



## ADMISSIONS POLICY

### AIMS

Thomas's operates 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.

### PROCEDURES

#### Information for Prospective Parents

Parents are informed about the ethos, aims and organisation of the Schools through the website [www.thomas-s.co.uk](http://www.thomas-s.co.uk), and through a talk and tour of the school during which they meet members of the Senior Leadership Team.

#### 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 up to 22 pupils per class. Where the child of a staff member is admitted he/she may be an additional pupil in a class.

#### Procedure for Registration for Reception (4+) Entry

The Registrar is responsible for all registrations. Each child can be registered at one Thomas's School only, on payment of a fee and completing registration form. Transfers between Thomas's Schools are reviewed on an individual basis.

#### Registration Procedure for 4+ entry

For children born before September 2018 parents should download and complete the Registration Form on our website and send to the Thomas's School of their choice, paying the registration fee by BACS payment using the details on the form. 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. Parents are advised if the length of the Reserve List means the chance of assessment is unlikely.

For children born on or after 1<sup>st</sup> September 2018 the Main List for registration for 4+ entry opens on **1st September three years before entry**, when children are aged between one and two years

old. (Therefore, children born between 1st September 2018 and 31st August 2019 will be able to register from 1st September 2020 with a view to starting school in September 2023.)

From their child's birth, parents may [click here](#) to make an **expression of interest** in order to give their contact details to the school, so that we can be in touch with reminders about the opening date of registration. However, an expression of interest does not guarantee registration and there is no advantage in having made an expression of interest, beyond receiving reminders of the registration opening date.

Once the Main List opens it will remain open until there are three applicants for each place. Pupils who are registered after this time are placed on a Reserve List and are able to join the admissions process only if places on the Main List become available.

This approach is intended to enable parents to have and enjoy their babies, to start to visit schools during their child's first year of life, and to make an informed decision about the schools at which they would like to register, without feeling the pressure to register their baby as soon as they are born. The table below indicates our recommended timescale.

	Child's age	Illustrative year	
Year 1	Born	Sept '18 to Aug '19	Birth
Year 2	Turning 1	Sept '19 to Aug '20	Visit schools
Year 3	Turning 2	Sept '20 to Aug '21	Registration opens on 1st Sept
Year 4	Turning 3	Sept '21 to Aug '22	First year of kindergarten
Year 5	Turning 4	Sept '22 to Aug '23	Admissions process
Year 6	Turning 5	Sept '23 to Aug '24	Reception year at school

### **Procedures for Assessment for Reception (4+) Entry**

The assessments (sometimes called Discovery and Understanding Mornings) are carried out in either the Michaelmas Term (Battersea, Clapham) or the Lent Term (Kensington, 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 or Early Years and other members of staff.

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

Nursery school heads are invited to visit the school annually and/or are visited in their nursery by one of the assessment staff and may be asked for any 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.

### **Delayed Reception Entry**

A child should be registered to start school in the September following their fourth birthday regardless of when their birthday falls within that year and have the assessment at the relevant time. If after the assessment, and just for children born in August, it is felt that the child would benefit from starting school a year later, this option may be recommended to parents. The decision would be made in conjunction with discussions with the child's nursery school. The child would then be placed on the Main List for the following academic year and would be re-assessed in line with normal procedure. Being "out-of-year" is not ideal so should be considered as an extreme circumstance rather than the norm, but we recognise that children develop at different rates so aim to make provision for the very youngest children in the academic year.

### **Procedures for Registration to join Thomas's in year groups other than Reception**

Please call the Registrar/Director of Admissions at the Thomas's School of your choice to discuss if spaces are available.

### **Procedures for Assessment for Entry to Year groups other than Reception**

For entry into Years 1 and 2 children 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, generally prior to assessment.

For entry into Years 3 – 6 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, a meeting with a senior leader and written reports from the previous school, generally obtained prior to assessment, are taken into account.

For external entry at 11+ to Battersea or Clapham there is a formal assessment held during the Lent term.

### **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 Kindergarten**

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

**Siblings**

When siblings of current Thomas's pupils are registered they automatically go onto the Main List for the same school. Thomas's gives siblings priority at the assessments for entry into Reception. On occasions, we do not offer a place if we feel that the school is not the correct educational environment at that stage. The Head of Lower School / Head discusses this with parents as soon as possible after assessment. Reassessment may be offered at a later stage.

For other year groups siblings are placed at the top of the registration list (or if no places are available after assessment, the waiting list) but they have to meet the same criteria for admission as other candidates.

**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 an additional pupil in his or her class.

**See also:** [Equal Opportunities Policy](#), [Inclusion Policy](#), [Pupil Induction Policy](#)

<b>This policy will be reviewed annually</b>			
Created: December 2007	By:	Jill Kelham, Vice Principal	
Latest Review: October 2018	By:	Joanna Copland, Vice Principal	Changes made
Next Review: September 2019	By:	Joanna Copland, Vice Principal	