



ARNOLD  
HOUSE  
SCHOOL

Arnold House School

# ADMISSIONS POLICY

**LAST REVIEW: MARCH 2025**  
**NEXT REVIEW: MARCH 2026**  
**REVIEWER: REGISTRAR**

## **Introduction**

Arnold House is an independent prep school for boys from ages 3 to 13. There are two parallel forms in each year group. Deciding on the right school for your child is very important, and we believe that a personal visit is invaluable. We usually hold a number of open mornings in the summer term, which give a general introduction to the School. Details are published on our website. We are also very happy to welcome prospective parents and their children at other times. Please contact the School's Registrar, Emma Faulkner on 020 7266 4840 or email [registrar@arnoldhouse.co.uk](mailto:registrar@arnoldhouse.co.uk) to arrange a visit.

## **Entry Procedure:**

Arnold House is a selective school. Our selection process is designed to identify pupils who are able to benefit from our balanced and well-rounded education and to make a positive contribution to the life of the school.

The main point of entry to Arnold House is at age 3+. The 40 boys joining the School at Marlborough Place are placed in our Pre-Reception setting. There is a Head of Pre-Prep, who is a member of the overall Leadership and Management of the School, led by the Headmaster. Following Year 1, boys proceed to the Prep school which is located a short distance away in Loudoun Road. There is a carefully planned transition in order to ensure 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.

The School may also have occasional places at other entry points. Please contact the Registrar for details. See further details below.

## **Sequence of Events:**

- Before your son's second birthday, parents should register via the online Admissions portal which can be accessed via the School website.
- All application forms should be completed before your son's second birthday along with a registration fee of £180.
- A step by step guide to our Admissions Process can be found on our website:

[Step by step Guide to Admissions](#)

## **The Assessment Process**

The aim of the process is to identify potential. Arnold House is looking for well-rounded boys 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, drama, art, debating, community activities and sport. There are many extra-curricular activities, all of which are important in developing a well-balanced, confident individual.

- Assessment for Pre-Reception at 3+ is based on information collated from 1-1 parent interviews with the Headmaster, conversations with the Head of Pre-Prep and Registrar at the Summer Term Open Mornings and Autumn Term Pre-Prep tours and hour-long playdates held for small groups of boys during the January in the year of entry.
- 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 2026 for entry in September 2026. The Headmaster's decision is final.
- Offers are accepted through the completion of the Acceptance Form along with payment of a deposit of £3,000 and the first term's fees. The School's Terms and Conditions as well as the Cancellation Notice will be shared when an offer is made.
- 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 June before joining Pre-Reception boys are invited to a "new boys' tea party" as an opportunity to meet other families entering the same year group as well as Pre-Prep staff. At the start of the September term, there will be settling in sessions for our new joiners. During these first sessions parents/carers stay with their son playing together and getting to know the new environment. We 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 Pre-Prep setting in order that they feel safe, secure and happy. Parents are given a Parent Handbook at the beginning of each year in September.

### **Occasional Places:**

Occasionally, places may arise higher up the School, typically in Year 3 (7+) and Year 7 (11+), but other points of entry may also become available. Parents should enquire with the Registrar in the first instance as to any potential vacancies. If a suitable place is available, parents will be invited to 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 morning or full day (depending on the desired point of entry) at the School. Boys applying for occasional places in Year 3 (7+) upwards will be asked to complete standardised testing during their day in School and, where necessary, may also be assessed by our Head of Learning Support or Deputy Head of Learning Support.

The School operates waitlists for occasional places and parents should contact the Registrar to discuss adding their son to the waitlist for any particular year. The Registrar will maintain contact

with parents on the waitlist and so it is important that prospective parents update the school of any change in contact information to ensure all communication is received.

### **Equal Treatment**

Arnold House's aim is to encourage applications from candidates with as diverse a range of backgrounds as possible. We are mindful of our obligations under the Equality Act 2010 during the Admissions Process. This enriches our community and is vital in preparing our pupils for today's world.

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

### **Special Educational Needs**

Arnold House does not unlawfully discriminate in any way regarding entry. The School welcomes pupils with disabilities and/or special educational needs, provided we can offer them any support that they require and cater for any additional needs and that our site can accommodate them. We aim to ensure that all our pupils, including those with disabilities and/or special educational needs, are provided with a safe and inclusive environment in which to learn.

Our policy is to apply our admission criteria to all potential pupils. We require parents of children with special educational needs, disabilities or allergies (suspected and diagnosed) to discuss their child's needs with the School at the outset of the admissions process so that we can make adequate provision for them.

Parents are required to provide at the time of registration full details of all relevant information, including any reports (including any educational psychologist reports, medical reports or other relevant expert third party reports), materials or information about their child's needs, and this may include any final or draft EHC Plans. This is so that the School can assess their child's needs and consult with parents about any adjustments which can reasonably be made and so that the School can ensure, for example, that their child will be able to meaningfully access the education offered and that we are able to ensure their health and safety, and the health and safety of others.

The School will consult with parents and such other persons or organisations as necessary in order to ascertain a child's particular needs and the nature of any additional or alternative arrangements which would be required to meet them if an offer of a place were made.

There may be exceptional circumstances in which we are not able to offer a place for reasons relating to a child's special educational needs and/or disability. For example, if, despite reasonable adjustments (in the case of disability), we feel that a prospective pupil is not going to be able to meaningfully access the education offered, or that their health and safety or those of other pupils or staff may be put at risk, we may not be able to offer a place at the School.

Sometimes, the situation of pupils with disabilities and/or special educational needs changes between an offer of a place being made and the pupil starting at the School. The School requires parents to be pro-active in updating the School as to any significant changes which mean that the information provided during the application process is out of date or incomplete. In the vast majority of cases, this will not affect a pupil's place at the School. However, the School may, in exceptional circumstances, need to reconsider the offer of a place if a pupil's circumstances change materially. It is in the pupil's interests that any such decision is made as early as possible to avoid any disruption to their education, so parents are urged to be forthcoming in their communications with the School about any material change to their child's circumstances.

Boys joining the school through an occasional place may complete any routine formative assessments administered to their year group previously. For example, a screening test for dyslexia and/or dyscalculia or Cognitive Ability Tests (CATs). Parents of a boy joining the School with an identified SEND will be asked to provide an intervention history which may include individual learning plans and/or relevant reports. The previous school may be contacted for records of Learning Support where appropriate.

### **School's Terms & Conditions (Parent Contract)**

The terms upon which the School educates each pupil are set out in the School's Parent Contract which will be made available to parents as part of the admissions process.

### **Complaints**

The School's Complaints Procedure is on the School's website and can be sent to prospective parents on request. The Complaints Procedure is not available for use by prospective parents.

### **Records and Review**

Applicants' details will be held on file with due regard to data protection legislation. Please see the School's Privacy Notice for further information about how the School collects, uses and processes personal data.

The School will not hold the personal data of you or your child for longer than is necessary for a lawful purpose. This will generally be [e.g. no more than 6 months following an unsuccessful application], but reasons to retain personal data for longer might include: [e.g. if the parents express an interest in the candidate re-applying for any reason at a later date; or to deal with any ongoing matters or queries arising from the application.]

### **Reporting to the Local Authority**

In accordance with *Children Missing Education* (August 2024), 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).

Giles Tollit, Headmaster

Emma Faulkner, Registrar

Victoria McKenzie, Head of Pre-Prep