



ARNOLD  
HOUSE  
SCHOOL

Arnold House School

# 15a: ADMISSIONS POLICY

REVIEW DATE: FEBRUARY 2023

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

Reviewed: 02/23

Next Review: 02/24

### **Admissions:**

The main point of entry to Arnold House is at age 3+. The 40 boys joining the School at The Huxley Building (known as Huxley's) are placed in our Pre-Reception setting. There is a Head of Early Years, who is a member of the overall Leadership and Management of the School, led by the Headmaster. Following the Reception Year, boys proceed to the main school which is located a short distance away in Loudoun Road. There is a carefully planned transition in order that the boys are confident and happy as they move through the school.

The school is heavily oversubscribed and parents need to register their son before his second birthday.

### **Sequence of Events:**

- Before your son's second birthday, email the Registrar at [registrar@arnoldhouse.co.uk](mailto:registrar@arnoldhouse.co.uk) or send an email via the website to obtain further information and a Registration form.
- All application forms should be completed and returned before your son's second birthday along with a registration fee of £100.
- A step by step guide to our Admissions Process can be found on our website:

#### [Step by step Guide to Admissions](#)

- Information is collated from the interview with the Headmaster and boys are admitted irrespective of race, gender reassignment, nationality, disability, sexual orientation, religion or beliefs, or special educational needs in accordance with the Equalities Act 2010. Offers are made to parents whose values and aspirations complement those of the School. Offers are made in February, eight months before the September entry date, e.g. February 2022 for entry in September 2022. 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.

### **Following an Offer of A Place:**

In July before joining Pre-Reception boys are invited for a "first steps" session and a "new boys' tea party" which is held just before term starts in September. During these first sessions parents/carers stay with their son playing together and getting to know the new

environment. Usually, each boy draws a picture at this session which is displayed in school ready for when he starts. We also like to display family photographs with captions of what each boy enjoys doing. A further play session may be booked if deemed necessary where the parent leaves their son to explore the setting independently, but still stays close by in case he needs to be reassured.

Parents will be asked to complete a form before term starts showing his likes and dislikes, any friendships he may have and so on. This will help to also strengthen the bridge between home and school.

It is important that young children develop strong attachments with the adults who will be caring for them when they are at school. We provide many opportunities for the boys to become familiar with the staff and the Early Years setting in order that they feel safe, secure and happy. Parents are given a Parent Handbook at the beginning of each year in September.

### **Chance Vacancies:**

Very occasionally chance vacancies occur within the School. In the first instance, parents will meet with the Headmaster and a confidential reference will be requested from the 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. If the boy is in the Early Years, introductory play visits are arranged on a case by case basis.

### **Admissions Register**

In accordance with ISI Commentary on the Regulatory Requirements, September 2021, 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 with whom they normally live can be contacted in an emergency; (NB - schools must have one contact number to meet the registration standard and more than one to meet the safeguarding standard in paragraphs 7(a) and (b). They need not all be kept on the register);
- 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 *Children Missing Education* (September 2016), the Registrar informs Westminster City Council School Admissions team when children move onto and off the Register at non-standard times. When a pupil leaves Arnold House, the Registrar informs Westminster City Council School Admissions team before the name is deleted from the register.

When an Arnold House boy joins us from another school we contact them to confirm in writing if there are safeguarding issues of which we should be aware.

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).

### **February 2022**

Giles Tollit, Headmaster

Penny Williams, Registrar

Sebastian Stones, Deputy Headmaster (Pastoral)

Victoria McKenzie, Head of Early Years