KEW GREEN nursery

KEW GREEN preparatory school

Admission policy for Kew Green Nursery and Kew Green Preparatory School

Introduction

This document states the process for admission and outlines the criteria we use for entry to our Nursery and Prep school.

Ethos

We are proud to be an inclusive and co-educational Nursery and Prep school as part of the Gardener Schools' Group (GSG). Admission to Kew Green Nursery and Kew Green Preparatory School may be into any year group providing a child is capable of managing the demands of the school day, can access and benefit from the educational programme and provision that we offer, and where a space is available. In the final event, an offer of a place is at the Head's discretion.

The provision and curriculum is designed to develop children from two years old (Nursery entry) and four years old (Prep school entry) to their Senior School transfer at eleven. We do not prepare children for 7+ or 8+ examinations, nor do we support their exit at this stage. We prepare all pupils for 11+ in line with our school's ethos and aims.

Information for prospective parents

It's important that families who choose Kew Green Nursery and Kew Green Preparatory School support our educational philosophy.

There are three main points of entry:

I. Nursery (2+): children enter the Nursery following their second birthday.
II. Pre-prep (3+): children enter the Pre-Prep following their third birthday.
III. Reception (4+): children enter Reception in September following their fourth birthday.

Children may also join the school at any other age (2 years old – 11 years old), subject to a place being available.

Prospective parents will benefit from:

- Viewing our website (www.kgps.co.uk).
- Reading the school prospectus (available from the school office or online).
- Reading some past copies of the school magazine 'Kew Life' (also available from the school office or online).
- Following the school on our social media handles on:
- TWITTERX https://twitter.com/i/flow/login?redirect_after_login=%2FKewGreenPrep
- INSTAGRAM https://www.instagram.com/kewgreenprep/
- FACEBOOK https://www.facebook.com/KewGreenPrep/
- Youtube https://www.youtube.com/channel/UCG78qGB55b4wAZ9Ga4fTy2w
- Attending an Open Morning and touring the school.
- Contacting the Registrar (admissions@kgps.co.uk) with any individual inquiries or questions.

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Admissions procedure

Entry into our Nursery and Prep School

1. Parents may register their child for Kew Green Nursery by filling in the registration form for the Nursery on the school website https://www.kgps.co.uk/nursery/nursery-registration-form. Once the school has received the completed registration form together with the registration fee of £100 the child's details are entered into our Nursery school database.

    i. Please note, once the school has received both the registration form and registration fee for Kew Green Nursery, and the child is in attendance at the Nursery, your child is automatically registered for a Reception place at Kew Green Preparatory School.

2. Parents can register their child for a Reception place at the Prep school by filling in the registration form on the school website: https://www.kgps.co.uk/ Once the school has received the completed form together with the registration fee of £100, the child's details are entered into our school database.

3. We will ask you to supply us with all other relevant documentation for your child prior to entry, including any relating to a recognised Special Educational Need or medical or dietary need/requirement.

Offers and Waiting Lists

1. Priority places are offered to Pre-Reception children at Kew Green Nursery in the first instance. Thereafter, places are offered to siblings and, following sibling offers, places are then offered based on the child's age at date of registration.
2. Offers for Nursery and Reception are sent out by email 18 months before the child is due to start.
3. For registrations who are yet to receive an offer due to capacity, they will be placed on the waiting list in order of registration date.

    i. Please note: in the period between registration and offer, some families may relocate or accept offers from other schools which will make other places available.

4. Admission to the school is always at the discretion of the Headteacher.

Accepting an offer

1. Accepting a place at Kew Green Nursery

b) Acceptance of an available place requires parents to sign an acceptance form and to pay a deposit. The deposit is £3,000 for the first child in the Nursery and deposited directly into the school's bank account at the time of acceptance. The deposit for a sibling is £1000.
c) The acceptance form must be returned to the school within 7 days of receipt of the offer letter, together with the deposit and proof of identification. Acceptance will only be considered confirmed once both the form and deposit have been received.
d) If parents cancel their acceptance of a place or the pupil does not join the Nursery after a place has been accepted, the deposit and any fees paid in advance of entry will be retained by the Nursery (please see our Terms and Conditions). The deposit is returnable if a child should leave the Nursery before the end of Pre-Prep, as long as a term's notice is given in writing.
e) For Kew Green Nursery children accepting the guaranteed place at Kew Green Preparatory School, parents are required to sign an acceptance form and the paid deposit of £3,000 will be transferred to the Prep school. No additional deposit will be required. However, to confirm the place, the acceptance form must be returned to the school within 7 days of receipt of the offer letter.
f) For children at Kew Green Nursery who accept a Reception place at an alternative school, the deposit will be returned at the end of the summer term.

2) Accepting a place at Kew Green Preparatory School

a) Acceptance of an available place requires parents to sign an acceptance form and to pay a deposit. The deposit is £3,000 for the first child in the Prep school and deposited directly into the school's bank account at the time of acceptance. The deposit for a sibling is £1000.
b) The acceptance form must be returned to the school within 7 days of receipt of the offer letter, together with the deposit and proof of identification. Acceptance will only be considered confirmed once both the form and deposit have been received.
c) If parents cancel their acceptance of a place or the pupil does not join the school after a place has been accepted, the deposit and any fees paid in advance of entry will be retained by the school (please see our Terms and Conditions). The deposit is returnable if a child should leave before the end of Year 6, as long as a term's notice is given in writing.

3) Parents will be notified if a place cannot be offered and asked if they wish to remain on the waiting list. Places occasionally become available nearer the start of the new school year.

4) All children due to start in Reception will be invited for a trial morning during the Summer Term prior to the September start date.

Special Educational Needs and Disabilities

We welcome pupils with special educational needs and disabilities, providing we can meet their learning needs within our existing resources. Similarly, we welcome pupils with physical disabilities, provided that the School learning environment is suitable for them and after making any reasonable adjustments (please refer to our Accessibility Plan, which is published on the School's website).

The School requests that parents of children with special educational needs, learning difficulties and/or physical disabilities meet with the Head and/or appropriate Head of Section and the Head of Learning Support to discuss their child's requirements before and offer is made and accepting at the School, and that they keep the School informed of any changes.

If we are unable to meet the needs of a pupil within our existing resources, we may not be able to offer a place. In some circumstances, we may request that parents fund an additional Learning Support Assistant to support their child's learning within the classroom. This support may also be provided via an Education and Health Care Plan (EHCP). Parents will be invited to meet with the Head of Learning Support and the Head and/or Head of Lower School to discuss this.

Entry at other year groups in the school

Places in other year groups throughout the school do become available from time to time. A registration form needs to be completed and the child and their parents will be invited to an informal meeting with the appropriate Head of Section.

To retain our co-educational commitment, we endeavour to replace a boy with a boy and girl with a girl aiming to achieve an even spread of boys and girls in a class, usually up to a maximum of twenty children per class.

Prior to offering a place, we will contact the child's previous or current school for reports and references. Children will be invited to come to spend a Taster Morning and/or afternoon with us. This will enable parents and the School to assess whether the child will thrive within the educational environment provided at Kew Green Preparatory School.

For children joining Year Four or above, an evaluation assessment will be used to help determine whether a child will be able to access our curriculum required for successful preparation for transfer to a future Senior Independent School at 11+.

Preparation for examinations

Our objective is to educate and prepare each child for their future and, more specifically, for entry to Senior Schools at the age of 11. **Parents who wish to enter their child for entrance examinations at earlier stages to another preparatory school are advised that Kew Green Preparatory School will not be a suitable school for their child.** Parents are made aware of this during Open Mornings, individual tours, in the prospectus, via the website and at an informal meeting prior to accepting a place at Kew Green Preparatory School.

Transfer of existing pupils between Kew Green Prep School and Ravenscourt Park Prep School

Any transfers between the two GSG prep schools will be reviewed on an individual basis. No child may transfer between these schools without the joint agreement of both Heads.

Please note that the Gardener Schools' Group operate separate registration processes and waiting lists.

Transfer of existing pupils from GSG Prep Schools to GSG Senior Schools (Kew House School and Maida Vale School).

All pupils at KGPS have the opportunity for a priority place at a GSG Senior School providing that the child will be able to access the curriculum and thrive within the educational provision on offer.

Successful transfer will involve an internal online assessment and an interview, as well as a written reference from the Head of the Prep school that the child attends. The decision to offer a place at a GSG Senior School ultimately resides with the Senior School Head of the school concerned.

Code of Conduct

We have a code of conduct placed in all classrooms. It is vital that all staff and children adhere to this. Where a child's behaviour repeatedly and/or significantly falls short of the expectations of our Code of Conduct, or adversely affects the education or wellbeing of others in the school, we will consider, with parents, whether an alternative educational establishment may be better suited to the child's needs (please see section 10 below).

Exclusions

In extremely rare circumstances, a pupil may be permanently excluded or asked to leave the school. The procedure for such exclusions can be found in our Terms and Conditions, which should be read in conjunction with our policy on Behaviour, Rewards and Sanctions.

Written by:	*Heads of KGPS and RPPS*
Read & approved by:	*Senior Leadership Team, GSG Directors*
Read & Shared with:	*Senior Leadership Team and School Office*
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