SEVENOAKS
PREPARATORY SCHOOL

ADMISSIONS POLICY

Status and Review Cycle	**Statutory / Annual**
Policy reviewed and amended	**November 2025**
Next review date	**November 2026**
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ADMISSIONS POLICY

Sevenoaks Preparatory School offers education to girls and boys from Nursery to Year 8. Applicants will be considered as candidates for admission and entry to the school when the Registration Form has been completed and returned to us and a non-returnable registration fee paid. Admission is subject to the availability of a place and the child and parents satisfying the admission requirements at the time. Admission occurs when parents accept the offer of a place. Entry is the date when a pupil attends the school for the first time, and the parents have accepted the terms and conditions as per the Parent Contract.

This policy sets out the principles and procedures for admission and ensures compliance with the Education Act 1996, Equality Act 2010, and the Independent School Standards Regulations 2014.

Entry points

Our first entry point is Nursery (children who have their third birthday between 1st September and 31st August).

Children usually start in September. Later entry is possible in discussion with the Director of Admissions and the Head of Early Years. Registrations for a potential place are accepted from birth. Deposits are usually called a year in advance of entry. Places are offered on a first come, first served basis. Priority is given to siblings / children of families (including staff) currently at Sevenoaks Preparatory School and alumni, in line with the assessment procedures outlined below.

In Nursery, children should attend a minimum of three morning sessions but may attend up to five full days if required. Following their Nursery year, the children then feed into Kindergarten where morning or full day sessions are available. In Kindergarten, children should attend a minimum of 2 morning sessions and, in addition, one full day. Attendance in both classes can be reviewed throughout the year and increased termly. Before a formal written offer is made to children joining Reception, they should attend a taster session where they will be observed by an appropriate member of staff. In some circumstances we may ask a child joining our Nursery or Kindergarten to come in for a taster morning.

Standards of behaviour should meet our expectations, and the school should feel confident that a prospective pupil will be able to cope with the academic curriculum and life at the school.

Full time education begins in Reception; children entering the school from this point are assessed for entry. Children in our Kindergarten are usually guaranteed a place in Reception and, as a result, places only become available at this stage to new entrants if a current family relocates.
While we aim to support every child in achieving their potential, admission and progression are subject to the school's ability to meet the child's needs within the normal provision and procedures that are customary at the school. If, after careful assessment and consultation with parents, it is determined that a child is unlikely to thrive under the standard curriculum and support available, the school reserves the right not to offer a place in Reception to a current Kindergarten pupil or not to guarantee progression from Pre-Prep to Prep (Year 3). Decisions will always be made in the best interests of the child and the school community, and parents will be informed promptly and sensitively. The school will consider reasonable adjustments for pupils with SEND in line with the Equality Act 2010 but cannot compromise the quality of education for other pupils or the child's own well-being.

For further information on process when these circumstances arise, please refer to the Parent Contract.

11+ (Year 7 entry)

Sevenoaks Preparatory School welcomes children into Year 7.

Prospective children are invited to school for a taster day. Usually, they will be assessed in English and maths and meet with our Head of Learning Support and Director of Admissions. In some cases, particularly where standardised data is available from a prospective child's current school; it is not deemed necessary for a child to complete these assessments.

Standards of behaviour should meet our expectations, and the school should feel confident that a prospective pupil will be able to cope with the academic curriculum and life at the school.

Offers are made at the discretion of the Headmaster.

Once an offer of a place is made, a deposit is required to secure it. References / reports will be requested from the child's current school prior to an offer being made.

Entry into other year groups

Occasionally, places become available in other year groups. Registrations for these places are accepted from birth.
Prospective children are invited to school for a taster day. This is the school's opportunity to assess in English and maths (incorporating short tasks and observations by the appropriate class teacher during a typical school day). This ensures a standard of behaviour which meets our expectations and ensures that a pupil will be able to cope with the academic curriculum and life at the school.

The children will also meet our Admissions Department and usually be observed by our SENCO and Head of Key Stage (or another appropriate member of the school's staff), to help make decisions for entry.

Offers are made at the discretion of the Headmaster. Once an offer of a place is made, a deposit is required to secure it. References / reports will be requested from the child's current school prior to an offer being made.

The school academic year falls between 1st September and 31st August of the following year and we place children accordingly. In some circumstances the school, in consultation with parents, may consider a more appropriate year group.

International applicants

In the case of international pupils applying for a place, it may not always be possible (although preferable) for a child to attend a taster day. In some cases, assessments are sent to a child's current school to be completed in controlled conditions. In some cases, particularly where standardised data is available from a prospective child's current school; it is not deemed necessary to request a child completes these assessments. Contact will also be made with the child's current Head or teacher to request recent school reports and or a reference / discussion prior to an offer being made. An offer of a place will then be made at the discretion of the Headmaster.

Equal Opportunity

Sevenoaks Preparatory School is committed to equal treatment for all applicants, regardless of race, ethnicity, sex, religion, sexual orientation, disability, cultural or social background.
We aim to create a school culture where diversity and inclusion are valued, and every individual is treated with dignity and respect. We actively encourage applications from children with a wide range of backgrounds, as this diversity enriches our community and prepares pupils for life in today's world.
Sevenoaks Preparatory School ensures that reasonable adjustments are made to ensure that disabled pupils are not placed at a disadvantage in matters pertaining to admission and transition to school. Parents of prospective pupils are asked to share any relevant information prior to a taster day to ensure reasonable

adjustments can be put in place where needed. Parents and, where appropriate, other agencies are kept fully informed about the admissions and transition process.

Sevenoaks Preparatory School upholds a strict policy of zero-tolerance towards discrimination of any form.

Special Educational Needs

It is a condition of entry that Sevenoaks Preparatory School holds the view that a pupil is likely to thrive with the normal provision and procedures which are the custom and practice at the school. We welcome pupils with special educational needs providing the learning support department can offer them the support they require. We also welcome pupils with disabilities providing that our site can accommodate them. Parents of children with special educational needs or physical or mental disabilities should discuss their child's requirements with us before they register their child. Please note that if any special educational needs, physical or mental disabilities are not disclosed before the offer is made, and after consideration we determine that Sevenoaks Preparatory School is not the right environment for your child, we reserve the right to withdraw the offer.

Where it appears that a pupil may require special provision for any reason, the school will carefully consider the needs of the applicant in discussion with parents and medical advisers to decide whether they can offer them the support they require. A place will be offered if the school believes that a reasonable adjustment(s) can be made to allow the applicant to join the school without any adverse effect on the educational opportunities and welfare or educational opportunities of other pupils.

Parents should provide, on application, a copy of an educational psychologist's report, professional assessment or a medical report if they have one.

Parents will sometimes be asked to pay for any additional educational support required.

In all cases, offers are made once the School is confident that:

- the child's standards of behaviour will meet our expectations;
- the child will be able to cope with the academic curriculum and life at the School; and
- the child will not adversely affect the education, welfare or educational opportunities of other pupils at the School.

Waiting lists

- If a place is not available at the time of registration prospective pupils are placed on a waiting list. When a space does become available, priority is given to any sibling / children of families at the school (including staff) and alumni. Beyond this, priority is given according to the date of registration. The Admissions Team will contact the parent/carer if a place becomes available.

Fees and Bursaries

- **Acceptance Deposit:** a non-refundable deposit is payable when parents accept the offer of a place. This deposit will be retained in the general funds of the school and will be repaid by means of a credit without interest to the final payment of fees when a child leaves Sevenoaks Preparatory School.
- **Bursary Programme:** the school's bursary programme is generous; it is designed to make it possible for those who meet the entry criteria to take up a place at Sevenoaks Preparatory School. The school offers means-tested awards to entrants, where parents have indicated that they require financial support.

- **Assessment of need:** bursaries are means-tested in accordance with the criteria in the Bursary Policy. Both parents are required to provide proof of their income and assets. The level of support varies according to parental need.
- **Duration and review:** bursaries are usually offered for two years at a time. Families are required to provide current information about its financial circumstances for every year that their child attends the school. Levels of support may vary with fluctuations in income.

Our Bursary Policy can be obtained from the Bursar.

School's contractual terms and conditions

The Parent Contract, which states the school's contractual terms and conditions, is available on the school's website and will be made available to parents as part of the admissions process.

Complaints

The school hopes that parents and pupils do not have any complaints about the school's admissions process but copies of the school's Complaints Procedures can be found on the school website or a copy can be collected, on request, from reception.