

ADMISSIONS POLICY

The Admissions Register

The school is legally required to have an admission register and an attendance register. All pupils must be placed on both registers. Registers are held electronically using SIMS and myHH.

The Admission Register

The admission register contains the personal details of every pupil in the school, along with the date of admission or readmission to the school, information regarding parents and carers and details of the school last attended.

For each pupil, the admission register contains:

- Name in full;
- Sex
- Name and address of every person known to the proprietor to be a parent of the pupil (and an indication of the parent with whom the pupil normally resides and which parents hold parental responsibility as defined by Section 3 Children Act 1989);
- At least one telephone number at which the parent can be contacted in an emergency;
- Day, month and year of birth;
- Day, month and year of admission or readmission to the school;
- Name and address of the last school attended, if any;
- An indication that the pupil is a day pupil (the school does not have boarding facilities).

Expected First Day of Attendance

The school enters the name of the pupil on the admission register and attendance register from the beginning of the first day on which the school has agreed, or been notified, that the pupil will attend the school. For most pupils the expected first day of attendance is the first day of the school year. If a pupil fails to attend on the agreed or notified date, the school follows up and establishes the reason for the absence and marks the attendance register accordingly.

Deletions from the Admission Register

The school informs the Local Authority when a pupil's name is going to be deleted from the Admission's Register on certain grounds. In summary, these grounds are:

- When the child has been taken out of school to be home educated;
- When the family has apparently moved away;
- When the child has been certified as medically unfit to attend;
- When the child is in custody for more than four months;
- When the child has been permanently excluded.

Before deleting a pupil's name from the Admission's Register on the ground that he/she has not returned from a leave of absence exceeding 10 days, both the proprietor and the Local Authority must have failed, after reasonable enquiry to ascertain where the pupil is.

The period after which a pupil's name may be deleted from the admission register on the ground that the pupil has been continuously absent without authorisation is 20 school days, and additionally the proprietor must not have reasonable grounds to believe that the pupil is unable to attend school by reason of sickness or unavoidable cause.

Reporting to the Local Authority

The school has a duty to report children missing education and to report certain attendance issues, including:

- 10 days of unauthorised absence (other than for reasons of sickness or leave of absence);
- Failure to attend regularly;
- Deletion from the school register when the next school is not known.

Context

Heath House is a co-educational preparatory school with children from age 3 – 11 years. Children are prepared for the 11+ entrance examinations.

Admission to Heath House Prep School is by an informal parental visit/interview, and for children above the age of seven years an informal test of English, Maths and Non Verbal Reasoning to inform teachers of children's current academic level. Children may join the Kindergarten Class in the September following their third birthday, and join the Reception Class in the September following their fourth birthday and parents can register them any time up to the point when the list is closed, which will be dependent on the number of applications for any given year.

Places in other years will depend on availability and parents should contact the school for further information.

Parents may register their child for entry after they have visited the school, upon successful interview with the Head Teacher and availability of places.

Please note: The school will not consider offering a place to a child whose parents have not visited the school.

Parents will receive a written offer of a place (and the necessary forms) in respect of their child subsequent to a satisfactory interview and test (for those children over 7 years old). The Registration Form, Medical Form and Home School Agreement should be returned to the school, duly completed and signed, together with the Registration Fee of £200 and the confirmation deposit of £1,800 within 14 days of the offer being made. Please note the Registration Fee is non-refundable and that the acceptance of registration constitutes an offer of a place.

Confirmation deposit

The confirmation deposit of £1,800 must be returned to the school together with the forms within 14 days of the offer being made. The deposit will be refunded against the final term's fees in Year 6, dependent on the school's terms and conditions being met. Please note that this deposit is not returnable if parents do not subsequently take up the place. Should a parent decide not to take the place, a term's fees will be payable unless a term's notice has been given.

Heath House Prep School may contact the child's previous school, with parental agreement, in order to discuss the pupil's progress and to confirm that there are no financial matters outstanding. Parents must disclose to the Head Teacher before admission any feature of the child's personality, physical and mental health that might affect his/her fitness for education and membership of the school.

This includes disclosing to the Head Teacher details of any special educational needs and learning difficulties. Failure to do this will result in the withdrawal of the offer of a place.

Conditions to the offer of a place

Offers of places in Kindergarten, Reception and in other classes in the school are conditional on meeting the parents and child. Parents must also show their loyalty and commitment to the school by registering all their children at Heath House. The Head Teacher will not offer a place to a child whose sibling is at another prep or junior school. The Head Teacher may use their discretion on this.

Priority

Priority is given whenever possible to:

- Siblings;
- Children of former pupils;
- Children of members of staff;
- Children from parents who indicate Heath House is their first choice;
- Preference is then given, but not exclusively, to children from families living or working in the local area.

Familiarisation Days

Once a place is confirmed, pupils joining in the Kindergarten or Reception class will be expected to spend a few familiarisation days at Heath House in the year preceding entry. The parents will also be expected to attend a new parents' meeting in the term before the child starts and also in the first week of the term once the child has started. This is felt to be a very important part of the introduction procedure for new families to Heath House.

The need for continuity

Children are offered places on the understanding that they will remain until Year 6 and the school does not undertake to prepare children for entry to other London preparatory schools.

It is very important that the school maintains pupil continuity from Kindergarten or Reception through to Year 6 and it is furthermore, our considered opinion that disrupting, in mid-stream, a child's 'primary' education is almost certainly not in the child's social, emotional and intellectual interest. The school does

however understand that there may be situations where a child transfers to another establishment as a result of unusual or exceptional circumstances (Parents moving abroad etc.).

Children joining the school from 7+ onwards

Many children who have joined the school at a later stage, have benefited from the small, tutorial size classes, particularly children who lack confidence in their abilities and those with academic potential but who may have missed the chance of a good academic foundation. We welcome and enjoy helping these children fulfil their potential to achieve a successful outcome at the 11+ entrance examinations.

Assessment at 7+ will take into account:

- Academic ability or potential;
- Any special musical or artistic ability;
- Children who the school believes will benefit from the ethos of the school.

If we feel it will be helpful, we will ask to see reports and letters of recommendation from previous schools or nursery schools. This will apply particularly to children joining the school from Year 3 onwards.

Parents are reminded that all outstanding debts must be settled with previous schools or nurseries prior to starting at Heath House.

Siblings Policy

Heath House Prep School operates a sibling policy whereby siblings are given priority over other children when places are offered. The school offers a £100 sibling bursary per term, from the school fees, for the eldest child only. Please note that if a pupil is withdrawn from Heath House Prep School at any stage between the Kindergarten or Reception Class and Year 6, in order to transfer to any other school, the school reserves the right to refuse or retract the offer of a place to a sibling.

Bursaries

As a small school we are unable to provide bursaries other than a £100 sibling bursary per term for the eldest child only.

Waiting List

As a small school, we are only able to offer a small number of places, a maximum of 19 in any class intake. Currently, Heath House has a waiting list for all intake years. Parents are welcome to register their interest and join the waiting list after their child is born. This is not a guarantee that they will be offered a place but if a place subsequently becomes available due to a cancellation or change in circumstances of those who have already accepted a place, parents of children on the list will be informed in accordance with the priorities listed for admission. Parents must be aware that a place will only be offered after they have met with the Head Teacher and viewed the school.

Settling In

We aim for children to feel safe, stimulated and happy at school and to feel secure and comfortable with all staff. We also want parents to have confidence in both their children's well-being and their role as active partners, with the child being able to benefit from what the school has to offer.

We aim to support parents to help their children settle quickly and easily by giving consideration to the individual needs and circumstances of each child and their families.

The school staff will work in partnership with parents to settle their child into the school environment by:

- Providing parents with relevant information regarding the policies and procedures of the school
- Encouraging the parents and children to visit the school and spend a few familiarisation days during the 2 terms before admission is planned
- Planning familiarisation day visits. Either spending a morning or the entire school day dependent on individual needs, age and stage of development
- Familiarisation day visits are key to a smooth transition and to ensure good communication and information sharing between staff and parents
- Reassuring parents whose children seem to be taking a long time settling into the school
- Encouraging parents, where appropriate, to separate themselves from their children but reassuring their child that they will return.
- Allocating a class tutor to each child before he/she starts to attend. The class tutor welcomes and looks after the child and his/her parents during the settling in period. This is to ensure the family has a familiar contact person to assist with the settling in process
- Children will not be taken on an outing from school until he/she is completely settled.

Insurance

The school is underwritten by *Marsh Brokers Ltd* for all aspects of 3rd party liability. It also has insurance cover, 365 days a year, for all trips organised by the school.

Disclaimer

The Admissions policy is in conjunction with the school's terms and conditions. The school reserves the right to amend the Admissions Policy if necessary.

The school will make every reasonable effort to contact parents who have registered their children at the school to check the registration but parents must make sure that the school is provided with adequate up to date contact details.

Internal use only

Last reviewed	January 2026
Date for review	January 2027