



FOREST PARK PREPARATORY SCHOOL & NURSERY

Admissions Policy

This policy applies all pupils in the school, including those in the
EYFS

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Admissions and Entry Procedure – Forest Park Preparatory School

Forest Park Preparatory School and its EYFS setting is a community which recognises each individual's needs and in which the talents and abilities of children and adults are encouraged. The care for each child is central to the school's aims and provision and as a caring and welcoming community. Our curriculum and pastoral approach fosters the individual's sense of identity and awareness, alongside the important role they play as part of the community. This recognition and appreciation of individuality is central to the school's ethos and is reflected in the procedures through which we welcome, admit and induct children and their families into our community.

The purpose of this policy is to enable the school to welcome, identify and admit children who will benefit from the education offered at Forest Park Preparatory School and who will contribute to and benefit from the ethos and activities of our school community. We will only admit a child and their family who meet these criteria.

Equal Opportunities

We welcome children from many different ethnic and racial groups, backgrounds and creeds. Human rights and freedoms are respected but must be balanced with the lawful needs and rules of our school community and the rights and freedoms of others. The School is committed to being an Equal Opportunities Education provider and is committed to equality of opportunity for all members of the school community. The school recognises and accepts its responsibilities under the law, in line with the 1976 Race Relations Act and the Equality Act 2010. Within this, the school will also note the Department for Education's draft statutory guidance Supporting children and young people with medical conditions and allergy (March 2026) and statutory guidance Allergy safety in schools (July 2026). All candidates for admission will be treated equally, irrespective of their, or their parents' age, gender, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race or ethnicity, language, religion or belief, national or social origin, sexual orientation, property, birth or other status. We expect all of our pupils to attend all assemblies and outings, and to take full part in compulsory aspects of the curriculum. This is in line with the School Equal Opportunities and Anti-Discrimination Policy.

Special Education Needs and Disability (SEND)

The School currently has finite resources for pupils with SEND and will do all that is reasonable to comply with its legal and moral responsibilities under equality legislation in order to accommodate the needs of pupils with SEND for which, with reasonable adjustments, the School can cater adequately. Within this, the School will consider the needs of existing pupils, so that they are not disadvantaged. The physical layout of the site and buildings may restrict the movement of individuals with particular difficulties with mobility. The School has a three year plan in compliance with the Special Educational Needs and Disability Act 2001.

The School defines a reasonable adjustment as one which can reasonably be undertaken within the normal staffing, facilities and resources of the School. Where the School needs to draw on additional expertise or resources, the cost will be passed on to parents or carers. The School needs to be aware of any known SEND which may affect a child's ability to participate in the admissions procedure and take full advantage of the education provided at the School, if enrolled.

Parents or carers of a child who has any SEND should provide the School with full details prior to the admissions procedure at registration, or subsequently before accepting the offer of a place. The School require this information so that, in the case of any child with particular needs, the School can assess those needs and consult with parents or carers about the reasonable adjustments which can be made to ensure that the application procedure is accessible for the child and the School can cater adequately for the child's needs, should an offer of a place be made. A failure to disclose full details may result in the withdrawal of a place.

The School will do all that is reasonable to ensure that the information and application procedure is accessible for candidates with SEND and will make such reasonable adjustments as is necessary. For example, in the case of an assessment, the School may be able to provide an examination paper in large font for a visually impaired pupil. Similarly, if any Special Educational needs or disabilities become apparent after admission, the School will consult with parents or guardians about reasonable adjustments that may allow the child to continue at the School.

Where specific needs are identified and can be met with 'reasonable adjustment' by the School there will be no additional costs for support. Where it is deemed most appropriate for intervention from outside resources, the cost for these services will be the responsibility of the parents or carers.

Joining Forest Park Preparatory School

Forest Park Preparatory School will offer a place to the prospective parent should they have a space available in the appropriate class. If no space is available, the child's details will be placed on a waiting list. Siblings of existing pupils and staff children have priority of admission. Places will not be offered to children out of their age group unless there are significant grounds for this. The school does not select on academic ability but places are offered after consultation with the Headteacher. Prospective pupils may be asked to attend a taster day/session. Pupils are admitted to the school on the grounds of having the ability and aptitude to access an academic curriculum. Those applying for a place in the school will not be excluded on the grounds of learning difficulties or disability.

However, this will be subject to the capability of the school to make reasonable adjustments in terms of site, learning environment and curriculum. Parents can provide auxiliary aids and services at their own expense.

Additional charges will be made for specialist lessons and assessments by specialist teachers.

The school advertises places across the year groups using different media available (papers, internet, radio, etc). From these adverts the following process activates:-

- A prospective parent will apply for a prospectus, which will immediately be forwarded in the post or online. Parents are invited to refer to the school's website for further details regarding the school's policies and practices.
- Following receipt of the prospectus a parent may communicate with the school and

request either more information or an appointment to visit the school.

- On request the parents will be given a guided tour of the whole school, irrespective of the child's age. The school does not require an interview with the child. Although, where appropriate, the child may attend a taster day session.
- Next will follow an interview with the Headteacher who will discuss the whole school ethos, policies and procedures, and answer any questions. Later, a formal offer of a place will be made to the parents by the Headteacher.
- Should the parent wish to accept a place at the school they will fill out and forward the admission form with £500 deposit fee to the school. On receipt of this form, the place will be confirmed in writing.
- On receipt of the admission form and fee, that place offered will be held until the date of enrolment or notice is given to the contrary by the prospective parent. In the case of younger children, it may be mutually decided and agreed that an appropriate deferment of the original enrolment date would be acceptable.
- It is the prospective parents prerogative to decline taking up the place at any of the above stages
- A courtesy letter is always sent out following the visit of each prospective parent.

Deposit and Cancellation

Please refer to the School's Terms and Conditions for information as to how the deposit will be held and in what circumstances it will be refunded. Further information is also provided in the Terms and Conditions about cancellation of a place that has been accepted.

Exclusion

In registering your child for a place at the School, you are agreeing to abide by the School's regulations and policies and to ensure, in so far as is reasonably practicable, that if your child is offered a place at the School they will be both diligent in their studies and responsible in their attitude and behaviour. Should there be concerns in this area, we will make every effort to counsel your child and yourselves and put in place a support or intervention plan to encourage your child to improve their behaviour inline with the school's expectations. However, you must accept that it may become necessary for your child's place at the School to be withdrawn and for them to be educated at the school which is more appropriate to their needs. The Headteacher's decision in this will be final. See the School's Exclusions Policy.

School's Terms and Conditions

This admissions policy must be read in conjunction with the School's Terms and Conditions by which all parents or carers and pupils must abide in relation to treatment of staff and pupils at the School.

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