



**DULWICH PREP LONDON**  
Values & Academic Excellence since 1885

## **ADMISSIONS POLICY**

*This is a whole school policy which applies to all sections of the school, including Early Years*



### **Persons responsible for this policy:**

Miss Lousie Davidson, Head Master

Mrs Viki Cryer, Registrar

**Date of Last Policy Review:** September 2021

## **ADMISSIONS POLICY**

### **I. GENERAL**

Dulwich Prep London is an independent day school for boys from ages 3 to 13, and girls from age 3 for one year. The School has approximately 840 pupils. Deciding on the right school for your child is very important, and we believe that an in-person visit is invaluable.

The Prep believes that for a decision as important as which school is right for their child, in-person visits are invaluable to parents. To support parents Dulwich Prep London holds an open morning in September, usually across both sites, which gives a general introduction to the School. Details are published on our website. We are also very happy to welcome prospective parents and their children at other times. Please contact the School's Registrar on 0208 766 5525 or email [admissions@dulwichpreplondon.org](mailto:admissions@dulwichpreplondon.org) to arrange a visit.

### **2. THE ENTRY PROCEDURE**

The [School Values](#) are intrinsic to every aspect of Dulwich Prep London. Our selection process will consider commitment to and enthusiasm for the School Values and so parents should assess whether their values align with the School Values before starting the admissions process.

Dulwich Prep London is an academically selective school. We want to feel confident that our pupils will be happy and successful within our school, and that they will be able to access our curriculum. It is therefore essential that parents complete application forms with accurate and truthful information regarding their child.

Our normal minimum standard for admission is above the average standard level of attainment for each age group, based on the National Curriculum. Selection is based upon academic merit which is assessed through an entry process that consists of a series of age appropriate tasks including assessing behaviour and interests, an age appropriate interview at the School, references and other relevant information from the child's previous school or nursery. Our selection process is designed to identify children who are able to benefit from our balanced and well-rounded education and to make a positive contribution towards the life of the School.

The usual points of entry are:

- 3+ for Nursery (approximately 84 children, including 16 girls)
- 4+ for Reception (approximately 25 boys)

For all other entry points, out of year entry places may be available upon application, subject to applicants meeting the required standard.

Applicants for admission should register by the closing date in November of the year preceding the desired year of admission (please check our website for the exact date). The School's [Registration Form](#) is available on the School's website.

Covid restrictions may affect the admissions process. Should restrictions be imposed, we will endeavour to contact families to inform of those changes at the earliest opportunity.

### **3. EQUAL OPPORTUNITIES**

Dulwich Prep London is committed to equal opportunities, in recognition of diversity in race, ethnicity, religion, disability, sexual orientation or social background.

Dulwich Prep London's aim is to encourage applications from children with a diverse range of backgrounds. This enriches our community and is vital in preparing our pupils for today's world. Generous bursaries are offered in order to make it possible for as many children as possible, who meet the School's admission criteria, to attend the School. The School's provision for bursaries is described in section 13 of this policy.

### **4. SPECIAL EDUCATIONAL NEEDS AND DISABILITIES (SEND)**

Dulwich Prep London does not unlawfully discriminate, in any way, regarding entry. The School welcomes pupils with special educational needs and/or disabilities, provided that we can offer them the support that they require, cater for their additional needs and that our site can accommodate them. We aim to ensure that all of our pupils, including those with special educational needs and/or disabilities, are provided with a safe and inclusive environment in which to learn.

Our policy is to apply our admission criteria to all potential pupils. We require parents of children with special educational needs and/or disabilities to discuss their child's needs with the School before they begin the entry process so that we can make adequate provision for them. Parents of children with special needs must provide Dulwich Prep London with the Registration Form, a copy of an educational psychologist's report or a medical report if they have one. This is to enable the School to assess the child's needs and consult with parents about any adjustments that can be reasonably made. The School can then ensure that they will be able to access the education offered and that we are able to ensure their health and safety, and the health and safety of others.

The School will discuss thoroughly with parents (and their child's medical advisers, if appropriate) the adjustments that can reasonably be made for the child if he/she becomes a pupil at the School, to ensure that the prospective pupil is not put at a disadvantage.

There may be exceptional circumstances in which we are not able to offer a place for reasons relating to a child's needs. 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 his/her health and safety or those of other pupils or staff may be put at risk, we reserve the right to decline a place at the School.

### **5. THE ASSESSMENT PROCESS**

The aim of the process is to identify potential, to ensure the child has the capacity to embrace the School's ethos and to be confident in the child's ability to engage with the breadth of the curriculum offered. Dulwich Prep London is looking for well-rounded pupils with a genuine interest in education in the broadest sense of the word, with interests that stretch beyond the confines of the academic curriculum. The School has strong traditions in music, drama, a rich clubs offer, community activities and sport. There are many extra-curricular activities, all of which are important in developing a well-balanced, confident individual.

No specific preparation for the entrance tests is needed; all children start on an equal footing, with identical opportunities to display their academic aptitude.

### **3+ and 4+ assessment (Nursery and Reception)**

Children are observed playing in small groups in the classrooms and staff engage them with a variety of resources such as construction toys and role-play. We usually have a short music session and finish with the children listening to a story.

### **5+ and 6+ assessment (Year 1 and 2)**

Children are assessed for their reading confidence and fluency. They then complete Maths and writing tasks. We observe their socialising and listening skills to ensure that they will work within the expected standard at our School.

### **7+, 8+, 9+, 10+ 11+ assessment (Years 3, 4, 5, 6 and 7)**

The boys are asked to complete a Maths paper and an English paper (comprehension and creative writing) as well as complete a Cognitive Ability Test (CAT) test. This test consists of verbal, quantitative, non-verbal and spatial reasoning questions. We observe their socialising and listening skills to ensure that they will work within the expected standard at our School. There will also be an interview with the Head of Year or Head of Section.

We ask for a recent school report and contact the childrens' current setting for a reference. Information is confidential between schools. The dates for the assessment process for the current year are published on our website, together with the dates that results are posted to families and the closing dates for acceptances.

## **6. SIBLING POLICY**

Many siblings join us and we welcome them wherever possible. However, sibling admission is not automatic and will often depend on the availability of places in a particular year group as well as the other forms of assessment described above. Furthermore, we may recommend a different school environment if we feel that that would be in the best interests of the child.

## **7. DEFERRING PLACES**

Once a place has been offered, children are expected to take up that place for the recognised entry point. If the place cannot be accepted, the child will have to reapply for the following academic year; deferring places is not possible.

## **8. PROGRESSION THROUGH THE SCHOOL**

The vast majority of our pupils progress from one section of the School to the next; we do not have any internal tests to determine whether or not they may continue at the School. However, in certain circumstances, where a pupil is not able to access the curriculum, we may recommend that another school would be more appropriate. In these circumstances the School would work with the parents

to help them to find a different school where the child can thrive.

## **9. BOYS OUT OF YEAR**

A school year runs from 1<sup>st</sup> September to 31<sup>st</sup> August. We do not assess or take children if they would then be working out of year as it does not align with our values ethos or create the appropriate social and academic opportunities for the child. In exceptional circumstances, we will consider premature birth placements differently but this is at the discretion of the Head Master.

## **10. STAFF CHILDREN**

Sons and daughters of permanent members of staff will undergo the same selection process as other applicants, and the same assessment criteria are used as for other children.

## **11. OVERSEAS APPLICANTS**

We welcome applications from overseas and can arrange for an assessment to be carried out at a prospective pupil's current school where appropriate. We do not use agencies for children to sit assessments overseas. Children should either sit the assessment at their current school, or ideally come to Dulwich Prep London for the assessment.

The School requires overseas children to indicate, at the time of application, where and with whom they will live if offered a place at the School. The School reserves the right to refuse an application when it is not satisfied that the legal guardian will take a personal interest in the progress and welfare of the child.

Any offer of a place at Dulwich Prep London is dependent on the candidate satisfying the appropriate UK government visa requirements and having the correct visa in place at the time of application. We do not offer assistance for the Tier 4 Student Visa application.

## **12. FLUENCY IN ENGLISH**

Normally, pupils should have been educated or supported in an English speaking setting for a minimum of one year before joining the School in order to cope with the academic and social demands of the School. Therefore, pupils must be age appropriate, fluent English speakers.

## **13. BURSARIES**

Dulwich Prep London's bursary programme is designed to make it possible for as many as possible of those who meet the School's entry criteria to take up a place here. The School offers a limited number of means-tested awards annually to entrants at 7+ and above. The award of a bursary is first determined by academic assessment and the child must achieve the highest standards in Maths, English and the CAT in order to be considered for a bursary place.

Bursaries are means-tested and both parents are required to provide proof of their income and assets. Before the offer of a bursary is confirmed, a member of staff or external assessor appointed by the School will normally visit the family at their home.

Bursaries are always offered for 12 months at a time. The family is required to provide fresh information about its circumstances for every year that their child attends the School. Levels of support may vary with fluctuations in income or wealth.

The School's expectation is that parents who do not choose to apply for a bursary at the time that their child is being assessed will not require financial support throughout the time that their child attends the School, except in wholly unforeseen circumstances.

A bursary may be withdrawn in accordance with the terms upon which such an award is made or otherwise in accordance with the School's Contract for Educational Services.

Parents who would like to apply for a bursary should complete the [Bursary Application Form](#) on the School website.

Further information about bursaries can be obtained from the School's Registrar on 0208 766 5525 or [admissions@dulwichpreplondon.org](mailto:admissions@dulwichpreplondon.org).

#### **14. RELIGIOUS BELIEFS**

Dulwich Prep London welcomes applications from prospective pupils of all faiths and of no faith.

#### **15. SCHOOL'S CONTRACT FOR EDUCATIONAL SERVICES**

The School's Contract for Educational Services is on the School's website and will be provided to parents if their child receives an offer of a place at the School. Parents will be required to sign the Contract for Educational Services if they wish to accept the offer of a place at the School.

#### **16. COMPLAINTS**

The School's Complaints Policy and Procedure is not available for use by prospective parents.

#### **17. APPEAL**

There is no recourse to appeal against the decision of the Head Master with regards to the offer of a place. We do not provide information or feedback on individual performance or results, in line with data protection legislation.

#### **18. RECORDS AND REVIEW**

Applicants' details will be held on file with due regard to data protection legislation and the School's Privacy Notice. New applications will be treated entirely on merit and no previous applications will be considered.