

# HEATHCOTE PREPARATORY SCHOOL & NURSERY



## Admissions Policy

Date of Policy: September 2017  
Reviewed: October 2019  
Review Date: September 2020  
To be reviewed by: NS/SLT



## Admissions Policy Statement

### 1. GENERAL

Heathcote School is a co-educational independent school for pupils from ages 2 to 11. Deciding on the right school for your child is very important and we believe that a personal visit is invaluable. We very much hope that you and your child will visit Heathcote School. We hold a number of Open Events which give a general introduction to the school. Details are published on our website. We are also very happy to welcome prospective parents and their children at other times. Please contact our Bursar, Nadine Solsberg, on 01245 223131 or email [n.solsberg@heathcoteschool.co.uk](mailto:n.solsberg@heathcoteschool.co.uk) to arrange a visit.

### 2. THE ENTRY PROCEDURE

Heathcote School is an inclusive school that welcomes children from all backgrounds and abilities. All applications will be treated on merit and in a sensitive manner. Entrance to the School is via application and informal interview. Children with Special Needs will be assessed before an offer of a place is made to ensure that the School can provide a suitable education. At Heathcote School, children may enter full time education at any time in the academic year although it is usual for all Reception children to join in the September of the year when they will attain 5 years of age.

#### 2.1 NURSERY ADMISSIONS

Children who have turned 2 can join us for a minimum of 2 sessions a week for mornings or afternoons only, or for the whole day (8.40am – 3.30pm) – subject to availability. Our morning places are especially popular and we advise parents to contact the Bursar, Nadine Solsberg, as soon as possible to reserve a place.

As an integral part of the school, the Nursery children are made to feel very welcome, they have separate classrooms within the pre-prep school block and an outdoor space accessible from these. We expect our Nursery pupils to remain pupils in our School until they reach the age of 11. If a family withdraws a child from Heathcote School to attend a different school any subsequent siblings of that child may not be accepted and we reserve the right to give notice to find alternative placements for any siblings already attending the school. Should insufficient notice be given to the school we reserve the right to charge fees in lieu for any pupils leaving or asked to leave, this is also applicable to children in our Nursery.

### 3. EQUAL OPPORTUNITIES

Our aim is to encourage applications from candidates with as diverse a range of backgrounds as possible. This enriches our community and is vital in preparing our pupils for today's world. Heathcote School is committed to equal treatment for all, regardless of a candidate's race, ethnicity, religion, sexual orientation or social background.

#### 4. SPECIAL NEEDS

We do not discriminate in any way regarding entry. We welcome pupils with special educational needs, provided that we can offer them the support that they require. We welcome pupils with physical disabilities provided that our site can cope with them. However, we advise parents of children with special educational needs or physical disabilities to discuss their child's requirements with Heathcote School before he or she visits so that we can make adequate provision for him/her. Parents should provide a copy of an Educational Psychologist's report or a medical report to support their request, for example for extra time or other special arrangements. We will discuss thoroughly with parents and their medical advisers the adjustments that can reasonably be made for the child if he/she becomes a pupil at the school.

#### 5. SIBLING POLICY

It is expected that siblings join us at Heathcote School. However, admission is not automatic and there may be occasions where we judge that a sibling is likely to thrive better in a different academic environment. Additionally, siblings may have to join a waiting list if they are not registered in good time.

#### 6. OVERSEAS APPLICANTS

We only accept overseas applicants who are in the country with their parents and have the relevant visa. This needs to be produced for copying and then held with the Admissions form.

##### 6.1 FLUENCY IN ENGLISH

In order to cope with the academic and social demands of Heathcote School, pupils must have an understanding of the English language. Tuition in English can be arranged at the parent's expense.

#### 7. RELIGIOUS BELIEFS AND VALUES EDUCATION

Heathcote School is non denominational; we consider faiths and beliefs of all kinds, ensuring that we recognize the beliefs of all of the children within our school. We do not wish to impose a faith on our children as we believe it is a choice for families. We do have visits from representatives from Danbury Mission and St John's Church alongside parents who will share the meaning of different faiths, such as Hinduism. We follow a values education based programme that supports our school ethos and teaching of PSHRE and RE.

#### 8. SCHOOL'S CONTRACTUAL TERMS AND CONDITIONS

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

#### 9. COMPLAINTS

We hope that you and your child do not have any complaints about the operation of

our Admissions Policy: but a copy of the school's Complaints Procedure is available on our website or can be sent to you on request.