



Admissions Policy

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1. Aims and Policy Statement

Mill Hill School Group ('the Group') is the trading name of The Mill Hill School Foundation. The Group 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 Group currently comprises ten schools. This policy primarily applies to Keble Prep, which is one of the Group's schools, and does cover some links in processes to the other Group schools, although these have their own Admissions policies.

Authority and Circulation

This policy has been authorised by the Court of Governors of Mill Hill Education Group. 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 Group community. The Group will admit only children who have met the required criteria

2. Equal Treatment

The Group'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 Group'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 Group 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. This includes any SEND concerns raised by the previous Nursery setting.

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.

5. Procedure Summary

The Group Schools offer a continuity of education, from Early Years at Keble Prep, Lyonsdown, Grimsdell, St Joseph's in the Park, Kingshott and Abbot's Hill, 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/Head of Pre-Prep. 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 Group 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 Nursery will have automatic entry into our Reception Class the following year.

Applications can also be made for entry into any other year group, at any time, subject to there being a space available and there being a successful taster session for the child.

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 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/ Head of Pre-Prep, 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/Head of Pre-Prep (for parents), children are required to have a Taster Session/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 learning 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 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 Group (sibling who is already a pupil, attendance at another Group school, parent who works at the Group, parent who themselves attended the School)
- References from current school

This Review: Autumn Term 2024

Next Review: Autumn Term 2026

This Policy has been approved by the Education Committee of the Court of Governors on 20th November 2024.

APPENDIX A

Keble Admissions Journey (KPP)

Keble is a co-educational Prep school for children aged 3-13. Entry is available at 3+ (Nursery) and 4+ (Reception). Occasionally, we may have available spaces across our classes from Years 1-8.

3+ NURSERY

Registrations for our 3+ Nursery September 2025 are now closed however, we do currently have a waiting list if you would like to add your child to this.

If you would like to discuss this with the Admissions Team, please email the Head of Admissions, Mrs Louisa Miltiadous (lmiltiadous@kebleprep.co.uk) or phone 020 8360 3359.

3+ NURSERY 2026

We are still accepting registrations for children with a date of birth between 1st September 2022 and 31st August 2023, however, our initial registration list will close shortly, early registration is therefore strongly encouraged.

If you would like to discuss this entry point, please email the Head of Admissions, Mrs Louisa Miltiadous (lmiltiadous@kebleprep.co.uk) or phone 020 8360 3359.

Our Nursery

We welcome approximately 16 pupils into our Nursery every September. We offer a full day Nursery provision, with children spending their day between our newly designed indoor and outdoor Nursery learning environments.

The Nursery team consists of a fully qualified Class Teacher and a Level 3 teaching assistant. The team plan a range of exciting indoor and outdoor activities that offer play and exploration across all seven areas of the Early Years Foundations Stage, (EYFS) which enhance children's unique learning and development. The Nursery children also have specialist teaching sessions from our specialist teachers including Music, French, PE and Art.

Nursery 'Meet and Greet' sessions:

Despite us not being a selective school, we pride ourselves on working in partnership with parents to ensure Keble Prep is the right fit for your child and therefore, we take time to get to know you and your child as part of this process.

Our Nursery 'Meet and Greet' sessions take place in the Autumn term, usually in the November prior to the year of entry, although they can take place at any point, if there are places available. Children, together with their parents, will be invited to take part in an informal 'Meet and Greet' session with the Head, Mr Gill, and Head of Pre-Prep, Miss Callaghan. This approach enables us to get to know you and your child to ensure that Keble can best meet your child's needs.

If a space arises in the Nursery class throughout the academic year, we will also invite your child to join the Nursery class for a 'Play and Stay' session for one hour to help us to get to know your child if immediate entry is being considered. The Head of Pre-Prep and EYFS staff would spend time observing your child within our Nursery setting.

Please note that it is not possible to defer offers for our Nursery to our Reception Year Group. If you are offered a place in the Nursery and you are unable to accept for any reason, you would be invited to join us for a further 'Meet and Greet' for the following year for a possible place in our Reception Year Group.

If you would like to discuss this entry point, please email the Head of Admissions, Mrs Louisa Miltiadous

(lmiltiadous@kebleprep.co.uk) or phone 020 8360 3359.

4+ RECEPTION 2024

Our Reception Classes for September 2025 are now full however, if you would like to add your child's name to the waiting list, in case a space becomes available, we would strongly advise you to make contact with the Head of Admissions, Mrs Louisa Miltiadous (lmiltiadous@kebleprep.co.uk) or phone 020 8360 3359.

Our Reception Year Group

There are two classes that make up our Reception Year Group. One class is largely filled by our Nursery children moving up to Reception, we therefore have approximately twenty places, to offer to our external applicants.

Reception 'Meet and Greet' sessions:

Our Reception 'Meet and Greet' sessions take place in the autumn term prior to the year of entry, usually in December.

Once again, despite us not being a selective school, we pride ourselves on working in partnership with parents to ensure Keble Prep is the right fit for your child and therefore, we take time to get to know you and your child as part of this process.

Our Reception 'Meet and Greet' sessions take place in the autumn term, usually in December prior to the year of entry, although they can take place at any point, if there are places available. Children, together with their parents, will be invited to take part in an informal 'Meet and Greet' session with the Head, Mr Gill and Head of Pre-Prep, Miss Callaghan. This approach enables us to get to know you and your child to ensure that Keble can best meet your child's needs. During this 'Meet and Greet' some activities will be made available for your child to engage in to help us to understand their learning behaviours and stage of development.

It is rare although, if a space arises in the Reception class throughout the academic year, we will also invite your child to join the Reception class for a 'Play and Stay' session for half a day to help us to get to know your child if immediate entry is being considered. The Head of Pre-Prep and EYFS staff would spend time observing your child within our Reception Class setting.

If you would like to discuss this entry point, please email the Head of Admissions, Mrs Louisa Miltiadous (lmiltiadous@kebleprep.co.uk) or phone 020 8360 3359.

Entry at Year 1 +

Occasionally, we may have available spaces across our classes from Years 1-8. If you are interested in enrolling your child into one of these classes, your child would be asked to attend a 'Taster Day' in which we would spend time observing their current learning abilities. Life at Keble Prep can be fast paced and therefore this allows us the opportunity to get to know you and your child to ensure Keble Prep is the best fit for your child. If your child is joining Year 4 or above, your child will be required to take part in a CAT 4 assessment on their taster day.

We would also plan a 'Meet and Greet' session for you and your child to meet with the Head, Mr Gill as well as the Deputy Head, Mr Fleet and/or the Head of Pre-Prep, Miss Callaghan.

Being offered and accepting a place at Keble:

Shortly after our 'Meet and Greet' sessions, we write to families to, where appropriate and in accordance with our Admissions Policy and Procedures, offer a place at Keble. Places are offered in order of date of registration. If your child is offered a place, the offer is subject to our Parent Contract (Terms & Conditions), which you will be sent, along with the offer, which clearly shows the terms of agreement between you and the School. You will also be sent the Acceptance Form. You can accept an offer by completing our Acceptance Form and returning it to the School along with a deposit of £1000.

Transition into Keble

We plan a range of exciting events to support your child's transition into our Nursery and Reception Class. During the Summer term, prior to starting, there are 'Stay and Play' sessions for you to visit with your child, to welcome you all to the Keble community and to meet the adults that will be working with your child on their learning journey. The staff working in the EYFS will also plan a 'Home Visit' to help them to get to know your child to ensure learning and development at the start of the academic year is planned to meet their unique needs. Full details will be sent to you throughout the year before your child joins us.