



## **Donhead Preparatory School**

### **Admissions Policy (for September 2024 entry)**

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.<sup>1</sup>

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 closing date for applications is Friday 19<sup>th</sup> January 2024.

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

Category 1: Children on roll at the Ursuline Preparatory School, Wimbledon on 1st November 2023

Category 2: Children with a sibling at Donhead (past or present); or with a sibling on roll at the Ursuline Preparatory School, Wimbledon on 1st November 2023 who has also applied for admission to Donhead for September 2024

Category 3: Baptised<sup>2</sup> and Practising<sup>3</sup> Catholic children

Category 4: Baptised Catholic children

Category 5: Other applicants who are supportive of the Catholic ethos of the School.

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

For applications made after the deadline of Friday 19<sup>th</sup> January:

Children in Categories 1 and 2: Places will be allocated on a first-come-first-served basis where available.

Where no places are available, names will be added to a waiting list and vacancies will be filled, as they arise, based on the order of categories listed above with children in Categories 1 and 2 ranking equally.

Children in Categories 3-5 will be considered in accordance with the section entitled "Occasional Vacancies" below.

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## 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 are expected to transition to our Reception class in the September after their 4<sup>th</sup> 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 registered 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 4<sup>th</sup> birthday as full-time pupils.

Parents of summer born children (1<sup>st</sup> April to 31<sup>st</sup> 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):

- i. the parents' views;
- ii. information about the child's academic, social and emotional development;
- iii. the child's medical history (where relevant);
- iv. 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 Vacancies

Occasional vacancies may be available in 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.

Where no vacancies are available, children may be added to a waiting list and vacancies will be filled, as they arise, based on the order of categories listed in the Admissions Criteria above.

## 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 Registration Fee of £50.

## Important Dates

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 by February 14th, 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 prior to offers being made.
2. A satisfactory Nursery/School report (if applicable).
3. A successful taster session/ home visit /visit to the Nursery

Payment of the first term's fees shall become payable on the last day of the **Lent Term for September 2024 entry (Thursday 28<sup>th</sup> March 2024 at 5pm)**. Withdrawal after this date means that the term's fees paid will be forfeited.

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

<sup>1</sup> 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).

<sup>2</sup> The Oriental Rite Catholic Churches in communion with the Holy See are the Maronite and Italo-Albanian Catholic Churches; the Chaldean and Syro-Malabar Catholic Churches; the Armenian, Coptic, Ethiopian, Syrian and Syro-Malankara Catholic Churches; the Melkite, Ukrainian, Ruthenian and Romanian Catholic Churches; the Greek Catholic Church, the Byzantine Catholics in former Yugoslavia, the Bulgarian, Slovak and Hungarian Catholic Churches, and the Eastern Catholic Communities (Russian, Belarusian, Georgian and Albanian) without hierarchies.

<sup>3</sup> The Catholic Church regards the liturgy as "the summit and the source of all worship and Christian life" (*Code of Canon Law* (1983), canon 897) and requires Catholics to "take an active part in the celebration of ... the Mass" (canon 898). For this reason, "on Sundays and other Holydays of obligation, the faithful are obliged to assist at Mass" (canon 1247) unless it is impossible to do so "for some ... grave reason." (canon 1248). Mass attendance on Sundays and Holydays includes the vigil Mass on the evening before the Sunday or Holyday.