



St Christopher's the Hall School



Admissions Policy

Policy Owner: Head

ISSR Reference:

Reviewed: Lent 2026

Approved: Full Governing Body - Lent 2026

Next Review: Lent 2027

Version Control Information

Reason for Amendment	Role	Date	Main Changes
Annual review	Head	Lent 2026	Transferred to new template. Aligned content with schools within the Group.

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1. Introduction and Aims

This policy is applicable to staff, pupils and parent/carers of St Christopher's The Hall School ('the school') and aims to ensure all parties are clear on the mechanisms through which Admissions is delivered and overseen across the school.

2. Legislation

This policy is based on expectations set out by the Independent Schools Inspectorate (ISI), and informed by the following legislation:

- Education Act 1996
- SEND Code of Practice 2015
- Equality Act 2010
- Duty to Prevent (2015).

2.1 Our commitment to the Equality Act 2010

St Christopher's The Hall School is an independent coeducational day prep school for boys and girls aged 3 to 11. We welcome applications from any boy or girl who will benefit from our nurturing and supportive environment and who will contribute positively and enthusiastically to the wider life of the school and its co-curricular opportunities.

At St Christopher's The Hall, we recognise that every child is unique and that each journey to success is different. We encourage every pupil to run their own best race, supporting them to develop confidence, curiosity and a love of learning in a caring and inclusive environment.

St Christopher's The Hall School does not discriminate against children or families on the basis of social background, disability, ethnicity, gender, religion, belief or sexual orientation. The school will always make decisions in accordance with its obligations under the Equality Act 2010.

3. Roles and responsibilities

3.1 St Dunstan's Education Group

The governing body has ultimate responsibility for the curriculum but will delegate day-to-day responsibility to the Head of St Dunstan's Education Group, who in turn delegates the responsibility to the Head of the St Christopher's.

The governing body has a duty to:

- Review this policy annually
- Ensure the school follows the framework set out in this policy.

3.2 The Head of St Christopher's

The Head of St Christopher's is responsible for this policy is implemented. This includes:

- Ensuring all staff in the school follow what is articulated within this framework
- Staff receive sufficient training on how to implement the principles outlined in the policy

3.3 Staff

Staff are responsible for the provision of admissions in the school. Staff will:

- Implement the framework outlined in this policy, including specific roles.

3.4 Pupils and parents/carers

Pupils and parents/carers are responsible for communicating effectively with the school regarding any support that may be required.

4. Criteria for admission

Admission to St Christopher's The Hall School is based on the School's ability to provide a positive and successful educational experience for each child within its nurturing environment.

The School considers the child's readiness for school, observed learning behaviours, social interaction, and potential to benefit from the opportunities offered by the School.

Places in the Preschool are offered on a 'first come, first served basis'. If all the places have been allocated, we do hold a short waiting list, and parents are notified as soon as a place becomes available.

For Reception entry, children take part in a play-based assessment which includes social observation, small group activities and physical activity. The School looks for emerging listening skills, the ability to follow simple instructions, interaction with peers and adults, and early literacy and numeracy development appropriate to their age.

For occasional places in other year groups, pupils complete assessments in English and Mathematics and spend time participating in normal class activities to allow staff to observe their engagement with the curriculum and school environment.

The School also reviews reports and references from previous schools or nurseries where appropriate.

5. Points of entry

5.1 Standard points of entry

The main points of entry to St Christopher's The Hall School are:

- Preschool (3+)
- Reception (4+)

Preschool is for children aged 3 who turn 4 during the academic year.
Reception is for children aged 4 who turn 5 during the academic year.

Preschool classes typically accommodate up to 36 pupils across three classes.

Reception classes are normally organised with a maximum of 20 pupils per class.

5.2 Standard points of entry

Occasional places may become available in other year groups from Reception to Year 6.

Where a place arises, pupils will normally attend a taster session or assessment day. Reception pupils attend for a half day and pupils in Years 1–6 normally attend for a full day during which they complete English and Mathematics assessments and participate in normal class activities. Prior to a child spending the day with us, we will ask for a copy of their latest school report to assist as part of the assessment.

Parents and pupils will usually meet with the Head as part of this process.

6. Registration for admission

Parents wishing to apply for a place must complete a registration form and submit the non-refundable registration fee of £200.

Registration forms must also be accompanied by a copy of the child's birth certificate.

All registrations are held in the relevant year group until places are allocated.

7. Deadlines

Registration for Preschool entry is normally expected by the end of the academic year prior to the child starting at the School.

Reception assessment days typically take place in December and again in March or April.

8. Assessment Day

Children applying for Reception participate in a play-based assessment day.

The assessment includes:

- social observations
- small group learning activities
- interaction with peers and adults
- a physical education session

The purpose of the assessment is to understand the child's development and readiness for Reception within a supportive environment.

Children currently attending the School's Preschool will also take part in the same play-based Reception assessment.

For occasional places in other year groups, pupils complete English and Mathematics assessments and participate in a school day within a class.

9. Admissions decisions

Admissions decisions are made by senior members of staff including the Head.

Decisions take into account:

- the child's participation in assessments or taster days
- reports or references from the child's current school or nursery
- discussions with parents regarding the child's educational development and needs

Where a place is offered, parents are required to confirm acceptance and pay a deposit of £1500 to secure the place in preschool to Year 6.

In some cases, the School may determine that it cannot adequately meet the needs of a particular child. In such circumstances advice may be provided to parents regarding alternative educational provision.

Waiting lists may be maintained where places are not immediately available.

10. Religious Foundation

The school values are underpinned by a liberal Christian heritage. St Christopher's does not select for entry based on religious belief and welcomes families of all faiths and none. It is expected that pupils will participate in school events and activities irrespective of individual beliefs (subject always to the school's obligations under the Equality Act 2010).

11. Special Educational Needs and Disabilities

The School applies its admissions criteria to all applicants regardless of disability and will make reasonable adjustments where possible to ensure that disabled pupils are not placed at a substantial disadvantage.

Parents are asked to provide relevant information regarding any medical conditions, disabilities or additional learning needs when applying for a place. The School may seek professional advice or additional assessments where necessary.

Before offering a place, the School will consider whether it is able to meet the child's needs appropriately within the resources and facilities available.

12. Siblings

Where a child has a sibling currently attending the School, or who was attending the School at the time of registration, the sibling will normally be considered for a place in Preschool provided places are still available at the time of registration.

There is no formal sibling policy for entry at Reception, although siblings may be considered sympathetically where places arise in other year groups.

13. St Christopher's The Hall School Transition to Senior School

As a prep school, St Christopher's The Hall School prepares pupils for transition to a range of senior schools at the end of Year 6. The School aims to equip pupils with the academic foundations, confidence and skills required for the 11+ examinations and for entry to both grammar and independent senior schools. Staff work closely with pupils and parents throughout Years 5 and 6 to support applications, provide guidance on suitable schools, and prepare pupils for entrance assessments and interviews.

Alongside this process, Year 5 pupils may be considered for the opportunity to be offered an automatic Year 7 place at St Dunstan's College. The offer of an automatic place is determined by a Transition Panel. The Panel typically includes members of the leadership teams from both schools, together with representatives from admissions and the SEND department where appropriate.

The Panel reviews a range of information when making its decision. This may include recent assessment data, historical standardised scores, internal assessments, learning behaviours and classroom performance, particularly during Years 4 and 5. The aim is for the Panel to reach a decision during the first half of the Summer Term when pupils are in Year 5.

All decisions made by the Panel are in line with the School's policies regarding Special Educational Needs and Disabilities and Equal Opportunities.

Pupils who are not offered an automatic place will continue to receive full support from the School in preparing applications to other senior schools and in preparing for entrance assessments and interviews. They may also apply to St Dunstan's College through the standard admissions process as an external candidate.

14. Children of Staff

Children of permanent members of staff at St Christopher's will be subject to the same assessment procedures as external candidates.

15. Scholarships

St Christopher's The Hall School does not offer scholarships.

16. Bursaries

St Christopher's The Hall School does not offer bursaries.

17. Contractual Terms and Conditions

Contractual Terms will be made available to parents as part of the admissions process. No child will be admitted to the school without the Contractual Terms and Conditions being signed.

18. Our use of data

The School processes personal data in accordance with its Data Protection and GDPR policies.

19. Admissions Register

All pupils admitted to the School are added to the School's Management Information System. The following information is recorded for each pupil:

- Full name
- Gender
- Day, month and year of birth
- Day, month and year of admission or re-admission
- Name and address of all persons known to be parents of the pupil
- Details of which parent the pupil normally resides with if parents live at separate addresses
- Any change of address or parent with whom the pupil resides
- At least two emergency contact telephone numbers
- Name and address of the previous school or nursery attended
- The name of the destination school where it is practicable to obtain this information

19.1 Additions to and Deletions from the Admissions Register

The School will notify Bromley Local Authority when a pupil's name is added to or removed from the admissions register at non-standard transition points in accordance with Children Missing Education guidance.

The Local Authority must be informed before a pupil is removed from the School Roll.

Reasons for removal from the School Roll may include:

- transfer to another school
- a managed move
- permanent exclusion
- home education
- relocation of the family
- medical circumstances preventing attendance
- a custody court order

The School and Local Authority will make reasonable enquiries to establish the whereabouts of a pupil who has been absent without explanation before removing their name from the register.

20. Monitoring

This policy will be reviewed by the Head of St Christopher's annually. At every review, the policy will be approved by the full governing board.