

CHEPSTOW HOUSE



All School Policy for Admissions

September 2024 - August 2025

Policy Reviewed by Angela Barr

Review date: June 2024

Next review date: June 2025

Signed: 

Submitted: July 2024

This Policy was created 2009 and has been reviewed annually since

Admissions

Chepstow House is an Independent, non-selective school at Nursery and Reception. The intake age at Nursery is from 2 and in the Main School 4+. However, we do consider pupils at any stage as and when occasional vacancies arise.

Joining the school in year 1 and 2 would involve a classroom based taster morning. From year 3 upwards a more formal written assessment may be required alongside a classroom based tester.

There are two points of entry into Nursery in September and January. January entry is for children born in July and August.

Places

Number of places available each year for Reception is 66 if 3 form and 88 if 4 form and for Nursery 44. Places for the Nursery are potentially offered to all that register for the school and after a visit to nursery

Class allocation

All classes are mixed ability with birth dates ranging from September through to August. Our aim is to make the classes as balanced as possible on a boy girl ratio with twins separated. Children entering at Reception will also be mixed from their nursery schools. The allocation of class teachers is at the school's discretion. The classes remain as one going into year 1 and then are mixed each year after. These classes remain mixed ability with regard to having a balanced gender ratio. The mix at the start of Reception and throughout the following years is made at the school's discretion. We do not allocate teachers on parent preference. Once the classes are confirmed, and the academic year has started, children will remain with the assigned class teacher and not move from one class in a year group to another.

Registration

Pupils may be registered for entry any time after birth. A registration form needs to be completed and sent to the school, with the £170 registration fee. This registers each pupil for a place in the nursery and in the school. The school has an inclusive policy and all children are accepted at registration. There are allocated definite places for each month during the academic year of birth. Once those places are filled, any child registering after the birth year are put on the waiting list. Registration is accepted in order, with siblings having priority. Children on the waiting list may subsequently be offered a definite place if one becomes available, where possible they are offered on a like for like basis e.g. An August born boy will be replaced with an August born boy.

Offered Places

School places are offered in the Summer Term, in the year preceding entry. Nursery Places are offered in the month that the parents visit the nursery. Formal offer letters requesting a non-returnable deposit are sent out to the definite list places. Deposits must be returned by the stated date or it will be deemed that the place is no longer required. Following the final date for payment of deposits, if places are available, the waiting list will become operational.

School Offer Acceptance

An advanced term fees are requested for the School in the Spring Term. Fees must be returned by the stated date or it will be deemed that the place is no longer required

Nursery Offer Acceptance

Nursery entry for September, an advanced term fees for either full time, part time or full day places will be requested in the Spring Term. Nursery entry in January, an advanced term fees for full time or full day places only, will be requested in the Autumn Term. Again the fees need to be returned by the date stated or it will be deemed that the place is no longer required.

Full Time Fee: (5 morning or 5 afternoon sessions).

Applies to all children over 2 ½ years. No part time places are offered.

Part Time: (3 consecutive morning or afternoon sessions (Mon-Weds).

Is only offered to children under 2 ½ years wanting to joining in September, by the discretion of the Head of Nursery. This is for one term only, the Autumn Term. From the Spring Term onwards all children will attend on a full time basis with a full time fee applicable.

Full Days:

LCN offers some full days

Field Mice 3-4 days

Dormice 3-4days

Bursaries

Bursaries are offered based on parents' / guardians' income and availability. For further information please contact the school or email the Finance Administrator on info@chepstowhouseschool.co.uk

Applications should be submitted to the Registrar/Head and will be processed in discussion with the Inspired Education Group Head Office.

Tours

School tours are only offered to parents whose children are already registered at the school – at this stage we do not host open days for general entry. Parents are invited to tour the main school around two years prior to reception entry. Nursery tours are also offered.

Acceptance Policy

Chepstow House endeavours to accept all pupils, regardless of any disability (SEND) of which it is aware. The school asks parents if special needs should be taken into consideration, including English as an additional language (EAL). In assessing any pupil or prospective pupil the school may take such advice and require such assessments as considered appropriate. This is to ensure that the school can provide the right environment for the child's academic and pastoral needs. The life of the school is enhanced by inclusive policies but equal importance must be given to ensuring that no pupil's education is impaired.

We consider all children for admission to the school who have the ability and aptitude to access an academic curriculum. Pupils whose SEND are suited to the curriculum are welcome provided that we have the appropriate resources and facilities to provide them with the support that they require.

Subject to this, the school will be sensitive to any requests for confidentiality.

The admissions policy will not discriminate on the basis of the 'protected characteristics' in the Equality Act 2010, such as disability, religion, race and sex.

The school will arrange special early admissions meetings with parents of disabled prospective pupils to discuss special arrangements.

Before a place is offered at the school(and preferably prior to application):

Parents must disclose to the school any known or suspected circumstances relating to their child's health, development, allergies, disabilities and learning difficulties. The school reserves the right to subsequently withdraw any place offered based on incomplete disclosure of known or suspected SEND circumstances.

Based on such disclosure, the school will confirm whether or not it is able to fully meet the needs of the child.

Where a child's SEND is identified, or develops, after the child has started at the school, we will endeavour to continue to support the child as long as we have the appropriate resources and facilities to provide them with the support they require and we believe it is in the best interest of the child and of the school community to remain at the school.

Where, in our judgement, either of these conditions no longer apply, we reserve the right to withdraw a place at the school. In such circumstances, we will use our reasonable endeavours to support parents in finding alternative arrangements.

We do not withdraw children from lessons to receive EAL support. The class teacher and/or classroom assistant supports the individual child.

We provide a range of opportunities for children to engage in speaking and listening activities in English with peers and adults. We also allow the children to perform and be assessed on tasks in their own language especially in areas such as Maths. Differentiation of texts and materials that suit the child's age is used to encourage learning. Support is also provided through ICT and audio materials.

Chepstow House will look to train or find courses for the teachers to attend in order to help with the inclusion of any child in the school. The training will either be internal or external depending on the needs of the child.

We also work with the Local Authorities to ensure individual Support Staff is provided for those that require it.