

Applies to:

- Jack and Jill School Twickenham
- Nightingale House Pre-Preparatory; and,
- Clarence House Preparatory School.

Related Policies and Documents:

- Attendance Policy
- Early Education Funding (EEF) Policy
- Equality and Diversity Policy
- Education (Independent School Standards) Regulations 2014
- Equality Act 2010
- Acceptance Form
- Registration Form
- Parent Contract Terms and Conditions

Who is this policy for?

- Staff and volunteers;
- Parents;
- External agencies.

Available from:

- School Office;
- School Website;
- SharePoint.

Monitoring and Review:

- This policy is continuously monitored and reviewed no later than every two years.
- It is the responsibility of the Principal to ensure that the procedures listed within it are applied accurately and fairly.

- Should any parent, prospective or current, feel that the contents of this policy have failed to be applied, they should write with details of their complaint to the Principal. She will consider the issues listed and reply to the complaint with a week with measures to rectify the situation, if appropriate. Should this fail to resolve the matter, the procedures listed in the School's complaints should be followed.

References:

- "Parents" refers to parents, guardians and carers;
- "Staff" includes employees, volunteers, peripatetic staff, external providers (Springboard Swimmers) or specialist staff provided by an external provider;
- The "School" refers to the Jack & Jill Family of Schools (Jack and Jill School Twickenham, Nightingale House Pre-Preparatory School and Clarence House Preparatory School (CHPS));
- "EYFS" refers to The Early Years Foundation Stage which is the curriculum for children from birth to aged 5, including the Reception year group;
- "Strategic Leadership Team" refers to the team managing the School, currently including the Deputy Principal, Headteacher of Clarence House, Pre-Preparatory Lead Teacher and Digital Learning Lead.

Reviewer:	Registrar (May 2023)
Effective:	May 2023
Next review:	April 2025
Proprietor's Signature:	

The Jack & Jill Family of Schools is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. It is our aim that all pupils achieve their potential.

The Jack & Jill Family of Schools promotes equality of opportunity and anti-discriminatory practice. We ensure that every child is included and not disadvantaged because of ethnicity, culture or religion, home language, family background, learning difficulties or disabilities, gender or ability. We promote the principles of fairness and justice for all through the education that we provide in our School.

Section One: Policy

1. Aims

This policy aims to:

- Set out the school's arrangements for the allocation of its places.
- Explain how to apply for a place at the school.
- Explain how the waiting list is managed.

2. Introduction

Jack & Jill is an independent Family of Schools based on three sites. The main points of entry are to the co-educational Nursery (2+), single sex girls Reception classes (4+) and girls Preparatory at Year Three (7+). However, the school considers applications from pupils at any stage for non-standard admission points. The main points of exit are at the end of Nursery, Year Two and Year Six.

3. Allocation of places

Entry to the Nursery classes and to Reception is non-selective with places allocated according to vacancy. Once a girl has joined one of the Schools, she has a guaranteed place through to the end of Year Six.

Entry into Years One and Two is selective, based upon an informal assessment carried out within a taster morning. Prospective pupils are invited to attend a morning in the class they may join, where suitability for both parties can be established. This also gives the child the opportunity to experience school life at Nightingale House.

Entry to Clarence House Preparatory School is selective, based on an assessment carried out either within a taster morning or at the Assessment Morning in December of the year prior to entry. Assessment will normally include tasks in Mathematics, English Comprehension & Reading, together with a S.T.E.M. team building activity. The aim of the assessment is to give the School a rounded view of the child's academic skills, social and emotional development and potential to flourish at Clarence House.

4. Admissions and Special Education Needs and Disability

The Jack & Jill Family of Schools welcomes children from all backgrounds & abilities. We are firmly committed to giving every child the best possible start in life. We consider the admission of all children with the potential and aptitude to access Jack & Jill's academic curriculum, irrespective of their special educational needs or disability and will do all that is reasonable to provide the optimum environment for both academic and pastoral development.

Parents must disclose any known or suspected circumstances about their child's health, development, disabilities or learning difficulties during the admission process. Based on such disclosure the school will discuss whether and how far it can meet these needs and in certain circumstances may need to withdraw the offer of a place. Where a child's special needs and/or disability is identified or develops after entry, the School will make every endeavour to support the child.

5. Admissions and English as an Additional Language (EAL)

Support will be given to any child learning English as a new language or becoming proficient as a speaker of more than one language. Provision will be made for children who speak English as an additional language in assessments for admissions from Year One. Ongoing support will be given to those who are offered and take up a place following assessment.

6. Fees

School fees are reviewed and set for each September and are published on the School's website one term in advance of any increase. Fees are payable by the first day of each term, and a full term's written notice is required for the withdrawal of any child from the school. Failing such notice, the term's fees become payable in lieu, less any deposit held by the School.

7. Admissions Process

Parents who wish their child to attend any of the Jack & Jill Family of Schools should:

- Contact the School Office to arrange an appointment to view the school or make an enquiry via the website.
- Complete a registration form.
 - It is recommended that parents view the School in operation prior to registering, although applications are accepted in advance of a visit.
 - The registration form should be signed by the person/s with parental responsibility for the child and returned together with the non-refundable registration fee, other than for children eligible for Early Education Funding at the date of admission when the fee is not required.

Upon receipt of the completed registration form, acknowledgement and confirmation of one of the following will be sent or arranged:

- Offer of a guaranteed place for the nominated date of entry if places are available (Nursery and Reception)
- Invitation to spend a taster morning at Nightingale House (Year One and Two)
- Invitation to attend a taster and assessment morning at Clarence House (Year Three – Six)
- Confirmation of a place on the waiting list if all places have been allocated.

Upon receipt of the Acceptance Form, signed by both parents or those with parental responsibility for the child, formal acknowledgment of the place will be sent.

If a child is joining Nightingale House or Clarence House, the formal acknowledgement will be sent after a successful taster morning or assessment morning. A reference from the child's current school may be requested for children joining Clarence House Preparatory School.

8. Terms and Conditions and Deposits

The offer of a place at one of the schools will be accompanied by a copy of the Terms and Conditions of entry to the School and a request for a deposit.

This deposit amount is listed on the Schedule of Fees and in the case of girls joining the nursery, a place at the Family of Schools until the age of eleven can also be secured. Return of the deposit and circumstances when this is forfeited is explained in the Terms and Conditions.

9. Waiting List

Should we be unable to make an offer of a place immediately, the child's name will be added to the waiting list and his/her parents contacted as soon as one becomes available.

The waiting list is maintained in strict date of application order. However, when a place becomes available for entry to the Nursery classes, girls will be prioritised to enable them to transition to Reception in the friendship groups established in Nursery. Similarly, we do prioritise a child who has a sibling currently attending the School.

In all cases, the child highest on the waiting list with a date of birth within the range of the group/class for which a vacancy has arisen, will be offered the place.

No deposit will be requested, nor will there be any obligation on the part of either, the School to provide educational services, or the parents to enter into a contract with the school until a definite offer of a place can be made.

10. Overseas Applications

Applications are considered from foreign national children. However, it is responsibility of the parents to ensure they have a right under their OK entry conditions to study at the Family of Schools. The School is not a licenced student sponsor.

Certain categories are able to enter the UK and attend the school.

<https://www.gov.uk/guidance/schools-admissions-applications-from-overseas-children>