



FULHAM PREP SCHOOL

ADMISSIONS POLICY

Fulham Prep is a non-denominational school with a Christian ethos which welcomes all children irrespective of race or faith. The school welcomes applications from pupils of all social and cultural backgrounds regardless of ethnicity, culture or religion, home language, family background, disability, or other attributes, as stated in the Equality Act 2010, who would benefit from an academic education and would contribute fully to the wider life of school.

Fulham Prep is one school, Pre-Prep and Prep, albeit on two sites and the expectation is that once admitted children will remain at Fulham Prep until at 13+(boys) and 11+ or 13+ (girls)

Children are not prepared for 7+ or 8+ entry to other Prep schools and parents who are planning a 7+ or 8+ entry to a particular Prep school should consider sending their children to a stand-alone Pre-Prep school which does prepare children for such exams.

In line with the Equality Act 2010, the school seeks to ensure that pupils with special educational needs and/or disabilities (SEND) are not treated less favourably or put at a substantial disadvantage in matters of admission. The school will always take reasonable measures to support a child with physical difficulties and where possible will make adjustments for accessibility where required.

It is a condition of entry that parents provide the school with any details of any SEND, with copies of all written reports and other relevant information before their child attends an introductory session (at the Pre-Prep) or an assessment morning at the Prep. Should such a diagnosis be made after a place has been offered and accepted, or after a child has started at the school, parents are still under an obligation to provide the school with any relevant diagnosis of medical or educational need.

The school will consider admitting children known to have special educational needs provided that the school feels that it can adequately meet the child's needs without unduly prejudicing the education and welfare of other pupils. In a situation where the School felt unable to provide for a pupil's special needs, this might inform the decision of whether or not to accept the pupil.

NON EEC nationals must provide evidence of entry visas and right to reside in the UK according to UK Border Authority regulations which apply to all UK schools. The School is licensed to provide a limited number of CAS numbers, which is required in order to apply for a Tier 4 visa. These will not be provided until a place has been offered, and the deposit and first term's fees paid and are at the discretion of the School.

EAL: Pupils whose first language is not English may be required to take an EAL test prior to sitting our assessment papers.

All other terms and conditions with regard to entry to the School can be obtained from the school*

Entry Points

Reception

Fulham Prep School is co-educational and non-selective for Reception entry. Children are admitted into the Reception Class in the Autumn Term of the academic year in which they will reach their fifth birthday.

Children are in the EYFS until the end of the academic year in which they turn five. Places are offered on a first come, first served basis with priority given to siblings of children already in the school.

Pre-prep

Entry to the Pre-Prep School in other than Reception, i.e. in Years 1 and 2 is by interview and informal assessment and children are invited to spend some time in a class where pupils are of a similar age.

Prep

Entry to the Prep Department, for children who are seven years old or older, is by examination and interview.

Waiting List

In the event of a year group being already full the Registrar will contact you and, if you wish, will place your application on a waiting list. Should a vacancy become available you will be contacted and invited to confirm your continued interest

How to apply for a place

Pre-Prep

Fulham Pre-Prep holds regular open mornings throughout the year. The dates and booking form for these are available on our website – www.fulhamprep.co.uk> News

Once your child is registered, you will be offered a formal visit to both the Pre-Prep and Prep in the year prior to your child's date of entry at 4+.

Prep

Parents seeking a place in the Prep School (Years 3 to 8) are asked to contact the Registrar of the prep to arrange a visit to the Prep School prior to completing a registration form

Once they have visited the Prep, parents who are interested in applying for a place for their child should complete a Registration Form, which should be accompanied by a Registration Fee. They will then be informed of the date for assessment etc.

Parents are informed about the ethos, aims and organisation of the school through the prospectus and the website:

The registration procedure involves parents in providing the following information;

- full name;
- date of birth;
- name and address of every parent and/or carer who is known to the ELS
- information about any other person who has parental responsibility for the child;
- which parent(s) and/or carer(s) the child normally lives with;
- emergency contact details for parents and/or carers.
- details of any specific learning need or disability

The school is obliged to check the identity of each pupil and parents are requested to provide a pupil's birth certificate for the Head to view prior to admission.

Information

Children's records are kept in the school. Confidential information about children is held securely and only accessible and available to those who have a right or professional need to see them. The school acknowledges their responsibilities under the Data Protection Act (DPA) 1998 and where relevant the Freedom of Information Act 2000

All staff understand the need to protect the privacy of the children in their care as well the legal requirements that exist to ensure that information relating to the child is handled in a way that ensures confidentiality

<u>UPDATED</u>	<u>BY</u>
SEPTEMBER 2012	S. HOLLIS
MAY 2014	J.EMMETT
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