



*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 Head and staff extend a warm invitation to visit the school. Full school tours are given on Open Mornings, these take place one term half term. 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: . 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 £150 registration fee (debit/credit card via telephone).
2. Applicants are invited for assessment throughout the academic year with annual dates for 3+, 4+ and 7+ assessment windows

Entry	Assessment Date
Year 3 (7+)	Annually during November
Nursery (3+) and Reception (4+)	3+ dates monthly throughout the Spring and Summer Terms. 4+ admissions window during January and February. Ad hoc spaces available depending on places throughout the year.

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. For children entering at Year 5 they will complete a full CAT4A assessment as well as Maths and English assessments, over 2 days, to ensure full understanding of the child's abilities and potential before being offered a place. This is due to the time frame towards the St Dunstan's Panel process for Transition to Senior School.

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**.

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, operated by BAL, a third party group, that can be made available to 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.

P10 – Admissions Policy

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Committee:	Education	Clerk to the Governors Signature:	Mr D Richards 