



Keble Prep School

Admissions Policy 2023 2024

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1. Aims and Policy Statement

The Mill Hill School Foundation ('the Foundation') aims to provide excellence in education, to support pupils in the passage from childhood towards adulthood and develop in every pupil self-discipline, responsibility, spiritual and moral values, leading to the highest possible standards of behaviour, consideration for others, pride in oneself and in one's achievements. The Foundation currently comprises eight schools. This policy primarily applies to Keble Prep, which is one of the Foundation's schools, and does cover some links in processes to the other Foundation schools, although these have their own Admissions policies.

Authority and Circulation

This policy has been authorised by the Court of Governors of The Mill Hill School Foundation [the 'Foundation']. Its status is advisory only. It is addressed to prospective parents and pupils and to all members of the teaching and administration staff.

Policy Statement

The aims of this policy are:

- To ensure compliance with the School's charitable purposes, which are to promote and provide for the education of pupils of any age
- To identify and admit children who will benefit from an academic education and who will contribute to, and benefit from, the ethos and activities of the Foundation community. The Foundation will admit only children who have met the required criteria

2. Equal Treatment

The Foundation's aim is to encourage applications from candidates with as diverse a range of backgrounds as possible, which enriches our school community. Each school is committed to equal treatment for all, regardless of a candidate's sex, race, ethnicity, religion, disability, gender reassignment, sexual orientation or social background. The Foundation's ethos has its origins in the non-conformist Christian values of its founders, but it welcomes pupils regardless of their faith/no-faith background.

3. Disability, Learning Difficulty/Disability and Special Educational Needs

The Foundation welcomes pupils with disabilities and special educational needs (SEND), provided the School can make any necessary reasonable adjustments to offer the support they require for their additional needs, and the site is able to accommodate them.

In order to determine the necessary support both during the admission process and if an offer is made, we require parents of children with physical/mental disabilities or SEND to inform the school (when submitting the Registration Form) of any special circumstances that fall under this umbrella. Parents should provide a copy of an Educational Psychologist's report, EHCP or a medical report if they have one.

The School strongly advises an early Admissions Meeting with the parents of children with SEND to discuss any special arrangements or provision that may be needed, to enable the School to assess whether this can reasonably be accommodated.



There may be exceptional circumstances in which we are not able to offer a place for reasons relating to a child's disability. For example, if, despite reasonable adjustments, we feel that a prospective pupil is not going to be able to access the education offered, or that their health and safety or those of other pupils or staff may be put at risk, we may not be able to offer a place at the School.

In exceptional circumstances, where a place is offered but further information becomes available prior to a child starting at the School such that the School cannot make reasonable adjustments to accommodate the child in sufficiently accessing the curriculum and benefitting from the learning environment, the offer may subsequently be withdrawn and the Acceptance Fee returned.

4. Pupils for whom English is an Additional Language

Pupils for whom English is an Additional Language (EAL) are assessed for their standard of English on application to the School where appropriate, to assess the level of EAL support they need and to determine whether this can be reasonably provided. Their curriculum may then be adapted to suit their needs and abilities. Lessons in EAL are provided for those pupils who need it, either in small groups or individually, as appropriate.

5. Procedure Summary

The Foundation Schools offer a continuity of education, from Early Years at Keble Prep, Lyonsdown, Grimsdell and St Joseph's in the Park through to the Upper Sixth at Mill Hill School and Cobham Hall. Keble Prep is non-selective however the admissions procedure is subject to an interview with the Head. Admission and entry will be subject to the availability of a place and the pupil satisfying the admission requirements at the time. Progress to the next stage of education in the Foundation is dependent upon the required conduct and academic progress of the pupil, as determined by the relevant Head.

6. Admission to Keble Prep School

The usual point of entry into the school is at Nursery (age 3+) or, our Reception class. Children entering our Pre-Reception will have automatic entry into our Reception Class the following year and Pre-Reception is therefore only open for children who will move up into our Reception Class.

Applications can also be made for entry into any other year group, at any time, subject to there being a space available.

Registration

Parents should register their child for a place at the School on the Registration Form.

All applications for admission to the School are treated equally, keeping the needs of the prospective pupil uppermost. The criteria for allocation of places, in order of priority, are as follows:

1. Sibling of a boy/s/girl/s who is/are already a pupil at the School
2. Pupils whose parent/s attended the School or Mill Hill School as a pupil (ex-pupils/alumni), and
3. Date order of Registration

The School will offer a place to prospective pupils who we consider can sufficiently access the Keble curriculum and benefit from the learning environment and the many opportunities at the School. We will



only offer a place if we can cater for the prospective pupil's needs. In the event of specific needs such as disabilities or learning difficulties, careful consideration will be given to possible reasonable adjustments in line with our Special Educational Needs and Disability (SEND) Policy before an offer of a place is made.

Pre-Reception Entry

All children and their parents/guardians, will be invited to attend an Admissions Meeting which involves a conversation and informal child-led activities/conversation, with the Head, and a tour of the School, with our Head of Admissions.

Reception to Year 6 Entry

In addition to an Admissions Meeting (as above) and meeting with the Head (for parents), children are required to have a Taster Day in School. This gives them the opportunity to experience a typical day at Keble, alongside their prospective classmates, and enables the School to assess their competency in Maths and English and to ensure that they will be able to sufficiently access the Keble curriculum and benefit from the learning environment, should a place be offered.

The School will require a report from the child's current Nursery or School to ensure that any specific or emerging needs can be accommodated such that they can sufficiently access the Keble curriculum and benefit from the learning environment and many opportunities available, should an offer of a place be confirmed.

Offer and Acceptance

Offers of places will be made in writing. Parents accept the offer by completing the Acceptance Form, confirming their acceptance of the School's Terms and Conditions (Parent Contract), and returning it to the School with the Acceptance Deposit by the date outlined in the offer letter. Failure to respond by the given deadline may result in the place being offered to another prospective pupil and loss of the previous priority given under the admissions criteria.

The Head's decision relating to all matters of admissions is final.

7. Overseas Applicants

We welcome overseas pupils to join the School, provided that they have the correct permission to be in the UK.

The School asks for a copy of the prospective pupil's birth certificate as part of the admissions process. Where a pupil is not British, we will then need to see and take a copy of the pupil's passport together with a parent's passport/or residence card and/or Visa to ascertain that they have the correct permission to be in the UK.

8. Further Information

Disclosures

Parents must as soon as possible disclose any particular known or suspected circumstances relating to their child's health, allergies, physical and mental impairment disabilities, learning difficulties or disabilities or special educational needs.



9. Waiting Lists

After taking account of appropriate allowances and special consideration, places will be offered to pupils on the waiting list based on the holistic judgement of the Head, comprising:

- Performance in the entrance assessments, including particular skills and aptitude
- Suitability for the School environment reflected in group work, interviews and social interaction
- Existing relationship to the Foundation (sibling who is already a pupil, attendance at another Foundation school, parent who works at the Foundation, parent who themselves attended the School)
- References from current school

This Policy has been approved by the Education Committee of the Court of Governors: November 22nd, 2023.

Next Review: Autumn Term 2024