.

#### **Entry to Reception (4+)**

19. Save in exceptional cases, children will enter Reception in the September after their fourth birthday.
20. This is the main point of entry to the Infants' School and external applicants will join children progressing through from Pre-Reception.
21. The application is online and goes live on the DUCKS' website during May prior to the year of entry.
22. Applicants for a place in Reception are invited to an assessment session led by a professional team of our Early Years' practitioners and teachers. Applicants will participate in a classroom session where they will experience communication-based tasks, short games based on number and sequencing as well as enquiry-based tasks that enable the children to demonstrate their creativity and engagement.
23. We will assess children in small groups alongside those with a similar birthdate.
24. For those applicants who attend Nursery or a childcare setting, we will request a written report in advance of the assessment.

#### **Chance vacancies in Years 1 and 2**

25. Occasionally, chance vacancies become available in Year 1 (5+) and Year 2 (6+) classes. Before deciding whether to offer a vacant place in Year 1 or 2 to a child we need to establish the child's ability to benefit from, and adapt to, the learning already established in the class. Our assessment for Years 1 and 2 includes literacy, numeracy and reading, along with a writing sample and a recent report.

#### **Transfer from the Infants' School to the Junior School for boys**

26. The College's Junior School is an academically selective day school for boys from Year 3 to Year 6. The main point of entry to the Junior School is by sitting the 7+ assessment for admission into Year 3. (More information on this can be found on the website and in the Admissions Policy for boys entering the College from the age of 7 to 18.) However, boys at DUCKS may be granted a Deferred Entry place for Year 3 based on a strong performance in the 4+ assessments at DUCKS.
27. Boys currently attending DUCKS Pre-Reception, will be invited to sit the 4+ assessment in the Michaelmas Term prior to joining Reception.

#### **Entry process in respect of overseas families**

28. Alternative arrangements may be made in the case of applicants living abroad at the time they apply.

### **The integrity of the admissions procedure**

29. DUCKS relies on the truthfulness of the information provided by parents/guardians in the course of the application procedure. Where any such information provided proves to be false and/or deliberately misleading, we reserve the right to deny admission or, where a child has already entered DUCKS, to request that the parents/guardians remove the child immediately.

### **DUCKS Terms and Conditions**

30. Admission is subject to the return of the Acceptance Form duly signed agreeing DUCKS' Standard Terms and Conditions, and receipt of the appropriate deposit.

### **Immigration law**

31. The College is a registered sponsor with UK Visas and Immigration and accordingly is licensed to support the admission of pupils who are non-UK nationals. The College will comply fully with its duties as a licence holder.

### **Anti-Bribery**

32. The admissions process is subject to the College's Anti-Bribery procedures.

### **Enquiries**

33. Enquiries about admissions should be directed to the DUCKS Registrar. Further information regarding admissions can be found on our website.

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<b>Policy Owner:</b>	Head of DUCKS
<b>Last Reviewed:</b>	November 2023
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