



# BERKHAMPSTEAD SCHOOL

## ADMISSIONS POLICY

### **General**

Berkhampstead School is a co-educational independent school for pupils from ages 3 to 11. Children may enter the Kindergarten at 3. Following this there is a two form entry from Reception to Year 6. 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 children will visit Berkhampstead School. We hold a number of Open Days, which give a general introduction to the school. Details are published on our web site. We are also very happy to welcome prospective parents and their children at other times. Please contact the school on 01242 523263 or email on [office@berkhampsteadschool.co.uk](mailto:office@berkhampsteadschool.co.uk) to arrange a visit.

### **The Entry Procedure**

Berkhampstead School will ask for your children to attend a 'Taster Day' at the school, to assess if he/she will fit in well in the school, and to ensure Berkhampstead is the right school for your child. References from your child's previous school may be requested.

### **Children of five and under – registration requirements.**

Independent schools must register with Ofsted on the Early Years Register any care or education that is provided for children aged under three. Children who are three in the term they start school (rising threes) may be regarded as three years old for registration purposes if the school does not take children who are younger than three. In establishing whether a child is 'rising three', reference is needed to one of three dates. These are that, in the term at which the child starts at the setting, the third birthday is on or before 31st December, 31st March or 31<sup>st</sup> August.

### **Admission into Kindergarten**

Children can be admitted to the Kindergarten in the term that they turn 3 years of age. Children need to be "ready" to start Kindergarten and a significant part of being 'ready' is being toilet trained; however, staff realise that children of 3 are not always totally reliable in this respect. The children will be encouraged to be as independent as possible in their health and self-care, so that they can be independent in their learning.

## **Registration**

Berkhampstead School asks for a deposit upon registration to hold a place for your children to join the school. 25% of this deposit is returned as a credit against your first term's fee and 50% of this deposit is returned on leaving the school, once all bills are paid.

An additional deposit is required for those children joining Reception. This deposit must be paid two terms before joining Reception (i.e in January) and is returned in full as a credit against the first term's fees in Reception.

## **Birth Certificate**

A copy of your child's birth certificate will be required by the school when registration forms are completed.

## **Special Needs**

We do not discriminate in any way regarding entry. We welcome pupils with special educational 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 suitable for them. However, we advise parents of children with special educational needs or physical disabilities to discuss their child's requirements with the School.

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.

## **The Assessment Process**

The aim of the process is to identify potential. We are looking for well-rounded pupils with a genuine interest in education in the broadest sense of the word, with interests that stretch beyond the confines of the academic curriculum. The school has strong traditions in music, sport, drama and art. There are many extra-curricular activities, all of which are important in developing a well-balanced, confident individual.

## **Sibling Policy**

Most siblings join us at Berkhampstead School. However, admission is not automatic, and it is recommended that the sibling is registered as soon as possible in order to ensure a place is available.

## **Bursaries**

The Governors of the School do provide bursaries for children who otherwise would be unable to attend the School. We offer means tested awards, which are reviewed annually. Both parents are required to provide proof of their income and assets. The level of support varies according to parental need; but can extend to full fee remission in cases of proven need. Before the offer of a bursary is confirmed, a member of staff may visit the family at their home.

Bursaries are always offered for 12 months at a time. The family is required to provide fresh information annually around Easter, about its circumstances for every year that their child attends the school. Level of support may vary with fluctuations in income.

Our Bursary Policy can be obtained from the Bursar.

### **Religious Beliefs**

Although Berkhamstead School has Christian roots, we do not select for entry on the basis of religious belief.

### **Equal Treatment**

Berkhamstead School's 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.

Berkhamstead School is committed to equal treatment for all, regardless of a candidate's race, ethnicity, religion, disability, sexual orientation or social background.

### **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.

### **Complaints**

We hope that you and your child do not have any complaints about our admissions process; but copies of the School's complaints procedure can be sent to you on request and is on the school web site.