



ADMISSIONS AND ATTENDANCE POLICY
Parsons Green Prep
including EYFS (Reception)

The Admissions policy should be read in conjunction with our current terms and conditions, which are available on our website and from the school office.

The Head undertakes a formal annual review of this policy for the purpose of monitoring and of the efficiency with which the related duties have been discharged, by no later than one year from the date shown below, or earlier if significant changes to the systems and arrangements take place, or if legislation, regulatory requirements or best practice guidelines so require.

Signed: Dr Pamela Edmonds (Head)

Date reviewed: July 2026

Date of next review: July 2027

At Parsons Green Prep, we welcome pupils of all faiths, cultures, races and family backgrounds. We are happy to admit a pupil with a disability provided both parents and school are in agreement that the child's specific needs can be accommodated with reasonable adjustments. Our aim is to provide a well-rounded academic education to all children, with a balance of boys and girls.

The policy outlines the criteria and procedures for admission to Parsons Green Prep and provides additional guidance to parents with disabled children requiring special educational needs.

General

The Admissions Policy for Parsons Green Prep (PGP) is the responsibility of the proprietor. It is administered by the Head in consultation with teaching staff.

The policy operates in accordance with the stated aim of the school, which is to provide a happy, positive and creative learning environment where each child can flourish. Admission of a prospective pupil may be refused on the grounds that it would not be in the best interests of the child or other children in the school. For example, where PGP is unable to accommodate special educational needs.

PGP is committed to ensuring within the framework of the law that our school is free from unlawful discrimination on the grounds of age, gender, gender reassignment, marriage and civil partnership, pregnancy or maternity, race, religion and belief, cultural background, linguistic background, sexual orientation and pupils who have special educational needs and/or disabilities (SEND).

Policy objectives:

- To enable children who would benefit from the opportunities afforded by PGP to do so.
- To ensure that the school recruits the maximum number of pupils consistent with the duty to safeguard the interests of all members of the school community.



Admission criteria

Admission to PGP depends upon a prospective pupil satisfying the criteria required to maintain and, if possible, improve the educational and general standards for all its pupils, commensurate with the school's ethos and aims.

The school must also be reasonably satisfied that it will be able to educate and develop the prospective pupil to the best of his or her potential and in line with the general standards achieved by the pupil's peers.

It should be noted that a prospective pupil's gender, race, ethnicity, sexual orientation, religious beliefs and disability do not form part of the selection process.

The school's criteria for admissions are as follows:

- A prospective pupil will benefit from the education that PGP offers. This will be judged upon an assessment either made by observation at the current nursery school or made during a taster day. Reasonable adjustments will be considered where the school is advised of a disability.
- The Head must be satisfied that the prospective pupil can cope with the general pace of learning at PGP.
- A satisfactory report regarding the prospective pupil is received from their most recent school.
- In the judgment of the Head, the prospective pupil shows sufficient aptitude, commitment and willingness to benefit from the educational opportunities on offer at the school.
- The school is satisfied that the needs of a prospective pupil can be accommodated without impairing the education of other pupils.
- That there are sufficient vacancies in the appropriate year group.

Pupils who have Special Educational Needs and/or Disabilities (SEND)

This guidance should be read in conjunction with the school's SEND Policy. The aim of this guidance is to ensure compliance with the Special Educational Needs and Disability Act 2001, Equality Act 2010 and complies with the guidance issued by the Disability Rights Commission and the Independent Schools' Council.

The school is open to applications from any prospective pupil with a physical and/or mental impairment. The school's policy is to apply the above criteria consistently and fairly to all pupils including prospective pupils regardless of any disability that is brought to the school's attention. PGP will ensure any disabled pupil or prospective pupil is not placed at a substantial disadvantage compared to any other pupil who is not disadvantaged because of a disability.

All applications will be judged in line with the admission's criteria and the school will consider any reasonable adjustments that may be appropriate to accommodate a child's disability.



For the purposes of this guidance, 'disability' includes any pupil or prospective pupil whose mobility, hearing, sight or other physical functions are impaired, or who exhibits other special educational needs, such as dyslexia or dyspraxia, or significant behavioural or emotional problems.

When applying for a place at PGP, parents are required to discuss with the Head the nature and extent of any disability. The Head may request copies of any assessments or relevant medical reports. Subject to this, the school will be sensitive to any requests for confidentiality. In assessing a prospective pupil in relation to the criteria above, the school will consider each case on an individual basis and make any reasonable adjustments.

The school is happy to consider any pupil with sufficient aptitude for a place at PGP and no group is excluded per se. However, parents may wish to be aware of certain factors before deciding whether PGP will be a suitable school for their child, which are detailed below.

Physical layout of the school

In line with the majority of other schools, PGP consists of many separate and historic buildings which cover a reasonably wide area; there is currently one lift. In order to provide specialist facilities, some subjects are taught in subject areas and the more senior pupils therefore may move from classroom to classroom during the day. However, some parts of the school are accessible to those with a level of impaired mobility and the school is therefore happy to consider such prospective pupils.

Sport and physical education and activities

Sport and physical education are a significant part of the programme at PGP, although there is no absolute requirement for any pupil to take part in any or all such activities if, by reason of disability, parents do not wish them to or they are advised not to by a medical practitioner. In such cases, the school will endeavour to provide appropriate alternatives but cannot guarantee such provision. Alternatively, parents may (with the Head's permission) wish to take their child out of school on their designated games afternoons, for example, to attend physiotherapy. Every effort will be made to accommodate a pupil with a disability on school trips and expeditions, especially those which form part of the academic curriculum. However, each case will be assessed individually and the school reserves the right to refuse a place on a trip if it considers that it cannot provide for the welfare of the pupil concerned or if other pupils or staff might be placed in a position of danger.

Sight or hearing-impaired pupils

Prospective pupils who are sight or hearing impaired are welcome to apply for admission. The school foresees no problem with admitting a pupil who needs to use an individual hearing system, but sufficient time would need to be allowed for appropriate staff training in advance.

Specific learning difficulties

Parents are required to advise the Head, at the time of application, if their child has a diagnosed specific learning difficulty and to send the Educational Psychologist's report to the school before any taster day is undertaken. Children with a specific learning difficulty will be allowed additional time and other assistance as required in any assessments undertaken.



The school has a small SEND team which is able to work with pupils on a one-to-one basis. This service is designed to assist those pupils with mild learning difficulties such as dyslexia or dyspraxia. Parents are advised that these lessons are separately chargeable in addition to the school fees. Please see the school's SEND Policy for further details.

Behavioural or emotional problems

Pupils with a history of behavioural or emotional problems may be accepted into the school. The school may require a medical examination to be carried out and, if any medication is prescribed (e.g. Ritalin), parents must ensure that medical advice is followed. As with all disabilities, each case will be considered on an individual basis. However, the overriding consideration in this case will be whether the presence of a pupil with behavioural or emotional problems in the school will impair the education of other pupils (for example, by occupying large amounts of staff time) or put other pupils or staff directly or indirectly at risk.

Disclosure

In order for the school to consider what reasonable adjustments may be appropriate for each individual pupil, full disclosure by parents of any medical reports, educational, psychology or psychiatric assessments, or any other relevant information, in advance of any application is essential. In cases of doubt, parents should consult the school well in advance of any application. In the event of parents disclosing relevant information (of which they were already aware) after accepting a place, or being discovered to have deliberately withheld such information at any stage during or after the admissions process, and the school is unable to make reasonable adjustments to cater for the pupil, the school reserves the right to withdraw the offer of a place or, if the pupil has already joined the school, to ask the parents to withdraw the child.

Entry

Pupils may enter our Reception class in the September following their fourth birthday and the school's expectation will be that they will continue with us to Year 6, when we will prepare them for the 11+. Occasional places may be given to pupils throughout other year groups on assessment.

Admissions procedure

Any parents expressing an interest in the school are welcome to telephone the Admissions team on 020 7610 8085 or email admissions@parsonsgreenprep.co.uk.

Should parents wish to register their child/children for a place, we ask that they complete and submit the registration form with payment of the non-refundable registration fee. The registration form and fee are per child. On receipt of a registration form and fee, the child's name will be placed on the school's waiting list.

All parents who have expressed an interest or registered with the school will be invited to PGP's Open Days, which are held in May and September each year. Should parents wish to see the school in advance of an Open Day, Drop-in Mornings are held each term. These events are for small groups and



enable parents to visit PGP during a typical school day. Alternatively, parents can book an individual tour. Parents are most welcome to contact the Admissions team to arrange a visit.

On registration, where necessary, we ask parents to disclose if their child has an Educational Psychologist report or other medical practitioner's report and a copy should be enclosed with the registration form. It is important that the registration forms are completed in full. Incomplete forms may result in a place not being offered or withdrawn.

Reception

Children are admitted to Reception in September after their fourth birthday. Registered children are invited to an informal 'playdate' in the year preceding them starting school. The school will also request a short report from the child's current nursery or a visit may take place.

Places are offered in October of the year preceding entry for Reception. Parents are informed in writing by the school if their child has been offered a place and a deposit is requested. Parents will also be informed in writing if their child has not been offered a place.

When a place is offered, the school will request a deposit up to a year in advance of school entry, to secure the place/places. Further information is available in our terms and conditions. Reception fees are payable by 1 June prior to joining - this is the only time fees need to be paid before the start of term. Following the receipt of fees parents will be sent a new starter information pack. In addition, parents are asked to complete a pupil profile.

The school takes great care to make new children feel at home quickly. Before they start in September Reception children are invited into school during the Summer Term preceding them starting in September on a number of occasions to meet their new teachers and class friends. During these sessions the child will engage in a range of activities. Parents are also invited to an information evening.

Occasional places

Children entering Reception mid-academic year should enclose the latest school report when registering. After registration and receipt of the report, the school may request a reference from your child's current school and your child will be invited for a short informal assessment, a playdate, within the Early Years classroom.

Children entering Year 1 upwards should enclose the latest school report when registering. After registration and receipt of the report, the school may request a reference from your child's current school and your child will be invited for a taster day and assessment within the classroom.

During the day, the children will be encouraged to join in a range of activities and there will be careful observation of their behaviour and ability to interact with their peers. Their academic work during the day will be assessed. The class teacher will discuss the prospective pupil with the Head, who will then decide whether to make an offer of a place.

All children who wish to be reconsidered for entry will need to be re-registered and a new registration fee paid.



Acceptance of a place

A place is reserved for a prospective pupil when the acceptance form has been completed and returned to the school, together with the required deposit payment and signed terms and conditions. A formal letter is then sent from the Admissions team to the prospective parent acknowledging receipt of the acceptance form, terms and conditions and deposit payment, thus confirming that the place has been reserved.

The first term's fees for all new starters are payable by 1 June prior to joining - this is the only time fees need to be paid before the start of term. Following the receipt of fees, parents will be sent a new starter information pack. In addition, parents are asked to complete a pupil profile.

In the summer term, prior to the pupil taking up their place at the start of the next academic year the new pupils are invited to attend the school for a 'meet the teacher' session in order to meet their new class teacher and their class friends, thus starting the induction process.

In September all parents will be invited to attend an introduction evening, which is an opportunity to meet the class teacher, to find out what is planned in the curriculum for the class for that academic year and to meet other parents.

Admissions Register

For each pupil our admission register will contain:

- Name in full (legal name as shown on the child's birth certificate)
- Preferred name
- Sex
- Name and address of every person known to the proprietor to be a parent of the pupil and an indication of the parent (as defined in our terms and conditions) with whom the pupil normally resides
- Address of the child (their normal residence/home)
- At least one telephone number which the parent can be contacted on in an emergency
- Day, month and year of birth
- Day, month and year of admission or re-admission to the school
- Name and address of the school last attended
- Admission number

The name of a pupil will be included in the register from the beginning of the first day on which they attend/start, i.e. their start date.



Attendance

It is statutory for the school to maintain morning and afternoon registers of attendance for all pupils, including for the children in our Early Years Reception class. The codes for absences can be found in Appendix 1 of this policy.



Appendix 1: School Attendance Codes

School Attendance Codes

Present Codes	
/\	present during registration
B	educated off-site and taster days and do not fit K, V, P or W codes
K	attending provision arranged by the local authority
L	arrived after the register has started but before it has closed
P	Sporting activity with prior agreement from school
V	educational visit or trip
W	work experience
Absent Codes	
Authorised Absences	
C	exceptional circumstances
C1	in a regulated performance/undertaking regulated employment abroad
C2	absent due to part-time timetable
D	dual registered
E	suspended or permanently excluded
I	illness (not medical or dental appointments)
J1	job/school/college interview
M	medical or dental appointment
Q	unable to attend because of a lack of access arrangements
R	religious observance (only 1 day allowed, any more coded as C if agreed)
S	study leave
T	parent travelling for occupational purposes
X	non-compulsory school age pupil not required to attend school
Y1	unable to attend due to transport provided not being available
Y2	unable to attend due to widespread transport disruption
Y3	unable to attend due to part of the school premises being closed
Y4	unable to attend due to whole school closure
Y5	unable to attend as pupil is in criminal justice detention
Y6	unable to attend in accordance with public health guidance or law
Y7	unable to attend due to other avoidable cause (must affect the pupil NOT the parent)
Unauthorised Absence	



G	holiday (not agreed)
N	reason for absence not yet established (must be corrected within 5 days)
O	absent in other or unknown circumstances
U	late after register has closed
Z	pupil not yet on register
#	planned whole school closure (eg holidays, insets and polling station days)