*'ALIS VOLAT PROPRIIS'*

# SEATON HOUSE SCHOOL

# Policy for Admissions

Date Amended: January 2025

Next Review Date: January 2026

Reviewed by: Head, SLT & Governors

**Admissions Policy**

## 1. Registration

1.1 Prospective parents are asked to submit a completed **Registration Form** and a (**non-refundable) Registration Fee of £100.00 (plus any applicable VAT)** to the School Office.

1.2 Successful applicants will be those whom the School believes will be able to benefit from the whole educational experience which the School has to offer, regardless of ethnic origin, religion, culture or class. Seaton House has a broadly Christian ethos, but all major faiths and festivals are recognised and celebrated**.**

## 2. Admission to the Nursery

2.1 Seaton House Nursery is co-educational, admitting both girls and boys, subject to the admission priorities detailed below and the maximum numbers that can be accommodated (applicable at the time).

2.2 Pupils may be admitted to the Nursery in the term in which they turn 3 years old. The expectation is that children joining the Nursery (and any other year group) will be clean and dry, unless they have a special education need or disability. Accidents occur from time to time and these will be dealt with, in line with our school policies. Parents are expected to inform the school of any SEND which may result in the child needing additional support in any area, including with toilet training. Two settling-in sessions will be arranged once the offered place is accepted and the deposit is paid. Children will not be permitted to start with the school unless they have attended at least one settling – in session. The school reserves the right to withdraw the offer of a place if it is apparent that the child has learning difficulties that cannot be accommodated at the school.

2.3.1 The sessions attended by the pupil in Nursery can be chosen by parents but must be a minimum of 4 sessions per week from the date they join the school. These (minimum) sessions can be any of the following: 4 mornings or 1 day & 2 mornings or 2 full days. We do not offer afternoon only sessions.

Parents hoping to benefit from the Sutton 15 hours' free childcare should be aware that at least five mornings per week must be attended to qualify for the funding. The school also recommends that at least 5 mornings per week are attended to gain the best educational development of the pupil.

2.3.2 Again, as pupils approach Reception Class age, whilst parents are free to choose the sessions attended, the school recommends that some full days are attended to facilitate an easier transition to the Full time requirement at five years of age.

2.4 Should employees of the School wish their children to attend Seaton House Nursery, their application will have to comply with all the conditions outlined above.

2.5 Upon receipt of a completed Registration, prospective pupils will be added to the waiting list. Children are offered a place *** at the Head teacher's discretion with preference given as follows:

1. Girls who have older sisters who have been pupils at Seaton House for more than one year** providing that the child has been registered at least six months prior to the anticipated start date i.e. in the term in which they turn 3 years of age. If the

parent wishes to defer entry to beyond this term, then sibling preference will not apply.

2. Female children of employees who have registered.
3. Girls who have registered.
4. Male children of employees who have registered.
5. Boys who have older sisters who have been pupils at Seaton House for more than one year** providing that the child has been registered at least six months prior to the anticipated start date i.e. in the term in which they turn 3 years of age. If the parent wishes to defer entry to beyond this term, then sibling preference will not apply.
6. Boys who do not have a sibling who attends the school

Parents will be formally offered a place*** at Seaton House School and will be required to:

a) Sign a **Contract of Acceptance which includes the Terms & Conditions document**, indicating their commitment to Seaton House School

b) Pay a deposit as follows:

For Girls:

Pay a **deposit of £1,000** to the School. This will be refunded at the end of Form VI, minus any fees outstanding. At this point, a place in Reception class is guaranteed (up to the maximum class size). If a Nursery pupil is unsuccessful in gaining entry to the Reception cohort, then the deposit will be refunded at the end of their Nursery term, after deducting any outstanding fees. (Assuming the child has stayed in Nursery until end of the term before they move up to the Reception year group).

For Boys:

Pay to the School a deposit of £500.00. This sum will be refunded at the completion of Nursery (assuming no fees are outstanding), when the pupil moves up to Reception **in another school**, as the school is for girls only from Reception to Year 6

**# Please note, the overall number of children attending Seaton House School Nursery can be flexed between Upper Nursery and Lower Nursery children. However, Reception class onwards is limited, as detailed in 3.2 below. It is therefore, not always possible for all Nursery girls to progress up to join Reception class. In this event, selection for Reception places will take place per paragraphs 3.1 to 3.5.**

## 3. Admission to the Main School

3.1 Seaton House School is single sex, admitting girls only.

3.2 The school aims to retain 20 pupils per class on average across Reception to Year 6 classes, to ensure the overall school cohort remains healthy. Therefore, to ensure this, the school may flex numbers up to a maximum of 22 per class, in the knowledge that some classes can slip below from time to time, particularly in Upper KS2 where it is harder to replace girls if they leave. Girls on the wait list will be considered when vacancies arise in the normal cohort numbers.

**Admission into Reception**

3.3 In the first instance, girls admitted to Reception will be selected from the existing Nursery cohort, in the following order of preference:

- Girls with older siblings at the school who have attended since the term in which they were rising 3.
- Date of registration for girls who joined the school in the term they were 'rising 3'
- Earliest date of joining the Nursery Class where they joined after the rising 3 term
- Any remaining places will be offered to external applicants in order of registration date and at the discretion of the Headteacher.***

In the event that more girls are eligible than can be accommodated for selection for Reception class, the parents of those not offered a place will be notified that their daughter's name can remain on our waiting list, should they wish.

3.4 External offers for a Reception class place will be made in the January preceding the September start date. ***

3.5 Upon acceptance of the offered place, parents will be required to:

- Sign a **Contract of Acceptance which includes the Terms & Conditions document**, indicating their commitment to Seaton House School.
- Pay a **deposit of £1,000** to the School. This will be refunded at the end of Form VI, minus any fees outstanding. (**This does not apply if the deposit has already been paid during Nursery**).

The **Contract of Acceptance** and **Deposit** (if applicable) **must** be received by **31st January.** If these have not been received by that date, the place will be offered to a child whose name is next on the waiting list.

Please note that, should a pupil be withdrawn prior to completing Form VI, the full deposit will be forfeited.

3.6 If a school place becomes available in Reception class, during the course of the academic year, the first girl on the waiting list will be invited into school to spend half a day with the class prior to an offer being made.

**Admission into Year Groups above Reception**

3.7 Paragraphs 3.1. and 3.2 will apply equally to all Admissions of pupils to join the school from Year I to Year VI, but then an offer will be made subject to the schools academically selective process. This involves for KS1 & KS2:

3.7.1. The pupil spends a day with the current cohort in the school to see how they adapt to the activities and daily Seaton House ethos.

3.7.2. During the day, the pupil will sit the age appropriate Seaton House entrance exams in English and Maths. Additional Verbal Reasoning tests are undertaken for entrance into KS2

3.7.3. A meeting with the Head Teacher

At the end of the Assessment Day, staff involved in the assessment process will meet with the School's Leadership Team to decide whether the applicant pupil will be offered a place.

If there is a sibling on the waiting list they will be invited to attend the assessment day before any other external candidates are considered.

In the event that two or more children are being considered for one available place, the staff involved in the assessment process will meet with the School's Leadership team to discuss all the candidates.

3.7.4 Parents of successful applicants will be offered *** a place for their daughter to transfer to Seaton House School as soon as is practicable.

3.8 Any offer is dependent upon:

i) Parents signing a **Contract of Acceptance which includes the Terms & Conditions document**, indicating their commitment to Seaton House School

ii) Receipt of a **deposit of £1,000.** This sum will be refunded at the end of Form VI, minus any fees outstanding. Should a pupil leave before the end of Form VI, this fee will be forfeited.

**Daughters of School Employees**

3.9 Should employees of the School wish for their daughter(s) to attend Seaton House School joining in Years I to VI, their application will have to be considered alongside any other applicants and comply with all the conditions outlined above in paragraphs 3.6 to 3.8.

## 4. Equal Opportunities

In line with the Equality Act (2010), we do not discriminate in any way regarding entry. The School has due regard for and complies with the protected characteristics as listed in the above Act.

4.1 The School recognises that it is unlawful to discriminate against a pupil, prospective pupil, or any other person with whom the pupil is associated, by treating them less favourably because of their sex, race, disability, religion or belief, sexual orientation, gender reassignment, pregnancy or maternity.

4.2 Our School offers a place, subject to availability, to any child who, in the opinion of the School can benefit from the education provided, given the educational facilities, support and financial resources at the time.

4.3 The School makes provision for children with mild/moderate special educational needs or disabilities, on a case by case basis. Parents are invited to meet with the Head Teacher and SENCO to discuss their child's specific needs, so that the School can ensure that it will be able to properly meet their needs and ensure that Seaton House School would be the right environment in order for the child to thrive. Parents must declare to the school any known or suspected special educational needs prior to the child

undertaking the school's assessment day. The school also reserves the right to withdraw a place if the child subsequently displays a special educational need for which the school does not have provision. Alternatively, if the child requires one-to-one support the parents may be asked to contribute to the additional costs incurred by the school. See also the school's SEN Policy.

**Prospective parents are asked to provide proof of their home address, together with the original (full) birth certificate of their child. If the child has a passport, they should bring this into School so a copy can be made for their daughter's file, all personal and sensitive information is kept securely.**

**At any time after paying the deposit /starting the Nursery or the Main School, a full term's notice in writing is required on or before the last day of the term for the withdrawal of a pupil from School at the end of the next term. In default, a full term's fees are payable, e.g. Notice by the last day of Spring Term (latest) for a leave date at the end of Summer Term.**

**In accordance with the GDPR Regulations, all information supplied to us will be kept securely for the duration of your child's stay at Seaton House School.**

**Unsuccessful applications will be kept either on the School's waiting list, with permission from parents/carers, or destroyed. For more information, please check our Privacy Notices and Data Protection Policy on our School website or refer to the Information and Records Management Society's toolkit for Schools.**

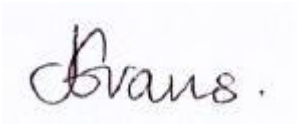
*Registration date is deemed to be when both the Registration Form and the Registration Fee have been received – whichever date is the later where these are not received concurrently.

** Places can only be offered using the sibling preference if the sibling is formally registered with the Seaton House School.

*** If a family is offered a place at Seaton House School and declines the place, their child's registration can remain on file for future available places. However, the child's registration will be placed at the end of the current waiting list.

**REVIEW**

Reviewed January 2025



**Judith Evans**

**Chair of Governors**