

Admissions Policy

Effective from: September 2025

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CONTENTS

- Visiting the School
- Entry to the School
- Registration
- Sibling Policy
- The Admissions Process
 - Pre-Nursery – September and January Intakes (Siblings and Non-Siblings)
 - Nursery Class (Siblings and Non-Siblings)
 - Reception (Current Nursery Children and Waiting List Applicants)
 - Year 1 and Year 2
- Acceptance of an Offer
- Offer Not Taken Up / Deferral
- Equal Opportunities and Inclusion
- Special Educational Needs and Disabilities (SEND)
- Settling-In Arrangements
- Religious Beliefs
- Contractual Terms & Conditions
- Complaints
- Related Policies
- Relevant Legislation

Rationale

The Avenue Pre-Preparatory School and Nursery ("the School") is a co-educational independent school for children aged 3 to 7+. We are registered with the Department for Education (DfE) for 100 pupils and are members of the Independent Association of Preparatory Schools (IAPS).

Choosing the right school is an important decision for any family. We encourage prospective parents to visit in person to experience our ethos, curriculum, and community firsthand.

This policy applies to admissions for all children entering the Early Years Foundation Stage (EYFS) and Key Stage 1 (KS1).

Visiting the School

Attendance at a School Tour is a required step in the admissions process. Tours are held weekly on Tuesday mornings at 9:30am. Due to limited capacity, advance booking is essential.

Parents should first check availability via the link on the School's website, then contact the Admissions Office by email to complete the booking. Tours help families understand our values and allow us to begin the process of establishing a partnership with each prospective family.

Entry Points

There are three main points of entry each September:

- **Pre-Nursery (Cygnetts):** For children turning 3 between 1st September and 31st December.
Hours: Monday to Thursday, 8:30am–3:00pm; Friday until midday.
- **Nursery (Swans):** For children aged 3+ by 31st August.
Hours: Monday to Thursday, 8:30am–3:00pm; Friday until midday.
- **Reception:** For children aged 4+ by 1st September of the year of entry.

A limited **January intake** is available for children turning 3 between 1st January and 31st March (Pre-Nursery only). Occasional places may arise in other year groups throughout the academic year.

We welcome children for whom English is an Additional Language. (See our English as an Additional Language (EAL) Policy.)

Registration

Parents may register a child at any time after birth. The Registration Form is available via the School's website.

Once both the completed form and the registration fee have been received, an automatic acknowledgment is sent. Children are added to the relevant waiting list according to **their date of birth**. No further confirmation is issued.

Sibling Policy

Siblings of current pupils are prioritised for admission, subject to availability. Admission is not automatic and is dependent on the School's ability to meet the child's individual needs, including any additional support required.

The Admissions Process

As part of the process, parents must disclose any known or suspected special educational, physical, emotional, developmental or behavioural needs at the time of registration or as soon as such needs become apparent. This is essential so the School can:

- Evaluate whether appropriate support and/or reasonable adjustments can be made;
- Work in partnership with families and, where necessary, external professionals;
- Ensure the best possible transition and educational experience for the child.

Failure to provide full disclosure may result in the review or withdrawal of an offer. All information is treated confidentially in line with safeguarding and data protection regulations.

We strongly encourage all prospective families to attend a School Tour before submitting their Registration Form.

Admissions by Year Group

Pre-Nursery (Cygnets) – Siblings

Offer letters are sent early in the Autumn Term of the academic year prior to entry.

Pre-Nursery (Cygnets) – Non-Siblings

No formal assessments are conducted. Offers are made from October/November following a School Tour, subject to place availability. If full, children remain on the waiting list.

Nursery (Swans) – Siblings

Offer letters are issued at the start of the Autumn Term in the academic year prior to entry.

Nursery (Swans) – Non-Siblings

No formal assessments are conducted. Offers are made from October/November following a School Tour, subject to place availability. If full, children remain on the waiting list for a chance place up to and including Reception.

Reception – Current Nursery Children

It is the School's intention to offer Reception places to all children currently attending the Nursery. However, **this is not automatic or guaranteed**.

The School reserves the right to **withhold an offer** where a child has not been able to access or benefit from the Nursery curriculum despite reasonable adjustments.

If a child presents with significant learning, emotional or behavioural needs that cannot be supported within the School's available resources, a full internal review will be undertaken. Where appropriate, the School will consult with parents and external professionals to assess suitability for Reception. Decisions are made with the child's best interests in mind.

Should a Reception place not be offered, the School will support the family in identifying an appropriate alternative setting.

Reception – Waiting List

In the Autumn Term, the School contacts parents on the waiting list to confirm continued interest. In January, selected children are invited for an informal visit to assess school readiness (not academic ability). School reports may be requested.

Offers are made following this visit. If a place is not available, the child remains on the waiting list for a chance place.

Year 1 and Year 2

Children applying for Years 1 and 2 are invited to attend a taster session with their peer group. School reports and a reference from the current school are required before any offer is made.

Offers are not based on academic selection but on the child's readiness and the School's capacity to meet their needs. As we are frequently oversubscribed, preference is given to families residing in local areas such as Highgate, Muswell Hill, Crouch End, and East Finchley.

Acceptance of an Offer

Offers must be accepted by the deadline stated in the offer letter. A deposit is payable upon acceptance. This deposit is refundable only against the final term's fees, provided that the School's notice period is observed. If the place is not taken up, the deposit is non-refundable.

Offer Not Taken Up / Deferral

If a parent declines an offer but wishes to defer entry, they must notify the School in writing. The child's name will be transferred to a future waiting list. While every effort will be made to accommodate a deferred place, this cannot be guaranteed. Sibling priority remains in place.

Equal Opportunities and Inclusion

We are committed to equality, diversity, and inclusion and welcome applications from families of all backgrounds. In line with the Equality Act 2010, no child is discriminated against on the grounds of race, gender, religion, disability, or socioeconomic background.

Special Educational Needs and Disabilities (SEND)

The School adheres to the Equality Act 2010, the Children and Families Act 2014, and the SEND Code of Practice.

Applications from children with special educational needs and/or disabilities are welcomed, provided the School is able to meet their needs within its available resources and staffing.

To enable early planning and support, parents must be **open and transparent** about any known or suspected special educational, physical, emotional or developmental needs, including sharing professional reports (e.g., Educational Psychologist, Speech and Language Therapist).

Where appropriate, the School will liaise with the child's family and relevant professionals to assess whether reasonable adjustments can be made to ensure successful inclusion. Any failure to disclose relevant information may result in a withdrawal of offer.

Settling-In Arrangements

All new joiners are invited to visit the School in the Summer Term prior to entry. Children meet their future classmates and teachers to begin building relationships.

Additionally, a **New Parents' Evening** is held before the Autumn Term begins. This event provides parents with important information about the curriculum, routines, and expectations, and an opportunity to meet the Principal and staff.

Religious Beliefs

We are a non-denominational school and respect all religions and cultures. We mark a range of religious festivals across the year to promote understanding, tolerance, and celebration of our diverse community.

Contractual Terms and Conditions

A copy of the School's Terms and Conditions is provided as part of the admissions process. Parents must read and accept these upon accepting an offer.

Complaints

Complaints regarding any aspect of the admissions process should be raised following the procedures outlined in the School's Parental Complaints Policy, available on the School website.

Related Policies

- Child Protection and Safeguarding Policy
- Equal Opportunities Policy
- SEND Policy
- EAL Policy

Relevant Legislation

- Equality Act 2010
- Children and Families Act 2014
- SEND Code of Practice: 0 to 25 Years
- Data Protection Act 2018 / UK GDPR
- Education Acts 1996 and 2002