



Admissions Policy



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Aims

Blackheath Prep is a fully co-educational, independent, fee-paying, academically selective, IAPS (Independent Association of Prep Schools) school. We welcome applications from families whose children who will benefit from an academic education and who will contribute fully and enthusiastically to the wider life of the school, its ethos of inclusion and respect, and the values that underpin the school's culture. As Blackheath Prep is an academically selective school, the Head must be satisfied that all pupils will be able to flourish and make the most of the broad education on offer.

Blackheath Prep will not discriminate against children or families on the basis of social background, disability, race, gender, religion, belief or sexual orientation. The school will always take decisions subject to its obligations under the Equality Act 2010.

Points of Entry

The main point of entry is for the Nursery, aged three. Subject to there being spaces, we offer a small intake into Year 3 (7+). Occasionally, spaces become available for entry into other year groups and, as such, supplementary applications are welcome and are reviewed by the Registrar, subject to any waiting lists.

Registration

All applicants must be formally registered by completing an online registration form and making payment of the non-refundable registration fee. No registrations will be accepted without full payment of the registration fee unless some exceptional arrangements have been agreed. Acceptance of registration does not constitute offer of a place.

Deadlines

Deadlines for registration for the Nursery and Year 3 (7+) are available on the website. Early registration is advised. It is the responsibility of the applicant to ensure that the properly completed registration form and registration fee are received on or before the published closing date.

Applications for entry into other year groups are welcome at any time.

ASSESSMENT PROCEDURE

Nursery

Children are invited to attend an assessment morning during the Autumn Term preceding the September of entry.

If for any reason a candidate is unable to attend the published assessment days, there is no guarantee that they may be assessed at a later stage, although we may look to do so.

Year 3 (7+)

Children are invited to attend an assessment day during the Spring Term preceding the September of entry.

If for any reason a candidate is unable to attend the published assessment day(s), there is no guarantee that they may be assessed at a later stage, although we may look to do so.

Other Points of Entry

Children are invited to attend an assessment morning at a mutually convenient time.

References

For entry into Reception and above, in advance of any entrance assessment, we will always ask each applicant's current school for a written reference. It is important, therefore, that parents inform their child's current school that they have made an application.

ADMISSIONS DECISIONS

Nursery

Decisions for admission are agreed by the Admissions Panel (chaired by the Head) who consider:

- The child's performance in any assessments; and
- Any conversations with parents, together with any statements relating to the child's standards of behaviour and attitude.

Once decisions have been taken, these will be communicated to parents on the advertised dates.

Some candidates who are not offered a place may, nevertheless, be placed on a waiting list. Should a vacancy subsequently arise, candidates on the waiting list will be reconsidered based on their results in our assessments, and an offer of a place may be made. The waiting list will remain active until the September following the assessments.

In September, remaining candidates on the waiting list will be contacted by the Registrar and given the opportunity to join the Occasional Vacancy List, alongside other interested candidates. Those on the Occasional Vacancy List will be contacted for a fresh assessment if a place becomes available before the next formal assessment point.

The final decision whether to admit a child to Blackheath Prep is taken by the Head. There is no recourse to appeal against the decision of the Head with regards to the offer of a place.

The offer of a place may be withheld from a qualifying candidate where there remain unpaid fees or a history of late payment or difficult in paying the fees of a sibling who is already a pupil at Blackheath Prep.

Other Points of Entry

Decisions for admission are agreed by the Admissions Panel (chaired by the Head) who consider:

- The child's performance in any assessments;
- Reports and references on the child from their previous school (if applicable); and
- Any conversations with parents, together with any statements relating to the child's standards of behaviour and attitude.

Once decisions have been taken, these will be communicated to parents on the advertised dates.

Some children who are not offered a place may, nevertheless, join the Occasional Vacancy List. Those on the Occasional Vacancy List will be contacted for a fresh assessment if a place becomes available before the next formal assessment point.

The final decision whether to admit a child to Blackheath Prep is taken by the Head. There is no recourse to appeal against the decision of the Head with regards to the offer of a place, including the award of any bursaries.

The offer of a place may be withheld from a qualifying candidate where there remain unpaid fees or a history of late payment or difficult in paying the fees of a sibling who is already a pupil at Blackheath Prep. Where relevant, the school further reserves the right to establish from any previous school that all fees have been paid, and any offer of a place may be withdrawn if they have not.

Waiting List

The school is oversubscribed and does operate a waiting list.

Special Educational Needs and Disabilities

We welcome enquiries and applications from all children, in line with our Equal Opportunities Policy, and we are committed to the integration of pupils with a wide range of needs, and their involvement in the whole life of the

school. The school will always consider its obligations under the Equality Act 2010 and the school does not discriminate against any pupil or parent whose child wishes to register for entry to the school.

The school aims to eliminate from the admissions process, as far as possible, any substantial disadvantages which may be encountered by candidates with special educational needs and disabilities.

The school will treat every application fairly and with an open mind, although the school will assess all candidates for admission based on its standard selection criteria. The school endeavours to ensure that it can support fully the needs of all prospective pupils. Parents of children with special educational needs or disabilities must fully disclose any diagnoses or conditions of their child at the time of registration.

Parents are asked to provide a copy of any formal reports, such as medical or educational psychologist reports prior to their children taking the school's entrance assessment so that the school can consider what adjustments, if any, may be needed to the admissions process.

Before an offer of a place is made, the school will assess whether it is able to cater adequately for and meet any special educational needs and disabilities (if known) through discussion and meetings with parents, consideration of any professional reports and references from previous schools.

An offer of a place may not be made if the school determines, following consultation with parents, that they are unable to meet and provide for a child's needs.

Siblings

In keeping with our family ethos, where possible, priority will be given to siblings of current Blackheath Prep pupils and to those with a recent family connection with the school.

Such priority assumes that the sibling candidate has done sufficiently well in the entrance assessments and, in our view, shows the potential to take advantage of all that the school offers.

Children of Staff

Children of members of staff at Blackheath Prep will be subject to the same assessment procedures as external candidates.

Overseas Applications

It is hoped that candidates who are living overseas will be able to visit the school to undertake our assessments, however, where this is not possible this should be discussed with the Registrar on an individual basis.

Any offer of a place is dependent on the candidate satisfying the appropriate UK government visa requirements in place at the time (where relevant). Please note that the school cannot assume responsibility for sponsoring visa applications.

Financial Assistance

Blackheath Prep is committed to broadening access to the school by offering means-tested financial support towards school fees to eligible parents. This support is known as a Bursarial Award and such an award may be offered to parents of children for whom a Blackheath Prep education would be inaccessible without financial support.

To meet the requirements of the Charity Commission bursaries are means-tested. The assessment of need is undertaken by an external company to ensure transparency and fairness. This company will, following their assessment, make a recommendation to the school for consideration.

A copy of the Bursary Application Form is available from the Bursar upon request.

Childcare Vouchers

The school accepts childcare vouchers as either part or full payment of the Nursery fees.

Under current HMRC rules, the school can only accept payment of fees by childcare vouchers up to and including the term in which your child turns five. After this date, school fees are no longer classified as childcare costs. You can, however, continue to use the vouchers to pay for breakfast club, after school clubs, late stay and holiday clubs throughout your child's time at the school.

Contractual Terms and Conditions

All offers are made subject to the school's Contractual Terms and Conditions, which are made available to all successful candidates and are available on the school's website. They are also available from the Registrar. No child will be admitted without the school having received a signed copy of the Contractual Terms and Conditions.

Pupils are admitted to the school at the discretion of the Head, whose decision is final.

Data Protection

Blackheath Prep regards your privacy as important and complies with the General Data Protection Regulation (GDPR) and the Data Protection Act 2018. Any information provided by parents on a school admission application, or an in-year school admission application will be held electronically and used by the school for the purpose of processing the application. The school will not share the information with any third parties, and not keep the data for longer than is necessary.

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