ROSEMEAD PREPARATORY SCHOOL & NURSERY
DULWICH

PART OF
ST DUNSTAN'S EDUCATION GROUP

ADMISSIONS

Policy Owner:	Head of School
ISSR Reference:	Part 6 – Provision of Information
Date of review:	Lent 2026
Approved by:	Local School Board
Date of next review	Lent 2027

Version Control Information

Reason for Amendment	Role	Date	Main Changes
Annual review	Head of Rosemead	Lent 2025	Policy Main Changes
Michaelmas 2025 updates	Head of Rosemead	Michaelmas 2025	Policy Main Changes
Annual review	Head of Rosemead	Lent 2026	Minor edits

1. Aims

The aim of this policy is to set out the admissions framework for Rosemead Preparatory School and Nursery, Dulwich, and in so doing ensure a clear, fair, and transparent understanding of the process for all involved.

2. Legislation

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

- The Education Independent School Standards and 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 Board and Group CEO

The St Dunstan's Education Group Board has ultimate responsibility for the management and control of its schools, but delegates day-to-day oversight to the CEO of St Dunstan's Education Group (Group CEO), who turn line manages the Heads of each school and, in this case, specifically the Head of Rosemead

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.
- Being the ultimate authority in making offers and hearing appeals

3.3 Admissions Manager

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

- being the first point of communication with prospective families
- arranging assessments as supported by relevant senior staff
- ensuring all necessary documentation is received
- being responsible for the handover of pupils to the onboarding team

3.4 Assistant Head Phase Leaders

- Assistant Head's 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 and guardians must ensure they provide accurate and complete information in a timely manner.
- Pupils attending assessments should 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:

- Preschool: Children join at age 3+
- Reception: Children join at age 4+.
- Year 3: Children join at age 7+.

We occasionally offer places in other year groups, subject to availability. These assessments are held monthly in accordance with the respected year group timetable.

4.2 Visits to the School

Parents/carers or guardians considering Rosemead as a school for their child are warmly invited to visit the school. Open events are scheduled regularly during term time. Please contact the Admissions team, via admissions@rosemeadprep.org.uk , should you require any further information or via Applica enquiry section.

4.3 Admissions Process

4.3.1 Application

- Parents/carers should register their children by completing an Application on Applica via the school's website (www.rosemeadprep.org.uk).
- The completed application form should be submitted online together with a non-refundable registration fee. Payment which is taken via stripe on Applica.

4.3.2 Assessment

- Applicants are invited to school for assessment. For children applying for Preschool or Reception places, the assessment is a one-hour observational play session. For Years 1-6 places, assessments include various English and Mathematics exercises, alongside a taster session.

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

- Year 3: a 7+ process takes place in November each year.
- Reception: 4+ observational play sessions take place in November each year with additional play session dates organised later in the Spring and Summer Terms, subject to place availability.
- Preschool: 3+ play sessions take place in November each year with additional play session dates organised in the Spring and Summer Terms, subject to place availability.

For occasional places for Years 1, 2, 4, 5 and 6, individual assessments will be arranged subject to place availability.

4.3.4 Report

- For applicants to Preschool – Year 6, the school will contact the child's previous setting to obtain their last school report, reference or learning profile.

4.3.5 Enrichment Needs

We welcome applications from any boy or girl who will benefit from an academically rigorous education and who will contribute fully and enthusiastically to the broader life of the school, its extensive co-curricular programme, its ethos of inclusion and respect, and the values that underpin the school's operation. Rosemead will not discriminate against children or families on the basis of any protected characteristics. The school will always take decisions subject to its obligations under the Equality Act 2010.

Parents/carers of all children with a diagnosed SEND or who require additional support for their learning, behaviour or access must disclose this at the point of application including all reports to support SEND needs. We will then enter dialogue with you as to whether we are able to reasonably accommodate this need in the specifics of our setting; our curriculum, our facilities and our teaching. We will do everything possible to put all reasonable adjustments for children coming to school for assessment in place.

We believe it is important to be open with prospective families about the physical and sensory environment of our School and the academic demands of a Preparatory School. Because of our location, pupil numbers and the layout of our site, the school can sometimes feel busy, loud and crowded. For some children, particularly those with sensory sensitivities, this may present additional challenges. In line with the Equality Act 2010, we are committed to making reasonable adjustments. However, these adjustments must be balanced with the practical realities of our setting. Families of children with significant needs may wish to consider whether a smaller, quieter, and more spacious environment could be better suited to their child's needs.

We warmly encourage parents/carers to share information about their child's needs with us as early as possible in the admissions process, so that together we can make the most informed and supportive decision for each individual child.

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 Scholarships

- We also offer a small number of 7+ Academic Scholarships for children who achieve highly in our 7+ assessments or have the potential to do so at Rosemead.

4.3.8 Hardship Fund

- St Dunstan's Education Group is committed to supporting families experiencing genuine and unforeseen financial hardship. We recognise that temporary difficulties can arise, and we aim to provide compassionate and practical assistance where appropriate to fee-paying families who are experiencing a temporary, but significant change in financial circumstances.

It is intended to:

- Offer short-term financial relief;
- Ensure that pupils' education is not disrupted by sudden family hardship;
- Treat all applications in a fair, confidential, and consistent manner.

Should you wish to discuss a hardship application in confidence, please email: financialassistance@rosemeadprep.org.uk

4.3.9 Acceptance of a Place

- **Offer:** If a place is offered, it is secured by submitting a completed 'Acceptance Form' on Applica, along with a copy of the child's Birth Certificate or passport, 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 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 Guidance