



## 22. ADMISSIONS POLICY

### 22.1 Introduction

This is a statement of procedures for admission to Thomas's London Day Schools. It is reviewed annually.

### 22.2 Aim

Our aim is to admit to the schools a balance of boys and girls regardless of race, religious views or physical ability. We operate a selective entry procedure. Our assessments ensure that selected pupils will enjoy and benefit from the broad curriculum on offer.

### 22.3 Entry points

The majority of pupils are admitted into Reception classes in the September following their fourth birthday.

Entry to the schools at other points is dependent on places becoming available; we admit 20 pupils per class.

### 22.4 Registrations

The Registrar in each school is responsible for all registrations. Each child may be registered at only one of the Thomas's Schools, on payment of a fee. Registrations are accepted from birth. Transfers between Thomas's Schools are reviewed on an individual basis. The Main List for registrations is kept to a reasonable number and the children on this list are guaranteed an assessment. Thereafter names are placed on a Reserve List from which children are assessed if children from the Main List do not take up the opportunity of assessment when invited.

### 22.5 Information for prospective parents

Parents are informed about the ethos, aims and organisation of the Schools through the prospectus, the website [www.thomas-s.co.uk](http://www.thomas-s.co.uk), and through a showround of the site during which they meet key personnel.

### 22.6 Procedures for Reception entry

The timing and content of Reception entry assessments is the responsibility of the Head of Lower School in each of the Thomas's Schools and each has its own school-specific Admissions Policy, including selection criteria.

### 22.7 Procedures for entry at other points

Children applying to join an established class are assessed against the expected level of attainment for the year group. The Head of the each

school is responsible for ensuring appropriate assessments, details of which are included in the school-specific Admissions Policy.

Following the assessments, parents are informed by letter that

1. a firm place is offered  
or
2. the child is on a waiting list and there is no guarantee of a place  
or
3. we cannot offer a place.

### **22.8 Acceptance of places**

If the parent chooses to accept a place, a deposit and written acceptance of the School's Terms and Conditions by a set date are required. The deposit is returnable when the child leaves the school, providing a full term's notice is given.

### **22.9 Thomas's Kindergartens**

There is no automatic entry from Thomas's Kindergartens to the main schools. Children are however guaranteed an assessment at the relevant time.

### **22.10 Siblings**

Siblings of current pupils are given priority. However, if it is felt that the School is not a suitable educational environment for the child at that stage, we will not offer a place. Reassessment may be offered at a later stage.

### **22.11 Children of current staff**

Children of current staff will be subject to the same admissions procedure and criteria as other applicants.

The offer of a place and the value of any bursary will be at the recommendation of the Head and the discretion of the Principals. The child of a staff member will be the twenty-first pupil in his/her class if joining on a bursary.

<b>This policy will be reviewed annually.</b>			
Policy Reviewed:	December 2007	By:	Jill Kelham, Vice Principal
To be reviewed:	December 2008	By:	Jill Kelham, Vice Principal