



DULWICH PREP LONDON
Values & Academic Excellence since 1885

ADMISSIONS POLICY

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



Persons responsible for this policy:

Head Master

Acting Registrar

This policy was reviewed in:

September 2023

ADMISSIONS POLICY

1. GENERAL

Dulwich Prep London is an independent, academically selective day school for boys aged 3 to 13, and girls aged 3 for one year. At Dulwich Prep London, we know that choosing the right setting for your child is one of the most important decisions that parents make. To support prospective parents in this decision, Dulwich Prep London holds an open morning in September each year, which provides an overall introduction to the School. Details are available via our website. We are also pleased to welcome prospective parents and their children to visit the school at other times. Please contact the Admissions Team on 0208 766 5525 or email admissions@dulwichpreplondon.org to arrange a visit.

2. 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. Under normal circumstances, applicants may only go through the admissions process once at each entry stage.

We ask for a recent school report and contact the child's current setting for a reference. Information contained in the reference is confidential between schools.

3. THE ASSESSMENT DAY

Every reasonable provision will be made if your child is unable to attend the assessment day, however, there is no guarantee that we are able to run an assessment at a later date.

4. APPEAL

There is no recourse to appeal against the decision of the Head Master with regard to the offer of a place.

5. BURSARIES AND FINANCIAL ASSISTANCE

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+ (Year 3) 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 updated information about their 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 Admissions via 0208 766 5525 or admissions@dulwichpreplondon.org.

6. CHILDREN OUT OF BIRTH YEAR

The school year runs from 1st September to 31st August. We do not assess children outside of their usual entry point, as they would then be working out of year. This does not align with our Values ethos or create the appropriate social and academic opportunities for the child. In exceptional circumstances, we may consider premature birth placements differently, but this is at the discretion of the Head Master.

7. COMPLAINTS

The School's Complaints Policy and Procedure is not available for use by current or prospective parents with regard to the admissions process or outcome of assessment for any prospective pupil.

8. 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, except in the cases of deferred entry for Year 9.

9. 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 in full. It is therefore essential that parents complete application forms with accurate information.

Our 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 will make a positive contribution towards the life of the School.

Our main points of entry are:

- 3+ for Nursery
- 4+ for Reception
- 7+ for Year 3
- 11+ for Year 7 (or deferred entry for Year 9)

All other entry points and occasional places may be available subject to applicants meeting the required standard. Please enquire to the Admissions Team directly.

Applicants for admission should register by the closing date in late October/early November of the year preceding the desired year of admission. The exact date can be found on the School's website, along with the [Registration Form](#).

10. 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 5 of this policy.

Reasonable adjustments will be made for children with specific learning differences, disabilities, long-term medical conditions or for whom English is an Additional Language to access the examination and assessment process.

11. FEEDBACK

We do not provide information or feedback on individual performance or results.

12. FINANCIAL HISTORY

If there are current unpaid fees, a history of late payments, or difficulty in paying the fees for an existing sibling at the school, then the offer of a place may be withheld. Where relevant, the School further reserves the right to establish, from any previous school, that all fees have been paid, and any offer of a place may be withdrawn if they have not.

13. 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 access the academic and social demands of the School. Therefore, pupils must be age-appropriate, fluent English speakers.

14. OVERSEAS APPLICANTS

We welcome applications from overseas pupils provided they have a legal right to enter and study in the UK. We do not use agencies for children to sit assessments overseas. Children should ideally come to Dulwich Prep London for the assessment, however, we are able to organise remote assessments where necessary.

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 if 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.

15. 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 will work with the parents to help them to find a different setting in which the child can thrive.

16. READMISSION TO DULWICH PREP LONDON

We welcome children who wish to rejoin Dulwich Prep London. Depending on the circumstances, and length of time away from the School, certain terms and conditions apply.

If you wish to return to Dulwich Prep London after an absence of up to two school terms:

- Dulwich Prep London will hold the deposit.
- There is no need for reassessment upon return.
- Full fees will be charged unless the place can be filled during the absence.
- If the year group is full and therefore filling the place would mean we could not re-admit that same child, fees will be applicable.

If you wish to return to Dulwich Prep London after an absence of over two terms or more:

- The deposit will be refunded.
- Children will need to reapply via the usual admissions process.
- The child will be re-assessed.

- The place cannot be kept open with fees.

If notice is given and so the place is not held open:

If the child returns within up to two terms of absence

- If there is a place, your child can be re – admitted without assessment.

If the child returns after two terms or more of absence

- If there is a place, the full admissions process will need to be completed.

Each case will be considered on an individual basis.

17. 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.

18. RELIGIOUS BELIEFS

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

19. 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.

20. SIBLING POLICY

Many siblings join us and we welcome them wherever possible. However, sibling admission is not automatic and will depend on the availability of places in a particular year group as well as assessment.

21. 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, disabilities or allergies 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 us with the Registration Form, a copy of an educational psychologist's report or a medical report if they have one. This is so that we can assess the child's

needs and consult with parents about any adjustments that can reasonably be made. We can then ensure that the child 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 they become 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 the health and safety or that of other pupils or staff may be put at risk, we reserve the right to decline a place at the School.

Sometimes, the situation of pupils with disabilities and/or special educational needs changes between an offer of a place being made and the pupil starting at the School. The School requires parents to be proactive in updating the School as to any significant changes which may result in the information provided during the application process being out of date or incomplete. In the vast majority of cases, this will not affect a pupil's place at the School. However, the School may, in exceptional circumstances, need to reconsider the offer of a place if a pupil's circumstances change materially. It is in the pupil's interests that any such decision is made as early as possible to avoid any disruption to their education, so parents are urged to be forthcoming in their communications with the School about any material change to their child's circumstances.

22. STAFF CHILDREN

Sons and daughters of members of staff will undergo the same selection process as other applicants using the same assessment.