



Name of Policy:	Admissions (for the whole school including EYFS)
GHS Policy Number:	6
ISI Regulation:	Welfare, health and safety of pupils (Part 3)
Linked Policies:	Accessibility Plan Behaviour (including Anti-Bullying and Exclusions) EAL Early Years Policy Equal Opportunities Learning Support Safeguarding (including Children Missing in Education) Online Safety (including Pupils' Use of ICT and Electronic Devices)
Reviewed by:	Richard Lock, Head, Boys' School Emma Studd, Head, Girls' School Venetia Banbury, Head, Early Years, Nicola Cornish, Deputy Head Alexia Roe, Bursar Anna Chambers, Registrar
Date of review:	July 2026
Date of next review:	July 2027

Introduction

Garden House School applies its policy on admissions to all those who wish to attend the school. Every application will be considered equally and fairly. We keep an admissions register.

This policy is written with regard to the Equality Act 2010. Action will be taken to prevent, and respond to incidents of inappropriate discrimination, harassment and victimisation, in particular because of differences which arise out of protected characteristics.

Aims and Objectives

We welcome children from all cultural, ethnic and religious backgrounds and although we are selective, we take children of varying abilities. We use informal assessments to establish each child's abilities. We look at the whole child; language, social skills, listening skills and their suitability for what we offer. Priority is given to those children who have, or have had siblings at the school.

All applications will be treated in a sensitive manner.

We place restrictions on the number of children entering the school each year. Historically there has been a greater demand for places than are available.

Garden House is an independent school for boys and girls (who are educated separately). We appreciate how important it is for parents to find the right school for their child and family and we believe that a personal visit is invaluable. Parents are informed about the ethos, aims and organisation of the School via the [website](#), and during termly Open Mornings. Details of which can be obtained from the Admissions Department.

Admissions Policy in relation to SEND

Garden House is committed to inclusivity and to giving children the best possible start in life. Irrespective of their special educational needs or disability, we consider all children for admission to the school who have the ability to access our curriculum.

Children whose SEND needs are suited to the curriculum are welcome provided that we have the appropriate resources and facilities to give them the support they require.

Before an interview takes place at Garden House:

- Parents must disclose to the School any known or suspected circumstances relating to their child's health, development, allergies, disabilities and learning difficulties. Garden House reserves the right to subsequently withdraw any place offered based on incomplete disclosure of known or suspected SEND circumstances.
- Based on such disclosure, Garden House will confirm whether or not it is able to fully meet the needs of the child.

Where a child's SEND is identified, or develops, **after** the child has started at the school, we will endeavour to continue to support the child as long as:

- We have the appropriate resources and facilities to provide them with the support they require, and
- We believe it is in the best interest of the child and of the school community to remain at Garden House.

Where, in our judgement, either of these conditions no longer apply and after consultation between the School and parents, we reserve the right to withdraw the place. In such circumstances, we will use our reasonable endeavours to support parents in finding alternative arrangements.

How to Apply

Parents who contact the school to register interest in a place are asked to book onto an Open Morning, where they will get to meet the Senior Leadership Team. If parents wish to pursue the application, they should complete and submit an **application form** with the required fee. Completed application forms are acknowledged, by the Registrars, in writing and via email.

Once a place has been accepted, a **Registration Form** is filled in by the parents. This includes our terms and conditions and is signed by the parents. Personal information is stored on the secure database. Signed Registration Forms are kept locked. The registration document includes:

- child's name in full
- sex (birth sex)
- name and address of every person known to be a parent of the pupil (and an indication of which parent the pupil normally lives with and which parents hold parental responsibility as defined by Section 3 of the Children Act (1989))
- 2 telephone numbers for the parent with whom they normally live can be contacted in an emergency plus two additional contact numbers in case of an emergency
- parent email addresses
- date of birth
- date of admission to school
- name and address of last school (if applicable)
- nationality
- religion

Admissions and attendance register

If any of the details of a registered pupil change the Registrar or the School Office ensure that the admission register is amended accordingly as soon as possible.

Every pupil is accounted for on an **Attendance Register**. The name of the pupil is included on the school register from the first day that the pupil attends the School. If a child is deleted from the register, the local authority (RBKC) is informed accordingly with the name of the child's new school. Please refer to the *Attendance and Absence Policy* for further information, which is published on the school website and available on request from the School Offices. The Senior Leadership Team ensures that the school's admission and attendance register is maintained in accordance with the Education (Pupil Registration) (England) Regulations 2006.

3+ (Kindergarten) and 4+ (Preparatory) are the key points of entry. Places may be available in other year groups throughout the academic year.

For children applying to join Garden House at 3+ or 4+, there will be an assessment in the Spring Term during the academic year before the boy or girl would start at Garden House (i.e. 8-11 months before

they would start). The school notifies parents about the assessment dates in the Autumn Term, a year prior to their child's possible entry.

The assessment consists of a group interview with 6-8 children per group. The parents will also have an opportunity to meet individually with the Head of Early Years. The group interviews are informal, play-based observations looking at children's social, cognitive and motor skills. At the assessment, the Head of Early Years and Early Years teachers will try to establish the child's abilities and needs, and whether our school environment would meet both the child's and his/her parents' requirements. In addition, a member of the Learning Support Department is included in the group interview process. They support the Head of Early Years to ensure the children who are offered places at Garden House will thrive in our environment and can access our curriculum.

Children applying for occasional places in other years will be invited in for a trial session. In both Early Years and occasional place interviews, the parents are asked by the relevant Head if their child has received any previous additional support. This is used to ensure that, with reasonable adjustments and/or support, the school could accommodate the child.

If a parent approaches us about an occasional place at the school and their child is currently attending a local school, we might contact that school for a report and parents are expected to fulfil their financial commitments at their present school before their child joins Garden House.

Further to a child's interview and assessment, a letter is emailed to the parents either offering their child a place or a waiting list place. If a place is offered, a date is given to parents by which they must accept this place. A Registration Form must be returned together with a deposit by this date which is retained by the school and refunded (subject to contract) after the child's final term. If they do not wish to accept the place, the child next on the Waiting List will be contacted stating that the school is now in a position to offer a place.

We realise that parents have a choice and may well decide to take up a place at another school. If a parent wishes to remain on our waiting list, we honour this request and if a place becomes available we will contact them.

In order to cope with the pace of the curriculum and the academic demands at Garden House School, we recommend that pupils have sufficient spoken English and have access to spoken English at home. The curriculum is delivered in English but additional support for pupils with EAL is provided in class, as appropriate. Further tuition to support the acquisition of English for EAL pupils can be arranged where necessary or advisable. See EAL policy and Early Years Policy.

The standard number

The DfE record that the school can accommodate 500 pupils. Any increase to capacity would require DfE approval.

Class size

We teach children (aged 3 to 11) in classes that have a maximum number of 20 children.

School's contractual terms and conditions

These are accepted when parents formally accept an offer of a place at Garden House when they sign the Registration Form. The School's terms and conditions are on the Registration Form

Complaints

The Complaints Policy and procedure outlined therein is only applicable to parents of current registered pupils. It can be found on the school website and is also available on request.

Children Missing in Education

Specific information in relation to admission and the importance of attendance registers can be found in the Safeguarding Policy. This can be found on the School website and is also available on request.

Exclusions

Specific information in relation to exclusions can be found in the Behaviour and Anti-Bullying Policies. These can be found on the school website and are also available on request.