



## **ADMISSIONS POLICY**

### **Introduction**

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

### **Aims**

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

### **Selection Criteria**

For entry into Reception we look at the children's:

- Confidence to undertake tasks
- Ability to follow simple instructions
- Communication and language skills
- Fine motor skills
- Social skills

For entry into other year groups in the Lower School, children spend a day or half day with their peer group. They are assessed against the standard currently being achieved within the year group and, particularly if they are moving from a different education system, for evidence of potential. Written reports are requested from the previous school.

For entry into the Prep School children are assessed for evidence of academic potential and against the standard currently being achieved within the year group. Information about their previous education experience, an interview to discover wider interests and a written report from the previous school are taken into account.

### **Entry points**

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

Entry to the school at other points is dependent on places becoming available; we admit 20 pupils per class. Where the child of a staff member is admitted he/she may be the 21<sup>st</sup> pupil in a class.

### **Registrations**

The Registrar is responsible for all registrations. Each child can be registered at one Thomas's School only, on payment of a fee. Registration can take place 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 these children are guaranteed an assessment. Thereafter names are placed on a Reserve List, from which children are assessed if there is a shortfall in take-up from the Main List.

### **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 "show round" of the school during which they meet the Head and the Head of Lower School.

### **Procedures for Reception Entry**

The assessments are carried out in either the Michaelmas Term (Battersea, Kensington, Clapham) or the Lent Term (Fulham) prior to entry. Children are invited to spend up to an hour taking part in small group activities and are observed by the Head of Lower School and one other member of staff.

Nursery school heads are invited to visit the school annually and are asked to give pertinent information about children being assessed.

Following the assessments, a letter is written to each parent to inform them:

1. that a place is offered for the following September
- or
2. that the child is on a waiting list and there is no guarantee of entry
- or
3. that we cannot offer a definite place or a place on the waiting list, but they can reapply at a later stage.

We offer places to children on the waiting list if and when they become available, keeping birthdays as balanced across the year as possible. The waiting list is kept open until the relevant school year begins. Parents are then asked if they want to remain on the list for an unexpected vacancy, subject to reassessment.

### **Acceptance of Places**

If the parent chooses to accept a place in either the Lower or the Prep School, they must pay a deposit and provide written acceptance of the School's Terms and Conditions by a set date. The deposit is returnable when the child leaves the school, providing a full term's notice is given.

### **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.

### **Siblings**

Thomas's give siblings priority at assessment. On occasions, we do not offer a place if we feel that the school is not the correct educational environment at that stage. The Heads of Lower School discuss this with parents as soon as possible after assessment.

Reassessment may be offered at a later stage.

### **Children of current staff**

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

The offer of a place and a staff bursary will be at the recommendation of the Head and at the discretion of the Principals.

The child of a staff member will be the twenty-first pupil in his or her class.

<b>This policy will be reviewed annually.</b>			
Reviewed: January 2012	By:	Jill Kelham Vice Principal	Changes made
Reviewed: March 2010	By:	Jill Kelham Vice Principal	No changes
Reviewed: December 2008	By:	Jill Kelham Vice Principal	No changes
Reviewed: December 2007	By:	Jill Kelham Vice Principal	No changes
Next Review: December 2012	By:	Jill Kelham, Vice Principal	