



## **GATEHOUSE SCHOOL ADMISSIONS POLICY**

### **GENERAL**

Gatehouse School is a co-educational independent school for pupils from ages 3 to 11. The school has three forms in each year group and will have up to approximately 528 day pupils. Deciding on the right school for your child is very important, and we believe that a personal visit is invaluable. We very much hope that you and your child will visit Gatehouse School. We are very happy to welcome prospective parents and their children by appointment. Please contact our Admissions Manager on 020 8980 2978 or email [admissions@gatehouseschool.co.uk](mailto:admissions@gatehouseschool.co.uk) to arrange a visit.

### **THE ENTRY PROCEDURE**

Gatehouse School is non selective for entry. References from a prospective pupil's most recent school or nursery will be taken up where applicable. The main point of entry is at age 3 (the September following a child's third birthday).

Places do occasionally become available from time to time in other year groups. When applying for other year groups, prospective parents are required to complete a Registration Form and settle the Registration Fee (non refundable) of £170 and provide a copy of the child's birth certificate and/or right to reside in the UK and their most recent school report and details of any special needs that we need to be aware of. Details can be obtained from the Admissions Manager.

We admit 66 pupils each academic year into the Nursery Class. There is great demand for these places and parents are encouraged to put their child(ren)'s name on the School's Registration or Waiting List at the earliest opportunity after the child has been conceived. A non refundable Registration Fee of £170 will be payable and a copy of the child's birth certificate and/or right to reside in the UK.

Places in our Nursery are allocated on a first come first served basis, after allocation of priority places to siblings of pupils currently attending the School and children of current members of staff. A process of accepting the place commences in September one year prior to entry. Parents of children who have been offered a place will be contacted at this time by the Admissions Manager and will be invited to confirm the place by signing the Acceptance Form and paying an Acceptance Deposit of £1,300. Part of the Deposit (£800) is used against the first term's school fees and the balance (£500) is retained and credited back to the parents' account when the child leaves the School.

### **EQUAL TREATMENT**

Our aim is to encourage applications from parents with as diverse a range of backgrounds as possible. This enriches our community and is vital in preparing our pupils for today's world and their future education. Gatehouse School is committed to equal treatment for all, regardless of a candidate's race, ethnicity, religion, sexual orientation or social background.

### **SPECIAL NEEDS**

We do not discriminate in any way regarding entry. We welcome pupils with special educational needs, providing that our Learning Support Department can offer them the support that they require. We welcome pupils with physical disabilities provided that our site can cope with them. However, we advise parents of children with special educational needs or physical disabilities to discuss their child's requirements with the Head of Gatehouse School before commencing the registration process. Parents should provide a copy of an Educational Psychologist's report

or a medical report to support their application. We will discuss thoroughly with parents and their medical advisers the adjustments that can reasonably be made for the child if they become a pupil at the school.

### **SIBLINGS ADMISSIONS POLICY**

Most siblings join us at Gatehouse School and priority is given to siblings of current pupils or pupils registered for future entry who already have a confirmed place. However, admission is not automatic and there may be occasions where a place is not immediately available.

### **SIBLING DISCOUNTS**

A discount is offered against the standard School Fee for younger siblings of children **concurrently** attending the school. The discount rate is currently 10% for a second child, 20% for a third child and 30% for fourth and subsequent children. The discount and rates are subject to annual review by the governors. At least one term's notice will be given by the School of any proposed changes. As siblings leave Gatehouse, the sibling discount is adjusted according to the criteria of siblings **currently** at the school.

### **SCHOLARSHIPS**

Gatehouse School does not currently offer any Scholarships.

### **BURSARIES**

Bursaries are sometimes made available to pupils already attending Gatehouse School where the financial circumstances of the parents change. Usually this is restricted to pupils nearing the end of their time at the School other than in exceptional circumstances where short term bursary assistance may be offered. Bursaries are not generally available to pupils at admission. Please speak to the Head or Bursar for further details.

### **OVERSEAS APPLICANTS**

Gatehouse School is a Day School and is therefore only able to accept pupils who are normally resident in the United Kingdom and whose parents have residency status in the UK.

### **RELIGIOUS BELIEFS**

Although Gatehouse School has a broad Christian ethos, we do not select for entry on the basis of religious belief, and we offer the opportunity for all pupils to practice their own faiths.

### **SCHOOLS CONTRACTUAL TERMS AND CONDITIONS**

The Terms and Conditions are intended to promote the education and welfare of pupils and the stability, forward planning, proper resourcing and development of Gatehouse School. Copies will be issued to parents as part of the admissions process. Copies are also available upon request from the School Office. The Terms and Conditions may be amended or altered from time to time

### **COMPLAINTS**

We hope that you and your child do not have any complaints about our admissions process, however copies of the School's complaints procedure can be found on our website or sent to you on request.

### **CONTACT DETAILS**

Admissions Manager ,

Tel. 020 8709 5223.

email: [admissions@gatehouseschool.co.uk](mailto:admissions@gatehouseschool.co.uk)

School Bursar

tel. 020 8709 5222

email: [bursar@gatehouseschool.co.uk](mailto:bursar@gatehouseschool.co.uk)

Head (contact through the School Secretary)

Tel. 020 8980 2978

Email: [admin@gatehouseschool.co.uk](mailto:admin@gatehouseschool.co.uk)

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| Policy last reviewed     | January 2022 |
| Next review by Governors | January 2024 |