ST DAVID'S
PREPARATORY SCHOOL

ADMISSIONS AND ENTRANCE POLICY

This policy covers all pupils including the Early Years Foundation Stage (EYFS)

Introduction

Vision
Inspiring Learning • Igniting Potential • Celebrating Success

Aims
At St David's, we aim to provide a nurturing, inspiring, and inclusive environment where every child has a voice and can thrive—both as a learner and as an individual.

We are committed to:

• Fostering curiosity, creativity, and a lifelong love for learning.
• Helping each pupil grow in confidence and independence to fulfil their unique potential.
• Offering diverse, balanced learning experiences that inspire and challenge.
• Equipping pupils with the values, skills, and resilience to thrive at St David's and beyond.
• Nurturing emotional, social, and moral development alongside academic success.

Values
The St David's Way - helping you to find your:

Strength	We work hard to be the best version of ourselves.
Perseverance	We always keep trying to achieve our goals.
Ambition	We aim high and embrace challenge.
Respect	We are responsible and kind.
Knowledge	We are curious and ask questions.

St David's is committed to safeguarding and promoting the welfare of children and young people, along with their protection, and expects all staff and volunteers to share this commitment.

Admission and entry to St David's School is subject to the availability of a place and the prospective pupil satisfying the admission criteria expected in order for that child to integrate successfully into the school. With regards to admission for disabled pupils, reference should also be made to the St David's School Special Educational Needs and Disability Policy. The school also operates an Equality Policy.

The majority of children flourish within our nurturing atmosphere and rise to the many challenges offered to them. On occasion, where it is apparent that a pupil's individual needs are unable to be met by the school, recommendation may be made based on the professional experience of the school's senior leaders that a different environment would be better suited to a certain child.

Sibling Policy

We are pleased to welcome siblings at St David's School. Such applications will be viewed very favourably, but admission is not automatic and there may be occasions where we judge that a sibling is likely to be better suited to a different academic environment.

School's Contractual Terms & Conditions

Copies of the School's Terms and Conditions are on the School website and will be made available to parents as part of the admissions process.

Registration

All prospective parents are offered an appointment to meet the Head Teacher and receive a tour of the school (subject to places being available).

Prospective pupils will be considered as candidates for admission and entry to the school when a Registration Form and Confidential Information Form have been completed and returned to the school and a non-refundable registration fee has been paid.

All registrations are considered in the order that they are received, however, priority is given to siblings of existing pupils.

All prospective pupils are considered for entry in accordance with the admission requirements of the school and the criteria relevant to the particular year group for which the registration is being made.

An Admissions Register is kept by the Admissions and Transitions Manager of all registrations received by the school for the current academic year (see below for Summary of the Law regarding the Admissions Register).

Admission to Nursery and Reception

The majority of pupils join Nursery in the September after their third birthday. However, children are welcome to join Nursery in the actual term once they have turned three, but it must be noted that these children will remain in their correct age group and will not move up to Reception until the correct age (possibly remaining in Nursery for four, five or six terms).

Pupils are admitted to Reception in the September after their fourth birthday.

At present there is no formal assessment for entry to Nursery and Reception.

In the Summer Term prior to the pupil taking up their place at the start of the next academic year, Early Years staff will arrange a visit to the child's home at a mutually convenient time, whereby the Class Teacher is able to meet and observe the child in familiar home surroundings. Following a successful home visit, the new Nursery and new Reception pupils are invited to attend the school for a session in order to meet the Head of Early Years, their Class Teacher, Teaching Assistants and their new class mates, thus starting the induction process.

Although there are no formal entrance tests for pupils wishing to enter the Early Years classes, if a child should join Nursery or Reception at non-standard transitions, a place may be offered on completion of a satisfactory informal assessment made during a trial visit to the school and information from the previous setting.

Admission to Reception - Form 6 (non-transition points)

If places are available, pupils are considered for admission into any year group subject to satisfactory informal assessment and at the discretion of the Head Teacher. Children will be expected to spend a taster day (8.30am to normal class finish time) in the appropriate class group. There are no formal entrance tests for pupils wishing to enter St David's. However, the Class Teachers/SENCO submit a brief report to the Head Teacher following the child's visit, commenting on general all-round ability compared to the rest of the class group and the prospects of harmonious social integration within the

group. The Head Teacher will be seeking evidence to support the view that the prospective pupil will be able to develop and prosper in the academic and social environment of the school. The Head Teacher will also require a copy of the child's latest school report.

Disclosure of Special Educational Needs and/or Disability (SEND)

As St David's is a non-selective school it has pupils with a broad range of abilities. St David's school welcomes pupils with disabilities and/or special educational needs, provided we can offer them all of the support that they require without unreasonably impacting other pupils' learning or safety, and provided that our provision can cater for their needs. The school must feel reasonably sure that it will be able to educate and develop the prospective pupil to the best of his or her potential and in line with the general standards achieved by the pupil's peers. Therefore, if a pupil has special educational needs and/or a disability (SEND) which it is felt could not be appropriately catered for, after consultation with parents or carers, admission may be refused.

If parents know that their child has a special educational need and/or disability, all the facts, reports and information must be divulged and be fully discussed with the Head Teacher and SENCO BEFORE entry to St David's can be considered. It is essential that the school feels confident about being able to cater properly and appropriately for the special needs of the child, but not at the expense of other pupils. Currently St David's does not have specialist resources to care for children with Education Health and Care Plans, however, reasonable adjustments can be made for pupils with special educational needs. The school defines a reasonable adjustment as one which can reasonably be undertaken within the normal staffing, facilities and resources of the school. Where the school needs to draw on additional expertise or resources, the cost will be passed on to parents (for example, Speech and Language Therapists, Occupational Therapists, Educational Psychologists, Dyslexia Tutors). This also includes the need for an extra Teaching Assistant for 1:1 support, after admission, because a child develops medical or emotional needs that the school cannot meet within current resource. The physical layout of the site and buildings may restrict the movement of individuals with particular difficulties with mobility. The school has a three-year accessibility plan in compliance with the Special Educational Needs and Disability Act. Any enquiry about placing such a child at St David's School is given due consideration, before a decision is reached to offer a place.

Potential/Achievement

The academic aim is to maximise all children's potential. Where attainment is not at a level required for entrance to a given selective school the children are supported in their application to other suitable schools which match their cognitive abilities or personality types. Children are assessed throughout their time at St David's and given a set of assessment tests on entry to the school if they join after Year 1. The purpose of this is to ascertain their ability level and identify suitable senior schools.

No bar is set as a level for attainment at St David's. Instead, every child is supported and encouraged to reach their full potential and challenge is designed into the curriculum for all abilities. As a non-selective school we have a broad range of abilities and final outcomes will vary considerably. What matters is that there is significant progress and value added for all. This means that there is a level of academic attainment and social development for every child which is well above what might have been predicted at their entry point into the school. This is achieved through:

1. Excellent staff to pupil ratios
2. A focus upon thinking skills and moulding pupils into life-long learners
3. Individual target setting
4. Constantly reviewed differentiation appropriate for each cohort of children
5. The planning of exciting lessons and through varied approaches to learning
6. The integration of information technology into all areas of learning
7. Praise, encouragement and satisfying reward systems
8. Regular formative assessment
9. Growth mind-sets with metacognition (children learning how to learn)

10. Teachers' close relationships with pupils and parents whereby on-going professional dialogue is a regular aspect of the partnership between families and the school.

Offer of a place and deposit

An offer of a place at the school will be made by way of a formal offer letter from the Admissions and Transitions Manager to the prospective parents, which may be subject to such conditions as specified in the letter. For Nursery and Reception places, offer letters will be sent out at least ten months before the admission date. Accompanying the offer letter will be an Acceptance Form together with the current edition of the St David's School Terms and Conditions. In order to accept the place, the Acceptance Form must be completed and signed (signatures are required from each of those with parental responsibility wherever possible). The Form must be returned to the Admissions and Transitions Manager together with an acceptance deposit using the secure link on the fees page of our website.

Details of the deposit and the notice requirements are set out in the Acceptance Form and Terms and Conditions and may be increased by the school from time to time. The deposit will be refundable and will be repaid when the child leaves St David's School.

Acceptance of a place

A place is reserved for a prospective pupil when the Acceptance Form has been completed and returned to the school together with the required deposit payment.

A formal letter is sent from the Admissions and Transitions Manager to the prospective parent acknowledging receipt of the Acceptance Form and deposit payment and confirming that the place has been reserved.

After the Acceptance Form has been returned, prospective parents who cancel their acceptance of a place less than a term prior to the date on which the pupil was due to join the school, will be liable for the payment of a term's fees (less the deposit held) to the school.

Offer of a start date is subject to parents of new pupils discharging all financial obligations at their existing school.

A Starter Pack will be made available to new parents providing general information and pre-starting forms to be completed and returned.

School uniform can be purchased from Cladish in Wallington and the school PTA also operates a second-hand uniform facility.

Use of Data

The School will not hold the personal data of a parent or their child for longer than is necessary for a lawful purpose, and in line with the School's Data Retention Policy.

Admissions and Attendance Registers

For all Independent schools - Regulation 3(15) states that 'The standard in this paragraph is met if the proprietor ensures that an admission and attendance register is maintained in accordance with the Education (Pupil Registration) (England) Regulations 2006'.
Therefore pupils admitted to St David's are recorded on the School's electronic pupil database in accordance with The Education (Pupil Registration) (England) Regulations 2006:
http://www.legislation.gov.uk/uksi/2006/1751/made
and The Education (Pupil Registration) (England) (Amendment) Regulations 2016:
http://www.legislation.gov.uk/uksi/2016/792/pdfs/uksi_20160792_en.pdf

These regulations require parents to provide up to date information including contact details for each pupil. Attendance Registers are also recorded on the School's electronic pupil database.

Procedure when a child joins St David's

When a child joins St David's the Admissions and Transitions Manager contacts the child's previous school and requests all pupil records (where applicable). When these are received they are read by the SENCO and Class Teacher before being filed in the School Office. In addition to this the Admissions and Transitions Manager sends a Child Protection Form to the Designated Safeguarding Lead at the child's previous school to ascertain if there are/have been any safeguarding issues. This needs to be completed and returned to St David's within 5 working days of the child's start date.

Procedure when a child leaves St David's

When a child leaves St David's the School is required to provide this information to Croydon Local Authority and to confirm the new school in which they are enrolled. The School Office forwards the pupil records (including SEND records) to the next school if requested, once it has been confirmed that the child has started at the school. Relevant information may also be included (as appropriate) in references for next schools prior to the pupil being offered a place. If there have been safeguarding issues the Designated Safeguarding Lead will prepare the files and give them in a sealed envelope to the School Office to be sent within five days by Registered Post or by hand to the Designated Safeguarding Lead at the next school or by electronic transfer.

This policy is in compliance with the current version of 'Keeping Children Safe in Education' (DfE) and is to be read in conjunction with the following related policies:

Attendance and Admissions Register
Child Protection & Safeguarding
Equality
Special Educational Needs and Disability
Children Missing in Education (CME)

Policy reviewed by	S Syradd/A Munt/S Thompson	September 2025
Reviewed and approved by	SLT	September 2025
Reviewed and approved by	St David's Policy Sub Committee	September 2025
Reviewed and approved by	EWC	October 2025
Reviewed and approved by	Board	December 2025
Next Review (every 2 years)		September 2027