

## **15a: POLICY FOR ADMISSIONS**

Reviewed: 09/18  
Next Review: 09/20

### **Admissions**

The main point of entry to Arnold House is at age 5+ entering Year 1. The 38 to 40 boys joining the School are placed in one of two parallel classes. The School is over-subscribed and parents need to register their son between his first and second birthday.

#### **Sequence of Events:**

- Between your son's first and second birthday, call the School Office to obtain an application form and further information.
- All application forms should be completed and returned before your son's second birthday along with a registration fee of £100.
- All registered parents are invited to visit the School on one of three Open Evenings held in April/May, roughly two and a half years prior to the September entry date e.g. April/May 2017 for entry in September 2019.
- Parents wishing to proceed with their application following an Open Evening visit, have the opportunity of meeting the Headmaster for a twenty minute interview to discuss their educational aspirations and to find out more about Arnold House.
- Each boy is then invited to the School for a brief and informal one-to-one 'get to know you' session lasting around 15 minutes. The School will request a confidential reference from your son's nursery school prior to the assessment day.
- Information is collated from the interview, your son's 'get to know you' session and confidential nursery school report. Boys are admitted irrespective of race, nationality or religious affiliation. Offers are made on the basis of a boy's potential to benefit from the educational opportunities offered by Arnold House and the parents' values and aspirations complementing those of the School. Offers are made approximately eighteen months before the proposed September entry date, e.g. April 2017 for entry in September 2019. The Headmaster's decision is final.
- Whilst places are not guaranteed, younger siblings, whose parents remain fully committed to the ethos and values of the School are looked upon favourably, as are the sons of Arnold House old boys.

#### **Chance Vacancies:**

Very occasionally chance vacancies occur further up the School. In the first instance, parents will meet with the Headmaster and a confidential reference will be requested from the prospective boy's current school. A positive meeting will lead to a 'taster day', where a boy will be invited to spend a full day at the School.

## Admissions Register

In accordance with ISI Commentary on the Regulatory Requirements, January 2017, Part 3:

For each pupil, the admission register must contain:

- name in full;
- sex;
- name and address of every person known to the School to be a parent of the pupil (and an indication of which parent the pupil normally lives with and which parents hold parental responsibility as defined by Section 3 Children Act 1989) – NB Parents holding parental responsibility, even if not actually caring for the child, have a right to receive relevant information from the school in respect of any pertinent matter affecting the child, unless a court order indicates otherwise.
- from September 2016, where a parent notifies a school that a pupil will live at another address, in addition or instead, the new address, the full name of the parent with whom the pupil will normally live in future and the date from which it is expected the pupil will normally live there, where it is reasonably practicable for the school to ascertain this information;
- 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 re-admission to the school;
- name and address of the school last attended, if any;
- from September 2016, the name of the destination school (or additional school, in the case of dual registration) notified by a parent and the first date of attendance, where it is reasonably practicable for the school to ascertain this information.

The name of the pupil must be included in the register from the beginning of the first day on which the school has agreed, or has 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.

## Reporting to the Local Authority

In accordance with *Keeping Children Safe in Education* (September 2018), the Registrar informs Westminster School Admissions team when children move onto and off the Register. When a pupil leaves Arnold House, the Registrar informs Westminster School Admissions team before the name is deleted from the register.

**The School will inform Westminster Children's Services team when a boy fails to attend school regularly or is absent without leave for more than 10 school days (continuous).**

### September 2018

Vivian Thomas, Headmaster

Penny Williams, Registrar

Sebastian Stones, Deputy Headmaster (Pastoral)