

# Durston House

## Admissions Policy

### Aim of the Policy

- to state the school's approach to admissions to Durston House

### Objectives of the Policy

- to set out clearly the admissions process
- to provide prospective parents with a guide to their part in the process
- to establish criteria for entry to Durston House
- to state the time-scale of the process and the fees incurred
- To complement all relevant school policies and procedures found on the DurstonNet, including the **Pastoral Care** and **Safeguarding Policies**, and the **Bursary Policy** (available from the Bursar: [bursar@durstonhouse.org](mailto:bursar@durstonhouse.org))

### Introduction

Durston House is an independent preparatory school for pupils aged 3-13. The school is proud of its diversity, and aims to provide a broad, balanced education. Admission to the school, for the vast majority of pupils, is at Reception, and is non-selective. Admission to year groups after Reception is based on assessment and interview.

It is vital that each pupil is academically and emotionally suited to the rigors of life at Durston House, able to cope with its academic demands and its expectations of social interaction. If, at any stage in a pupil's time at Durston House, the school considers their interests are not best served by remaining in such an environment, it advises the parents on alternative schools in which they are able to thrive better.

### Equal Opportunities

In line with the Equality Act 2010, Durston House is committed to equal treatment for all, regardless of a candidate's race, ethnicity, religion, disability, or social background and aims to encourage applications from candidates with as diverse a range of backgrounds as possible. This enriches the School community and is vital in preparing pupils for today's world. A limited number of means tested bursaries are available each year. Further details can be found in the Bursary Policy available from the School.

### Special Educational Needs and Disability (SEND)

It is a condition of entry that parents provide the school with any details of SEND, with copies of all written reports and other relevant information before their child attends the Taster Afternoon at Pre-School or Pre-Prep or sits the assessment test for Years 1 – 8. Should such a diagnosis be made after a place has been offered and accepted, or after a child has started at the School, parents are still under an obligation to provide the School with any relevant diagnosis of medical or educational needs.

The School will consider admitting children known to have Special Educational Needs or disabilities, provided that the School feels it can adequately meet the child's needs without unduly prejudicing the education and welfare of other pupils. In a situation where the School feels unable

to provide for a pupil's special needs this might inform their decision whether or not to accept the pupil.

## **Sibling Policy**

Priority for admission is given to siblings. However, admission is not automatic and there may be occasions where the School judges that a sibling is likely to thrive better in a different academic environment.

## **Non EEA Nationals**

In accordance with UK Border Authority regulations, which apply to all schools, non EEA nationals must provide evidence of entry visas and right to reside in the UK.

The School does not hold a Tier 4 licence and is therefore unable to provide Confirmation of Acceptance for Study (CAS) numbers.

## **Waiting List**

In the event of a year group being full, the Registrar will contact you and, if you wish, will place your application on a waiting list. Should a vacancy become available, you will be contacted and invited to confirm your interest.

## **Data Protection**

Data, some of it sensitive and/or confidential, is held by the School for both parents and pupils. All data is held securely and only accessible and available to those who have a right or professional need to see it. The School acknowledges its responsibility under the Data Protection Act 2018.

All staff members understand the need to protect the privacy of the pupils in their care as well as the legal requirements that exist to ensure that information relating to parents and pupils is handled in a way that ensures confidentiality; please refer to the School's Privacy Notice available on the School's website, [www.durstonhouse.org](http://www.durstonhouse.org), for further information or contact the Bursar by telephone, post or email.

## **Terms & Conditions**

Copies of the School's Terms and Conditions are specified in the Parent Contract and are available on the School's website.

## **The Entry Procedures**

### **For Entry at Pre-School (3 years of age)**

- Parents register their child/ren for admission, paying a registration fee of £150 (non-refundable). The Registration Form is available on the School's website [www.durstonhouse.org](http://www.durstonhouse.org)
- Parents will be asked to pay the Acceptance Fee of £1,800, to guarantee a place, by direct transfer to the school's bank account (details appear at the end of this policy).
- The Acceptance Fee will be retained by the school as part of its general fund, refundable by cheque after the end of the pupil's final term.
- The Acceptance Fee will be refundable if a pupil is withdrawn for either of the following reasons:
  - The family is moving more than 25 miles from the School.
  - Both parents are no longer in employment or there has been a significant change in financial circumstances

- Any refund will be subject to the receipt of documentary evidence provided to support the withdrawal.
- Pupils are eligible to join the Pre-School aged 3 years, with a September, January or April entry point.
- There are a maximum of 40 places in the Pre-School.

### **For Entry at Reception (4 years of age)**

- Parents register their child/ren for admission, paying a registration fee of £150 (non-refundable). The Registration Form is available on the School's website [www.durstonhouse.org](http://www.durstonhouse.org).
- At the time of registration, parents are given the option to secure their child's place at the school on payment of the acceptance fee of £1,800 by direct transfer to the School's bank account (details appear at the end of this policy).
- In the Autumn Term of the year prior to joining Durston House, remaining places, up to the maximum of 48 in the year group, will be offered, in order of registration, electronically, by email, in the first instance. Parents should respond within seven days if they wish to secure a place.
- When a further seven days have elapsed, if there are further vacancies, offers will be sent electronically, by email, to all who remain on the registered list.
- With reference to the above, the number of places offered may exceed the number of places available, in which case places will be allocated on a first-come-first-served acceptance basis, which includes payment of the Acceptance Fee, as outlined below.
- Parents will be asked to pay the Acceptance Fee of £1,800, to guarantee a place, by direct transfer to the school's bank account (details appear at the end of this policy).
- The Acceptance Fee will be retained by the school as part of its general fund, refundable by cheque after the end of the pupil's final term.
- The Acceptance Fee will be refundable if a pupil is withdrawn for either of the following reasons:
  - The family is moving more than 25 miles from the School.
  - Both parents are no longer in employment or there has been a significant change in financial circumstances
- Any refund will be subject to the receipt of documentary evidence provided to support the withdrawal.
- Occasional places may become available during the course of the Reception year. The Acceptance Fee of £1,800 will be required to secure a place, by direct transfer to the school's bank account (details appear at the end of this policy).
- Any pupil seeking to join Reception other than at the start of the Autumn term when they are aged 4 will be assessed formally prior to being offered a place.
- Payment of the Acceptance Fee for occasional places will not be refundable, for any reason, should parents subsequently decide not to take up the place.
- Informal Assessments will be held in the Summer Term before the next academic year of all those with accepted guaranteed places. These will be for internal diagnostic purposes.

### **For Entry Other than at Reception (5 years of age – 13 years of age)**

- Parents register their child/ren for admission, paying a registration fee of £150. (non-refundable). The Registration Form is available on the School's website [www.durstonhouse.org](http://www.durstonhouse.org).
- There is an Assessment Week, for those who are registered, during the Autumn Term of the academic year prior to joining Durston House. There is no assessment fee.
- Current schools will be contacted for references.
- Subject to satisfactory assessment results and references, places will be offered by letter; siblings are given priority.

- Parents will be asked to pay the Acceptance Fee of £1,800, to guarantee a place, by direct transfer to the school's bank account (details appear at the end of this policy).
- The Acceptance Fee will be retained by the school as part of its general fund, refundable by cheque after the end of the pupil's final term.
- Should there be insufficient vacancies for successful applicants, pupils will be placed on a waiting list, in rank order, and will be contacted if and when a place becomes available.
- Occasional places may become available later in the year. Pupils will be assessed individually and offers made if successful. An Acceptance Fee of £1,800 will be required to secure a place, by direct transfer to the school's bank account (details appear at the end of this policy).
- Acceptance Fees are not refundable, even if parents subsequently decide not to take up the place.

### **Deferred Entry after Assessment**

At Durston House, we acknowledge the individual circumstances of our pupils and understand that sometimes unforeseen personal situations may arise, preventing them from joining on their expected start date. In such cases, we will consider deferred entry following a completed assessment.

For pupils starting at Pre-School or Reception, if their start date is delayed by more than one term, we may consider assessing their needs and requirements before offering a deferred place. Similarly, for later year groups, if their start date is delayed by more than two terms, we may reassess pupils to ensure that they will be able to cope with the rigours of the Durston Curriculum.

### **School Bank Details**

*Bank:* Co-operative Bank  
*Name of Account:* Durston House School Educational Trust Ltd  
*Sort Code:* 08-90-80  
*Account No.:* 65534634

### ***Evaluation of this Policy***

*This policy will be evaluated annually by the school, amended where necessary and approved by SMT.*

<i>Revised and Approved for co-educational School from September 2023</i>	<i>June 2023</i>	<i>SMT</i>	<i>Version 1</i>
<i>Revised</i>	<i>Jan 2024</i>	<i>SMT</i>	<i>Version 2</i>