



# FALCONS PRE-PREPARATORY SCHOOL

INCLUDING THE NURSERY & EARLY YEARS FOUNDATION STAGE

## Admissions Policy

**Primary person responsible for updates to this policy:** Claire Wheeler and Liz McLaughlin

**Job title:** Registrar/Headteacher

**Last review date:** July 2021

**Next review date:** July 2022

**Relevant ISI coding (if applicable)** 15a

**Circulation:** This policy is addressed to all members of staff and volunteers in our school and is available to parents on request. It applies wherever staff or volunteers are working with pupils.

Please note: 'School' refers to Falcons Pre-Preparatory School, 'parents' refers to parents, guardians and carers.

## INTRODUCTION

Falcons Pre-Preparatory is an inclusive school that welcomes children from all backgrounds and abilities. We admit children aged 2 to 7, and are committed to equal treatment for all, regardless of race, religion, ethnicity, social background or disability. We do not test children for entry.

## REGISTRATION PROCESS

- We use an online application system called *Open Apply* through our website at [www.falconsboys.co.uk](http://www.falconsboys.co.uk). If you have already made an initial enquiry by this means, you will have filled in the 'request for information' form, and have created an account with login details.
- If you have made an enquiry via phone or email to the school, we will have entered your details for you. In this instance, if we have not already sent you a welcome email, please contact the school to request your username and link so that you can create an account. All registrations and admissions procedures and transactions are conducted through this account.
- Registrations are accepted from birth onwards (we do not register children before they are born). You will be required to upload a copy of your child's birth certificate (and passport for non-British) as part of the process, along with a payment of the registration fee of £100. For assistance in completing the form, please contact the School Registrar on 020 8747 8393 or at [admissions@falconsboys.co.uk](mailto:admissions@falconsboys.co.uk).
- Parents are invited to visit the school, either as part of an open morning, or as an individual tour with the Head. This can take place before or after a registration form is submitted, but places are offered in order of registration, so early application is recommended. Siblings of current pupils and children of alumni will receive definite places, provided that we can meet all needs, as stated in the SEND section of this policy
- On receipt of the registration form, an offer of a place will be made through your account approximately 15 months prior to the anticipated start date. An electronic acceptance form will accompany the offer, which should be completed, electronically signed, and submitted within 2 weeks of receipt of the offer. A deposit of £1,000 is required to confirm and secure the place. If the intended start date is more than one academic year hence, the offer will be made 15 months in advance of that date.

- In the event of all places in a cohort being allocated, parents will be advised at application stage that their child will be put on a wait list.
- You will be required to indicate that you have read the Falcons Pre-Prep/Alpha Plus terms and conditions, and complete an Assessment Declaration Form
- The School Registrar will acknowledge receipt of the acceptance form and confirm the guaranteed place. You will receive an automated receipt of payment.
- Accepted children will be invited to meet the appropriate teaching team prior to joining the school.

## **ENTRY POINTS**

### **Falcons Nursery**

Falcons Nursery is a two-year co-educational nursery programme, comprising Mini Falcons for boys and girls aged 2 rising 3, and Little Falcons for those aged 3 rising 4. Children can be admitted to the Nursery from the term after they turn 2, in September, January or April.

Hours are 8am-12.30pm, and 12.30pm-3.10pm, with the option to collect up until 5.00pm hours.

Core hours for Falcons Nursery are 5 mornings per week, with afternoons being optional. In the term before transitioning to Reception, Little Falcons should stay for a minimum of 3 afternoons. This is to allow them to adjust to the full day requirements of a Reception year.

### **Entry at Reception level**

Reception, Year 1 and Year 2 are boys only.

Boys are admitted into Reception in the September following their fourth birthday. Boys automatically transfer from Little Falcons to Reception, and two form entry allows us to also accept external candidates at this stage. In certain circumstances, such as relocations, we will admit boys mid-term or mid-year.

Little Falcons boys transitioning to Reception are not required to complete another registration form. Enrolment at Nursery level assumes moving up to Reception, unless the required notice of one term is given.

### **Entry into Years 1 and 2**

Contact should be made with the School Registrar to establish whether any occasional places are available. If yes, the registration process described above should be followed. Candidates for places in Years 1 and 2 will be asked to attend an assessment session with their peer group, and recent school reports will be required. Contact details for the boy's previous school must be supplied, and the Head may request a reference from that school.

### **Wait list**

If your child is on the wait list, you will be contacted by the School Registrar if any places become available.

### **DEPOSIT AND FEES**

Receipt by the school of the acceptance form and the deposit confirms and secures a place. The deposit of £1,000 is requested during the spring term of the academic year preceding the intended start date, i.e. 15 months before joining. Once paid, the deposit is refundable when the pupil leaves the school providing a full term's notice is given, but is non-refundable if he/she is withdrawn before starting at the school. From the date of payment, a full term's notice of withdrawal is required.

Termly fees are payable on the first day of each term, by direct debit. You will be required to complete a direct debit mandate, and an invoice is sent to the bill payer electronically before the beginning of each term. Optional afternoon sessions in the Falcons Nursery are billed retrospectively on the next term's fees.

Early Education Entitlement – the School offers the 15 hours Early Education Entitlement for children aged 3-4, from the term after their third birthday up until, and including, the term in which they turn 5. We also offer the 30 hours funding for 3-4 year old children who attend on a full time basis, i.e. morning and afternoon sessions five days per week. The School will claim the entitlements from LB Hounslow on behalf of all eligible children, provided that a Parent Declaration Form is completed, and, where relevant, a 30 hour code is supplied. In both cases, the entitlement is deducted from the termly fees invoice.

Means-tested bursaries are available. Applications for bursaries should be submitted in writing to the Head, and will be processed in conjunction with Alpha Plus Head Office. You will be required to complete a Common Data Capture Form, and discuss your submission with the Head. Forms are provided on request to the school. Bursaries are not available for nursery-aged children.

A sibling discount of 20% is granted to families with three or more children within the Falcons Schools community (i.e. Falcons Pre-Prep, Falcons Prep Richmond and Falcons School for Girls), or 10% to families with two or more children within the Alpha Plus Group of Schools. It is applied to the eldest child's account.

## **RECORD KEEPING**

We keep the following student details recorded on the admissions register:

- Full name
- Gender
- Date of Birth
- Name and address of all parents/guardians and at least two contact numbers
- Address of new or additional place(s) of residence of the student, and date the student began to reside there
- Full name of parent the student lives with (if applicable)
- Date of admission/re-admission

- Name and address of last school
- Name of destination school- where known
- Start date at destination school- where known

We are required to notify our local authority when we add or remove a pupil's name on the admissions register. This includes children leaving at the end of Year 2, and at non-standard transitions, i.e. where a compulsory school-aged child leaves a school before completing the school's final year or joins a school after the beginning of the school's first year. A forwarding address and destination school details must be supplied.

### **ADMISSIONS POLICY FOR SPECIAL EDUCATIONAL NEEDS AND DISABILITIES (SEND)**

We are firmly committed to inclusivity and to giving every child the best possible start in life. Irrespective of their special educational needs or disability, we consider all children for admission to the school who have the ability and aptitude to access an academic curriculum. Pupils whose SEND are suited to the curriculum are welcome as long as we have the appropriate resources and facilities to provide them with the support that they require.

At time of registration:

- Parents must disclose to the school any known or suspected circumstances relating to their child's health, development, allergies, disabilities and learning difficulties. The school reserves the right to withdraw subsequently any place offered based on incomplete disclosure of known or suspected SEND circumstances.
- Based on such disclosure, the school will confirm whether or not it is able to meet fully the needs of the child.

Where a child's SEND is identified, or develops, after the child has started at the school, we will endeavour to continue to support the child provided that:

- a) we have the appropriate resources and facilities to provide them with the support they require,

- b) we believe it is in the best interest of the child and of the school community to remain at the school.

Where, in our judgement, either of these conditions no longer apply, we reserve the right to withdraw a place at the school. In such circumstances, we will use our reasonable endeavours to support parents in finding alternative arrangements.

A designated person (SENDCO) is responsible for coordinating and overseeing the SEND provision within the School. In some circumstances the school may request one-to-one support, at parental expense.

### **Data Protection**

**Data Protection Act 2018:** The school is registered under the Data Protection Act for holding personal data. The school has a duty to protect this information and to keep it up to date. The school is required to share some of the data with the Local Authority and with the DFE.

We may also send references to destination schools or educational establishments as part of the exit process.

**GDPR May 2018:** Details of the Alpha Plus Group Privacy Policy can be found at this link. [Privacy Policy](#), or on the Alpha Plus public portal/APG documents/Privacy notice for students and parents.