



Glendower Preparatory School

Admissions Policy

2022–23

Reviewed: DC/NKM March 2023

Next Review: March 2024

ADMISSIONS POLICY

Entry to Glendower is selective and offers of places are based on the academic potential and ability of each girl. We are committed to equal opportunities in education and will not unlawfully discriminate against, or treat less favourably, any pupil at, or applicant to Glendower on the grounds of race, nationality, colour, ethnic or national origin, disability, the pupil's actual or perceived sexual orientation or the actual or perceived sexual orientation of the pupil's parents (including guardians and carers), the pupil's actual or perceived religion or belief (or lack thereof) or the actual or perceived religion or belief (or lack thereof) of the pupil's parents (including guardians and carers).

Glendower School Trust will seek to deal with the individual needs of all pupils and prospective pupils with disabilities as far as reasonably practicable. We consider and will make reasonable adjustments at all stages of the admissions process and are ready to discuss individual needs with a prospective pupil's parents, carers and current nursery.

Glendower will notify the local RBK&C authority if we remove or add a pupil's name to the admission register at non-standard transitions, i.e. where a compulsory school age child leaves the school before completing the school's final year or joins the school after the beginning of the school's first year.

There is currently one main point of entry: at 4+ (for Reception) by assessment.

ADMISSIONS PROCEDURE

Parents expressing an interest in Glendower can complete an online registration form on the School website. The registration form must be completed alongside a non-refundable £150 registration fee. Early registration (within three months of your daughter's birth) is strongly recommended as we are only able to offer a limited number of 4+ assessments slots each year. Registered parents will be invited to visit Glendower once their daughter is two years old and has started at a nursery.

To apply for an assessment slot, parents are expected to have had a tour of Glendower and met with Mrs Kingsmill Moore, our Headmistress.

NURSERY ADMISSIONS

The Nursery accepts girls from the term of their third birthday. Once parents have completed the registration process they are contacted roughly 18 months before the entry point of their daughter to inform them whether their daughter has been offered a place. There is no formal assessment and offers are made based on the date of registration related to the child's date of birth. Parents are invited in for a tour of the Nursery building with the Head of Early Years and a written offer is sent out. If accepted, a deposit is paid to secure their place. If no places are available a waiting list will be created.

Entry into Reception at Glendower is not guaranteed. Pupils in the Nursery are required to sit and pass the 4+ assessment to be offered a Reception place at the School.

4+ ASSESSMENTS:

Prospective pupils are invited to attend in groups of 5 or 6 for about 40 minutes to be observed interacting by three or four adults, during the latter part of January of the year in which they would start. Parents are not expected to be present at these sessions. The skills being sought are mainly social maturity and readiness to learn in a group situation. Co-operation, flexibility, a "can do" approach and facility with the English language are all highly regarded. We are also looking for numeracy skills, letter recognition and a basic ability to follow instructions.

Following these informal assessments, places are offered for entry into Reception the following September. A short waiting list is kept in case of subsequent cancellation of a reserved place.

From September 2016, siblings are assessed in the same way as non-siblings. They will only be offered a place at Glendower if it is felt that they would thrive at the school.

OCCASIONAL PLACES:

Waiting lists are kept at every age group in case a place should become available. Any girl applying will be invited to spend at least half a day with the year group which she would join and will be tested on writing, comprehension and numeracy. She will also be observed in her social interaction with her peers.

Because of the short time in Year 6 before the 11+ examinations in January, it is unlikely that an occasional place, becoming available at the end of Year 5, will be filled.

If a girl is not successful at her 4+ assessment, school policy is that she cannot be considered for re-assessment until mid-way through Year 2 for a place at Glendower in Year 3.

BURSARIES:

The Trust has a bursary scheme in place to assist in situations of hardship. This is available both to current pupils, whose parents experience financial problems as well as to girls, whose parents would otherwise be unable to afford to pay the fees, in the local community. Further details can be obtained by speaking to the school bursar.

Girls at Glendower come from a range of backgrounds. Most live within a small radius of the school.

TERMS AND CONDITIONS:

Copies of the School's Terms and Conditions are 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 Glendower's Complaints Procedure for parents of current pupils are available on our website and can be sent to parents on request.