



## CAMERON HOUSE SCHOOL

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4 THE VALE, LONDON SW3 6AH

### **POLICY FOR ADMISSIONS**

Cameron House is a co-educational day school for children aged 4 to 11 years. The main point of entry into the school is in Reception i.e. the September after the child's 4<sup>th</sup> birthday. There are normally 20 places available at Reception age each academic year.

Entry to the school at a later stage is dependent upon available places.

Details can be seen on the school's website at [www.cameronhouseschool.org](http://www.cameronhouseschool.org)

#### **REGISTRATION**

Upon receipt of the school's registration form (which can be downloaded from the school's website) and the fee of £120.00 a child's name will be placed on the waiting list for entry to the school. Confirmation of a child's registration will be sent in writing.

If parents have not seen the school prior to registration they are invited to make an appointment before their child attends any form of assessment.

All candidates on the entry lists receive equal consideration.

#### **Criteria for an offer**

The key criteria of the school's admissions policy are:

1. To admit children regardless of sex, race, ethnicity, religion, language, disability or social background.
2. To give priority to siblings of children who are pupils of the school where they are found to be a suitable candidate.

#### **Offer process**

1. For Reception age children there is an informal group assessment in the Autumn Term prior to September entry. Children are invited to attend an afternoon in a group of approximately 15 - 18 children with three Cameron House staff members. This assessment enables our Reception staff to meet the children registered for entry in September.
2. For older children, including 8+ entry, children are placed on the waiting list and invited to attend a morning at school with the class for which they are entered. The children are asked to do some formal academic work in Mathematics and English in a classroom setting rather than a formal examination. Our aim is to create a normal classroom environment in which the children have the opportunity to experience a normal morning at Cameron House. The children will take part in the usual morning's activities.
3. A report will be requested from the current school to provide information concerning a child's academic strengths and weaknesses, talents, interests and behaviour at school. This report can be extremely useful in helping us decide whether a child would suit Cameron House.
4. Cameron House will consider children with a range of academic abilities, including gifted and talented children and those with learning difficulties, provided it believes it is able to meet their needs and they will be able to benefit from the provision Cameron House offers. Children who may

at a later stage be identified as having a learning difficulty will be placed on the schools' Learning Support Register and given the necessary support agreed between the school and the parents. In all other respects, Cameron House is fully inclusive.

5. The assessment process will be subject to reasonable adjustments for children with disabilities where we (the School) are notified of these and evidence is provided.
6. When a pupil joins Cameron House School at any other point other than the start of Reception, the school is required to inform the local authority (RBKC) of the transfer.

### **Timing**

1. Places are offered to Reception age children by the end of November of the academic year prior to entry, with a deadline date for acceptance.
2. Offers to older children will be made within two weeks of the child's visit.
3. Parents offered unconditional places for their children are asked to confirm in writing their intention to accept the place along with payment of a deposit of £3,000 by the required date. Otherwise, the offer will be withdrawn and made to another child on the waiting list. Deposit will be refunded when a pupil leaves the school, and once all fees are settled.

### **Pupils on Register**

Pupils joining:

When pupils join Cameron House School in Reception year, aged 4, they are placed on the school pupil roll. On the register is each pupil's name, date of birth, address, parent contact details and emergency contact details.

If a pupil joins the school at any other point of the year, in any year group, The School will inform the LEA of the admission to the school roll.

Pupils leaving:

If a pupil leaves The School before graduating at the end of Year 6, we will inform the LEA that the pupil has left and the new school that they will be attending. We keep a record of the receiving school of all pupils who leave Cameron House School.

Reviewed by Dina Mallett September 2018

Approved by: Josie Cameron Ascroft      Date: September 2018

Next Review: September 2019