

AMDG



Donhead Preparatory School

Admissions Policy

(EARLY YEARS, PRE-PREP AND PREP DEPARTMENTS FOLLOW THIS POLICY AND GUIDANCE)

Donhead Preparatory School is a Roman Catholic independent school for boys and girls, aged 3-11 years, in the trusteeship of the Society of Jesus.¹

Jesuit schools strive to give a first-class education, but they are also places committed to outstanding character formation. We believe in 'cura personalis' – development of the whole person. Each child will experience this differently, based around their interests, talents, choices and personality, but all will benefit from this approach. While academic performance is important, learning and personal growth extends far beyond the classroom at Donhead.

Families are warmly invited to visit Donhead on an Open Morning or for a personal tour of the school to see our values in action.

Admissions Criteria

The priority in the allocation of places, in all Year groups, is given as follows:

Category 1: Pupils with a sibling at Donhead (past or present)

Category 2: Baptised and Practising² Catholic pupils

Category 3: Baptised Catholic pupils

Category 4: Other applicants who are supportive of the Catholic ethos of the School.

If more applications are received than places are available, the date of registration will be reviewed, and earlier applications prioritised.

Pre-school Admissions

Children join the pre-school each September following the child's third birthday (3+). Children will spend a maximum of three terms in the pre-school before moving into Reception. Children joining the pre-school transition to our Reception class in the September after their 4th birthday and we guarantee them a place.

All children registered for the pre-school will be invited to attend a taster session or have a nursery / home visit prior to starting at Donhead.

Our pre-school provision is based on a progressive curriculum where learning is built upon each day. Our attendance offering is therefore as follows:

- Monday - Friday (5 days per week, whole day attendance)
- Monday - Friday (5 mornings per week, half day attendance)
- Monday - Friday (5 mornings per week, half day attendance plus selected afternoons with a term's notice)

From the term before Reception, attendance is compulsory on Monday to Friday (5 mornings per week, half day attendance plus a minimum of 2 afternoons) to ensure the pupils are 'Reception Ready'.

Our pre-school does not have nappy changing facilities. Whilst we do understand that young children may have occasional accidents, we do expect that children joining us are out of nappies, dry during the day and able to use toilet facilities independently.

Reception Admissions

All children with an accepted place for Reception will be invited to attend a taster session or have a nursery / home visit prior to starting at Donhead. Children currently in the Donhead pre-school have a guaranteed place in Reception.

Children are admitted into the Reception Class in the September after their 4th birthday as full-time pupils.

Parents³ of summer born children (1st April to 31st August) may request that their child's entry into the Reception Year is deferred to the following September. The school is under no obligation to agree to this request but will make its decision based on the circumstances and in the best interests of the child involved. This will involve consideration of (amongst other things):

1. the parents' views;
2. information about the child's academic, social and emotional development;
3. the child's medical history (where relevant);
4. whether the child has previously been educated out of the normal age group.

7+ Admissions

The assessment for entry into the school at 7+ (Year 3) will take place in November. To sit our 7+ assessment children need to be registered with Donhead using the link below.

Occasional Places

Occasional vacancies may be available in other year groups and parents are advised to contact the school directly. Children registered for an occasional vacancy are required to complete an application process that will include:

1. Completion of a taster day.
2. Satisfactory completion of standardised assessments in Maths and English (Years 1-6)
3. A satisfactory school report and confidential reference/or direct contact with current school.

Joining the School

We aim for a smooth and gentle introduction to school so that all children are happy, secure and ready to learn. Parents are invited to a New Parents' Welcome Evening in Trinity Term and all parents are invited to a Curriculum Information Session at the start of the Michaelmas Term.

Equal Treatment

The school is committed to equal treatment for all, regardless of their race, ethnicity, religion, sexual orientation or social background and follows the guidance contained in the Equality Act 2010. We welcome applications from pupils with as diverse a range of backgrounds as possible. This enriches our community and is vital in preparing our pupils for today's world.

Religious Beliefs

We welcome pupils from other faiths who support our Catholic ethos. Parents/guardians must agree to pupils attending Mass, Collective Worship and participating actively in RE lessons.

Individual Learning Needs

We welcome pupils with individual learning needs, providing that our Learning Support Department can offer them the support that they require. We welcome pupils with physical disabilities provided

that our site is accessible to them; please see our Accessibility Policy. However, we advise parents of children with special educational needs or physical disabilities to discuss their child's requirements with us before or during their tour of the school so that we can discuss adequate provision for them. Parents should provide a copy of an Educational Psychologist's, other professional or a medical report to support their request, if available. Any reports from previous schools should be submitted on application. We will discuss thoroughly with parents, and their medical advisers, the adjustments that can reasonably be made for the child if they become a pupil at the school.

For students who are undergoing Education Health and Care (EHC) needs assessment or who already have EHC Plan (EHCP) in place, the admissions process is different and in line with the procedures of the Local Authority (LA) that is responsible for the plan. We will liaise with the child's educational setting, the professionals involved in their support and the LA's representative, the child's Case Officer, to establish whether Donhead is a suitable placement for the child's individual needs and compatible with the efficient education of others or efficient use of resources.

A separate meeting with school SENDCo, Ms Plech-Blair will be arranged to offer you an opportunity to discuss your child's individual needs and support requirements.

Registration

Parents are invited to register their interest by completing a registration form, available for completion via the school website <https://www.donhead.org.uk/admissions/online-registration-form> and paying the non-refundable Registration Fee of £100.

Important Dates

When a place is offered, parents are given two weeks to accept the offer and return the Acceptance Agreement with a deposit of £1,000. £500 of this is a **non-refundable Enrolment Fee** and the other £500 is taken off the parents' final invoice when they leave Donhead. If the offer of a place is subsequently withdrawn, following the receipt of an unsatisfactory Nursery/School report, then the Enrolment Fee will be refunded in full. If a place is not accepted within two weeks of the offer, we will offer the place to a child on our Waiting List, under the criteria listed above.

Offers are subject to:

1. Parents having visited the school / met (in person or virtually) with Admissions Team or Headteacher.
2. A satisfactory Nursery/School report (if applicable).
3. A successful taster session/ home visit /visit to the Nursery.

For parents residing overseas during the Applicant and Admissions process a tailored process will be agreed. Payment of the first term's fees shall become payable on the last working day (5pm) of the **term prior to entry**.

Withdrawal after this date means that the term's fees paid will be forfeited.

Other Relevant Policies

- SEND Policy
- Accessibility Plan
- Equal opportunities Policy
- Complaints Policy

These policies along with others can be viewed online at www.donhead.org.uk

PLEASE NOTE THAT THE GOVERNING BODY RESERVES THE RIGHT TO ALTER THE ADMISSIONS POLICY AND CRITERIA AT ANY TIME

1. *The Society of Jesus (Jesuits) is a Religious Order of the Catholic Church founded in 1540. It has an international work in schools. The ethos and principles of Jesuit schools are set out in the document *The Characteristics of Jesuit Education* (1987).*

2. *A family is normally regarded as a practising Catholic family where at least one parent has been baptised and observes those precepts of the Church which, in the words of the Catechism of the Catholic Church, 'are set in the context of a moral life bound to and nourished by liturgical life'. (CCC 2041)*

3. *Parents or the adult with parental responsibility for the child.*