



Talbot House Preparatory School

Member of the Broadway Education Group

Admissions Policy

Applies to:



This policy applies to all members of our school community, including those in our Early Years (EY) setting, extracurricular activities inclusive of those outside of the normal school hours and our wraparound care provision.

Available from:

This document is available to all interested parties on the School website and from the School Office.

Monitoring and Review:

This procedure will be subject to continuous monitoring, refinement and audit by the Head teacher. The proprietors will undertake a formal review of this procedure for the purpose of monitoring the efficiency with which the related duties have been discharged, by no later than two years from the date shown below, or earlier if significant changes to the systems and arrangements take place, or if legislation, regulatory requirements or best practice guidelines so require.

Adopted by: (signatures)	Date:
Head teacher:  Mrs Tracey Wilson	December 2024
Executive of the Board:  Mrs J Broadway	December 2025
Review Date:	December 2025

Talbot House Preparatory School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. It is our aim that all pupils fulfill their potential.

Talbot House Preparatory School is a co-educational independent day school for boys and girls from ages 3 to 11. The School has 75 pupils. Deciding on the right School for your child is very important, and we believe that a personal visit is invaluable. We very much hope that you and your child will visit Talbot House School as an essential part of choosing your child's school. We usually hold an Open Morning in the spring term and termly Early Years open events 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/admissions secretary, Mrs Justine Butler on 01202 510348 or email admin@talbohouseschool.co.uk to arrange a visit. If it is not possible to hold open events or arrange School visits because of circumstances beyond the School's control, then the School publishes on its website the alternative arrangements in place.

THE ENTRY PROCEDURE

Talbot House preparatory School is an academically non-selective School. References and other relevant information from the candidate's previous School are requested as part of our admissions process to ensure we can meet each child's individual needs. Our registration process is designed to identify pupils who are able to benefit from our balanced and well-rounded education and to make a positive contribution towards the life of the School.

The usual points of entry are at 3 for our Nursery, as rising 5s for Reception and into Year 3 for Upper School. The School may also have occasional places at other ages. Please contact the registrar/admissions secretary for details.

The School's Registration Form is available on the School's website and from the registrar/admissions secretary.

EQUAL TREATMENT

Talbot House School'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. Bursaries can be requested in order to make it possible for as many as possible who meet the School's admission criteria to attend the School. The School's provision for bursaries is described below.

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

INFORMATION SHARING

We require parents to inform the School at the outset of the application process about any needs which their child may have or any other significant matters which the School should reasonably be aware of because, for example, it would necessitate tailored provision and/or would materially impact on their child's attendance at School and/or ability to engage in

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day-to-day School life. The School may wish to discuss these matters with the parents and/or require some further information.

Parents must ensure that information provided is accurate, complete and not misleading and relevant details and information (or changes to them) are shared in a timely and transparent manner.

A failure to disclose relevant information and/or the provision of inaccurate, incomplete or misleading information may - in some cases - lead to the withdrawal of an offer or termination of the School's Parent Contract.

SPECIAL EDUCATIONAL NEEDS

Talbot House School does not unlawfully discriminate in any way regarding entry. The School welcomes pupils with disabilities and/or special educational needs, provided we can reasonably 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 consider and make – to the extent reasonable – appropriate provision for them.

Parents are required to provide with the Registration Form, full details of all relevant information about their child, including any reports (including any educational psychologist reports, medical reports or assessments or other relevant expert third party reports), materials or information about their child's needs (educational, health or otherwise), and this may include any final or draft EHC needs assessments (or applications for a needs assessment) or final or draft EHC Plans (or applications for an EHC Plan). 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. This information should be provided prior to the admissions assessment process.

Where parents of a prospective pupil feel their child requires adjustments (in respect of the admissions process and/or with regards to education at School and participation in School life in the event they are offered and take up a place at the School), parents should raise these with the School at the outset and the School may – depending on the circumstances - require some further information from parents or request further assessments in respect of the needs identified and will discuss with parents (and their child's medical advisers, if appropriate) the adjustments proposed and whether they can reasonably be made for the child if they were to become a pupil at the School.

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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, or where the School cannot reasonably accommodate the adjustments required or reasonably provide the nature or level of the support required.

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 proactive in updating the School as to any 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 and transparent in their communications with the School about any material change to their child's circumstances.

In the event your child has an EHC needs assessment or EHCP (whether at the application stage, draft or final form) it is important that these (and the applicable supporting documentation, e.g. educational psychologist reports or other expert assessments) are shared promptly with the School and that the School is kept up to date with respect to any relevant decisions of the Local Authority or changes in provision.

THE ASSESSMENT PROCESS

Prospective pupils are invited to attend 'taster sessions' during which they are informally assessed by the subject teachers. The aim of the process is to identify potential and to determine whether our provision can meet each child's needs. Talbot House School is looking for well-rounded pupils 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, community activities and sport. There are many extra-curricular activities, all of which are important in developing a well-balanced, confident individual.

No specific preparation for our assessment process is needed; all candidates start on an equal footing, with identical opportunities to display their academic aptitude and extra-curricular skills.

Assessment for Reception is based on observing informal play in small groups. We do not assess candidates for entry who are below the age of 3.

References will be sought from the Head of a candidate's current School as part of the assessment process.

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SIBLING POLICY

Talbot House School has no sibling preference policy

BURSARIES

Talbot House School's bursary programme is designed to make it possible for as many families as possible to take up a place here. The School offers a limited number of awards annually to entrants at the usual points of entry, where the parents have indicated on the Registration Form that they require financial support. For means testing purposes, both legal guardians are required to provide proof of their income and assets. The level of support varies according to parental need. Before the offer of a bursary is confirmed, a member of staff or external assessor appointed by the School will normally visit the family at their home.

Bursaries are always offered for 12 months at a time. The family is required to provide fresh information about its circumstances for every year that their child attends the School. Levels of support may vary with fluctuations in income or wealth.

Our bursary policy can be obtained from the registrar/admissions secretary.

A bursary may be withdrawn in accordance with the terms upon which such award is made or otherwise in accordance with the School's Parent Contract.

FINANCIAL INFORMATION

Any applicant for a place at the School, including those who apply for bursary support and overseas applicants, may at the discretion of the School be required to provide additional financial information and/or undergo checks to confirm that they are able to pay the School's fees (or any percentage of the fees still payable if a bursary or scholarship is granted).

OVERSEAS APPLICANTS

We welcome overseas pupils, who can study at Talbot House School provided that they have the legal right to enter, live and study in the UK and they have a relative or 'responsible adult' living in the UK with whom they can stay. More details of this are contained in the School's Parent Contract.

RELIGIOUS BELIEFS

Talbot House School welcomes applications from prospective pupils of all faiths and of no faith.

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 are on the School's website and will be made available to parents as part of the admissions process.

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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 and in accordance with our Retention of Records Policy, this will generally be no more than 6 months following an unsuccessful application, but reasons to retain personal data for longer might include: 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.