



Glendower Preparatory School

Admissions Policy

2025 - 2026

Reviewed: September 2025

Next Review: September 2026

ADMISSIONS POLICY

Entry to Glendower at 4+ and above 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 are currently two main points of entry: at Nursery (Non-Selective) and 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 £180 (£150+VAT) registration fee.

Early registration is strongly recommended as we are only able to offer a limited number of Nursery places and 4+ assessment slots each year.

Registered parents will be invited for a tour of Little Glendower with the Head of Early Years around two years before entry, and a tour of Glendower in the year their daughter turns three years old and has started at a nursery.

To apply for a 4+ assessment slot, parents are expected to have had a tour of Glendower and met with our Senior Leadership Team.

LITTLE GLENDOWER NURSERY ADMISSIONS

We run a two-year programme at Little Glendower, with two separate classrooms for different aged Nursery (pre-school) girls: our younger girls are in N1 and the older girls are in N2.

The Nursery currently only accepts girls in N1 from the term in which they reach their third birthday. Therefore, a girl may either spend one, two or three terms in this younger nursery classroom depending on when in the year she turns three.

- Autumn Term start: turns three between September 1st and December 31st

- Spring Term start: turns three between January 1st and March 31st
- Summer Term start: turns three between April 1st and August 31st

All the girls in N1 then move up to the older Nursery classroom, N2, where they spend one full academic year before moving on to Reception.

From September 2026, the Nursery will begin to accept younger girls in the Autumn Term, as long as they reach their third birthday during their time in the younger nursery classroom, N1. Therefore, a child does not necessarily have to be turning three in the Autumn Term for them to start in this term. We cannot offer places to any child below the age of two.

Once parents have completed the registration process, they are contacted roughly 12 months before the entry point of their daughter to inform them whether their daughter has been offered a place.

Registered pupils with a sibling attending Glendower will be given priority. There is no formal assessment, and all further offers are made via ballot and a written offer is sent out. We will ensure that there is an even balance of ages throughout the Nursery classes. If accepted, a deposit is paid to secure their place.

If no places are available, a waiting list will be created.

Whilst we are keen to see our Little Glendower pupils move into Reception at Glendower, transition from the Nursery is not guaranteed.

Pupils in the Nursery are required to successfully go through the 4+ assessment to be offered a Reception place at the School.

All parents with pupils in the Little Glendower Nursery are encouraged to make applications to alternative schools in the event that their daughter does not secure a place in Reception.

The school's Head of Early Years can support families with the process of making applications to alternative schools at 4+.

4+ ASSESSMENTS- 'Discover & Do' Sessions

Prospective pupils are invited to attend our 4+ *Discover & Do* (assessment) sessions in groups of 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 Reception.

Parents do not attend these sessions. The skills being sought are mainly social maturity and readiness to learn in a group situation.

Co-operation, flexibility, intellectual curiosity, a willingness to have a go 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, play-based 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.

SIBLING POLICY

As part of our family ethos, we are keen to see our Little Glendower pupils move to Reception at Glendower. However, we do not always guarantee a sibling place and, if we believe a sister will

flourish more in another environment, we discuss the matter with parents. They will only be offered a place at Glendower if it is felt that they would thrive at the school.

We strongly recommend that parents register any of their younger children at other schools as well as Glendower.

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 interactions with her peers.

Because of the short time in Year 6 before the 11+ examinations in December, 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 Year 2 for a place at Glendower.

BURSARIES

The School has a bursary scheme in place. 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.

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 Glendower's Complaints Procedure for parents of current pupils is available on our website and can be sent to parents on request.