



P10 – Admissions Policy

Policy Owner: Head of Rosemead

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Version Control Information

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Annual review	Head of Rosemead	Lent 2025	Policy Main Changes

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1. Aims

The aim of this policy is to set out the admissions procedures for Rosemead Preparatory School and Nursery, Dulwich, ensuring a clear, fair, and transparent process for all applicants.

2. Legislation

This policy is based on the UK Government legislation for independent schools, including the following key regulations:

- The Education (Independent School Standards) Regulations 2014.
- The Equality Act 2010.
- The Children and Families Act 2014 (with regards to Special Educational Needs and Disabilities).
- The Data Protection Act 2018 (GDPR).

3. Roles and responsibilities

3.1 St Dunstan's Education Group

The governing body has ultimate responsibility for the management and control of its schools, but delegates day-to-day oversight to the Head of St Dunstan's Education Group (Head of the Group), who turn line manages the Heads of each school, specifically the Head of Rosemead Preparatory School and Nursery, the Head of St Dunstan's Junior School and the Head of St Dunstan's Senior School. This policy reflects that structure.

3.2 The Head of Rosemead

The Head of Rosemead is responsible for leading the admissions process including:

- Overseeing the admissions process

- Ensuring compliance with the relevant legislation
- Maintaining the School's high standards in selection procedures.
- Track admissions through the Rosemead KPIs

3.3 Admissions Registrar

The Admissions Registrar is responsible for managing the day-to-day operations of the admissions process, including

- communication with prospective families
- arranging assessments with the Deputy Head Academic or SENDCO
- ensuring all necessary documentation is received

3.4 Staff

- Staff are responsible for participating in assessments, providing information on the school, and ensuring that the admissions process is welcoming and informative.

3.5 Pupils and parents/carers

- Parents / carers, guardians, and carers must ensure they provide accurate and complete information in a timely manner.
- Pupils attending assessments must actively participate in the process to the best of their ability

4. Admissions

4.1 Admissions Procedures and Timings

Rosemead Preparatory School and Nursery has three main entry points:

- Nursery: Children can join when they are 2 year.
- Reception: Children join at age 4+.
- Year 3: Children join at age 7+.

We occasionally offer places in other year groups, subject to availability.

4.2 Visits to the School

Parents / carers or guardians considering Rosemead are warmly invited to visit the school. Open Mornings are scheduled regularly during term time. Individual appointments can also be arranged. To book a visit, please contact the School Office on 020 8670 5865.

4.3 Admissions Process

4.3.1 Application

- Parents / carers should download an Application for Admissions form from the school's website (www.rosemeadprep.org.uk) or request a hard copy from the School Office.
- The completed form should be returned to the Admissions Registrar with a £150 non-refundable registration fee.

4.3.2 Assessment

- Applicants are invited for assessment. For children applying to Nursery or Reception, the assessment is an informal two-hour play session. For Years 1-6, assessments include various English and mathematics exercises.

4.3.3. Assessment dates for each entry point are as follows:

- Year 3: a 7+ process takes place in November of each year
- Nursery: adhoc stay and play sessions take place frequently throughout all three terms depending on available space at the school
- Reception: Two 4+ assessment windows take place annually in November and January

For late applications or other year groups, individual assessments will be arranged depending on availability.

4.3.4 Report

- For applicants to Years 1-6, the School will contact the child's previous setting to obtain their last school report or learning profile.

4.3.5 Enrichment Needs

- Parents / carers are required to disclose any special educational needs prior to assessment, providing all relevant reports, including those from external agencies. Relevant medical information should also be submitted.
- Rosemead does not discriminate against any pupil or parent whose child wishes to register for entry to the school. We welcome enquiries and applications from all children, in line with our Equal Opportunities Policies, and we are committed to the integration of pupils with a wide range of needs, and their involvement in the whole life of the school.
- Rosemead aims to eliminate from the admissions process, as far as possible, any substantial disadvantages which may be encountered by applicants with SEN and disabilities.

4.3.6 Siblings

- In keeping with the School's family ethos, in cases of candidates with relatively similar academic ability, priority will, where possible, be given to siblings of current Rosemead pupils and to those with a recent family connection with the school. Such priority assumes that the sibling candidate has done sufficiently well in the Entrance Assessments and, in our view, shows the potential to take advantage of all that the school offers.

4.3.7 Bursaries

- Means-tested bursaries are available for children offered places in Year 3 (7+) and above.

4.3.8 Acceptance of a Place

- Offer: If a place is offered, it is secured by submitting a completed 'Offer Acceptance Form' along with the required deposit.
- Deposit: The deposit is non-refundable if a place is not taken up. It will be held by the School until the child leaves, provided at least three full terms are completed, and refunded (minus any outstanding fees) when the child leaves.
- Notice Period: Written notice of withdrawal must be given by the first day of the term preceding the term in which the child is to be withdrawn. Failure to provide notice will result in payment of the subsequent term's fees in lieu of notice.

4.3.9 Registration Fee

- The £150 registration fee is non-refundable and covers the processing of an application.

5. Monitoring

This policy will be reviewed by the Senior Leadership Team annually.

6. Links with other policies

- Admissions Further Guidance