



Devonshire House Preparatory School

# Admissions Policy

Last review date	<i>September 2025</i>
Next review date	<i>July 2026</i>
Lead reviewer	<i>Laura Martinez</i>

## **Serving North London Families**

Devonshire House is a co-educational prep school, offering unparalleled preparation for senior school and life thereafter. Our unwavering emphasis on individual growth, within an inclusive community, balances traditional values and modern practice to inspire fearless life-long learning.

Our school values are:

- **Growth** – we reach high
- **Courage** – we learn fearlessly
- **Wonder** – we are inspired to find our spark
- **Belonging** – we care and come together

### 1. **Introduction**

Devonshire House Preparatory School is an independent co-educational nursery and day school for children aged 2 to 13 years. The school has been part of the Dukes Education family since March 2022.

### **Key Objectives**

Our aim during the admissions process is to make you feel welcome and help guide families through the admissions steps. Our intention is to get to know you and your child, as well as enable you to get to know the school. The objective is for a transparent and fair process and reflects the value and ethos of Devonshire House School and Dukes Education. The key objectives are:

- To admit children regardless of race, ethnicity, religion, language, sexual orientation, gender identity, disability or social background.
- To give priority to siblings of children who are pupils of the school and children applying from another Dukes Education school or nursery.

### 2. **Information for Prospective Parents**



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- A copy of the school's prospectus is available on the school's website at <https://devonshirehouseschool.co.uk/admissions/prospectus>
- Open Mornings are held regularly throughout each term and places can be booked via the school's website at <https://devonshirehouseschool.co.uk/admissions/open-mornings>
- Private tours can also be arranged by request for families who have registered at least one child with the school. Please contact the Admissions Department on [admissions@dhprep.co.uk](mailto:admissions@dhprep.co.uk)

### 3. **Enquiries & Applications**

- Initial enquires can be made through the school website, or by contacting the Admissions Department via email on [admissions@dhprep.co.uk](mailto:admissions@dhprep.co.uk), or by phone on 0207 435 1916
- For all year groups, the online Application Form must be completed and submitted, alongside payment of a non-refundable Registration Fee - £145 for Nursery applications and £174 (including VAT) for Reception and above. The Application Form can be found on our website at <https://devonshirehouseschool.co.uk/admissions/application>
- For applicants who do not hold a British or Irish passport, the Admissions Department will also request evidence of their right to live and study in the UK.
- Once the Application Form has been submitted and the Registration Fee paid, the School will acknowledge receipt of the Registration and the child's name will be placed on the registration list for the preferred year of entry.

### 4. **Entry Points & Requirements**

- The main points of entry into the school are:

#### **Acorns (2+), Reception (4+), Year 3 (7+), Year 7 (11+).**

- Children may enter Acorns in the term following their second birthday if places remain available after the main intakes in September and January.
- Children may join Oaks, or transition from Acorns to Oaks, in the September following their third birthday.
- Children may join Reception, or transition from Oaks to Reception, in the September following their fourth birthday.
- Children joining the Nursery receive priority entry to Reception in the September following their fourth birthday, and are expected to progress through the school.



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- Children may join Year 3, or transition from Year 2 to Year 3, in the September following their seventh birthday.
- Children may join Year 7, or transition from Year 6 to Year 7, in the September following their eleventh birthday.
- Whilst it is not standard practice at the School to allow students to join a year group they would not naturally fall into based on their date of birth, the School does consider such applications on a case-by-case basis through consultation with the Head of School, whose final approval is required.
- The school does not believe in testing very young children for entry to the Nursery and Reception year groups. However, parents of any child entering the school in any year group are expected to notify the school of any physical or educational impairment which may affect a child's progress at school so that these may be discussed with the Head and SEND team with full candour and, where necessary, appropriate, and reasonable adjustments put into place. Where appropriate, evidence of any medical reports, assessments, Education, Health & Care Plans (EHCP), and other reports will be collected, as well as visits conducted to a child's current educational setting by a member of the SEND team.
- For **Reception** entry, no 4+ assessment is required to secure a place at the school; however, the school does request references from a child's current nursery setting where applicable. Contact details for a referee are collected as part of the pre-admissions form. Where applicable, visits to a child's current educational setting will be conducted by a member of the SEND team.
- Children may also join the school at any other age, subject to a place being available.
- A child wishing to join the school in **Year 1, Year 2 or Year 3** will normally be required to spend a couple of hours at the school. During their visit, the child will sit a short paper-based test and spend the rest of the morning with some of their peer group taking part in lessons. Children will be observed and gently assessed by staff to better understand their interests and potential and evaluate the child's social behaviour to ensure they will be able to benefit from the education offered. For any child with SEND, parents should notify the school before the taster morning, so the school can make adjustments to support the child where necessary.
- For children wishing to join the school in **Year 4 and above**, children will be invited to spend a taster morning in school. They will sit a short online test and spend the rest of the morning with some of their peer group taking part in lessons. Children will be observed and gently assessed by staff to better understand their interests and potential and evaluate the child's social behaviour to ensure they will be able to benefit from the education offered. For any child with SEND, parents should notify the school before the taster morning, so the school can make adjustments to support the child where necessary.



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- The above conditions also apply to children wishing to join the school mid-year from Year 1 and above.
- For children applying from overseas, the school requires the child's most recent school reports, translated into English where relevant. For entry to Year 7 and Year 8 only, children are also invited to an online 'Get to Know You' session with our Head of School, before we are able to offer a place.
- For families seeking visa sponsorship from the School, an online interview with the child and adult who will accompany the child for the duration of the visa sponsorship in the UK will be conducted before an offer can be made.
- The School prepares children to leave the school at 11+ at the end of Year 6 and 13+ at the end of Year 8 and does not prepare children to leave at any other point.
- Parental commitment to the School and its ethos is an important factor when offers of places are made.

### 5. Offers

When making offers, the School prioritises candidates who are:

- Siblings of current pupils at Devonshire House School or siblings of children who have already accepted a place to start at the school. The family nature of the School is underlined by our sibling arrangement.
- Current pupils of any Dukes Education school or nursery, or have another affiliation with Dukes Education, (for example, the child of a staff member).
- Looked After Children, consistent with The Education (Admission of Looked After Children) (England) Regulations 2006, subject to the School's admissions criteria.
- All successful applicants will be sent a formal offer letter via email, accompanied by the School's Terms and Conditions and Privacy Policies. Candidates who are not offered a place will be informed via email.
- **Nursery School Acorns** offers can be made at any point after birth of the child.
- **Nursery School Oaks** offers are made from the Autumn Term preceding the year of entry with priority given to children already in Acorns. These children gain automatic entry to Oaks. More offers can be made in the Spring Term subject to availability.
- **Reception** offers are made in the Spring Term preceding the year of entry. Priority is given to those children already in the Nursery Oaks. These children gain automatic entry to Reception. Children are invited to the school for a taster event prior to the offers being made. Completion of the school's pre-admissions form is mandatory to join the taster event, with submissions of these forms opening in the Autumn term preceding the year of entry. After receiving an offer of a place in the Spring Term preceding the year of entry, offer-holders are invited for a second



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taster event at the school. More offers can be made later in the Spring Term, subject to availability.

- Year 3 offers are made in the Spring Term preceding the year of entry. Priority is given to those children already in Year 2. These children gain automatic entry to Year 3. Children are invited to the school for a taster morning prior to the offers being made in the Spring Term. Completion of the school's pre-admissions form is mandatory to join the taster morning, with submissions of these forms opening in the Autumn term preceding the year of entry. As part of the taster morning, children will sit a short online test. For any child with SEND, parents should notify the school before the taster morning, so the school can make adjustments to support the child where necessary. More offers can be made later in the Spring Term, subject to availability.
- **Year 1, Year 2, Year 4 and above** offers will be made in the Spring Term preceding the year of entry following a taster session and subject to availability.
- All offers are made at the Head's discretion. If parents would like to appeal the decision, they can do so by contacting the school's Governors.

### 6. **Accepting a Place**

To accept a place, parents are required to:

- Sign the offer letter, which acknowledges the parents have read, understood, and agree to the Terms and Conditions and Privacy Policies.
- Complete an online payment of the Acceptance Deposit.
- Acceptance will only be considered confirmed once both the signed offer letter and deposit have been received.
- A secondary payment of one term's fees (at the new academic year fee cost) will be payable in advance on or before the first day of the term preceding entry.
- For families seeking visa sponsorship from the School, payment of the full academic year's fees (at the new academic year fee cost) will be payable upon acceptance of the offer. The school does not charge an administration fee for issuing the CAS.

### 7. **Sponsored Students**

- Devonshire House School holds a licence to sponsor Child Student visas. We can support children aged 4 to 11 years old who wish to join the school through the Child Student visa route, along with one parent of the child under the Parent of a Child Student visa route.
- Regardless of the entry point, children requiring visa sponsorship to study at Devonshire House School will be required to come to our school for a family visit prior to being offered a place. If the family is unable to visit the school in person,



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we will arrange an online meeting conducted by the Admissions team and the Head of School.

- If a pupil, for any reason, is unable to arrive and start their course on-time, the school must undertake an Academic and Pastoral Review to determine if the pupil is still able to access, progress and complete the course.
- An Academic and Pastoral Review will take place if a pupil does not arrive and start within 3 weeks of the published course start date. A review may take place earlier if the school feels it appropriate.

Following the review, the school will decide if:

- The pupil can access, progress and complete the course and the offer remains in place pending any subsequent reviews.
- The pupil, with additional support, can access, progress, and complete the course. Details of that support will be provided.
- The pupil will not be able to access, progress or complete the course and the offer will be revoked.

### 8. **Cancelling a Place**

- If for any reason the Parents wish to cancel their child's place at the school before entry, formal notice must be given to the school Admissions team in writing as soon as possible, with at least a full term's notice.
- The cancellation of a place that has been accepted can cause long-term loss to the School, especially if it occurs after other families have made their decisions about schooling for their children. As a result:
  1. The deposit is not refundable if for any reason the Pupil does not join the School after a place has been accepted.
  2. In addition, if less than a full term's notice of cancellation has been given in writing, the Parents are liable to a full term's fees.
  3. Further details regarding cancellation, withdrawal and notice can be found in the school's Terms & Conditions, which are supplied to all parents when an offer is made.

### 9. **Waiting List**

- Once places for the following September have been filled, applicants will be kept on the waiting list for the relevant year group and places will be offered to those children if they become available.



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- To retain our co-educational commitment, we try to replace a boy with a boy and a girl with a girl, aiming to achieve an even spread of boys and girls in a class as much as possible.

### 10. **Special Educational Needs & Disabilities**

- Parents of any child entering the school in any year group must notify the school of any physical or educational impairment which may affect a child's progress at school at the point of application, so that these may be discussed with the Head and SEND team with full candour and, where necessary, appropriate and reasonable adjustments put into place.
- Devonshire House School is academically selective from Year 1. The school will only consider admitting a pupil if their special educational needs can be met with reasonable adjustments that the school can provide. Their admission must be compatible with the provision of education for the children with whom they will be educated.
- The school's facilities for children with physical disabilities are limited due to the limitations of the school site. However, the school will do all it can to ensure reasonable adjustments are made so that pupils with disabilities have full access to the curriculum, procedures, and policies.
- Parents are invited to discuss their individual requirements with the SENDCo during the admissions process to ascertain if the school can meet the individual needs of their child. Where appropriate, evidence of any medical reports, assessments, Education, Health & Care Plans (EHCP), and other reports will be collected, as well as visits conducted to a child's current educational setting by a member of the SEND team.
- Please note that failure to provide or withholding full details / documentation relating to any special educational needs and / or disabilities may result in your child's offer or place being cancelled, or once your child has started, for their place to be withdrawn, without further charge if in the professional judgement of the Head and Head of Learning Support, the School is unable to provide adequately for your child's special educational needs.
- For full details regarding the school's policy and procedures for pupils with SEND, please see the SEND Policy, which is available on the school website.

### 11. **English as an Additional Language (EAL)**

- Parents of children for whom English is not their primary language (EAL) should notify the School at the application stage so suitable adjustments may be made during the Admissions process if required.
- The School does not regard pupils as having a 'learning difficulty' solely because the language or medium of communication at home is different from the language in which he or she is or will be taught. Pupils for whom English is an additional language (EAL) will be provided with appropriate in-class support providing they





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fully meet the Devonshire House School entrance criteria. They will be assessed to gauge the support that may be needed to ensure equal access to the curriculum along with all other aspects of life at Devonshire House.

- In addition to in-class EAL support, the school offers an EAL course for children joining Year 1 and above who would benefit from accelerated support. Mostly for children seeking visa sponsorship from the school, but not exclusively, this course specialises in helping children with little or no English make accelerated progress in reading, writing, grammar and spelling at an additional cost. At the offer stage, the Admissions team will let parents know if the offer is conditional on the EAL course after determining a child's level of English through their most recent school reports, and an in-person or online meeting or taster session.
- For full details regarding the school's policy and procedures for pupils requiring English as an Additional Language (EAL), please see the EAL Policy, which is available on the school website.

### 12. On & Off Rolling

The school is committed to fulfilling all obligations to the Local Authority regarding the pupil roll.

- All pupils will be included in the admissions register from the beginning of the first day on which the school has agreed or has been notified that the pupil will attend the school. For most pupils, the expected first day of attendance is the first day of the school year.
- The school will report to the local authority all joiners and leavers at non-transition times, i.e. when 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. The school will do so by using the reporting template provided by the local authority. This will be done on a rolling basis within **5 working days** of the change occurring.
- The template will include: full name, age, date of birth, gender, full home address, contact details, full address of the previous school and/or full address of the future destination, date of the first day of attendance as notified by a parent, and then date confirmed by destination school to our school through telephone, email or scholarship notification. Contact details of future school staff members confirming the child's attendance will also be ascertained.
- Schools are also under a duty to provide information to the Local Authority for standard transitions if requested.





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- Schools are also obliged to notify the local authority when a child or pupil fails to attend school regularly or is absent without leave **for more than 10 school days (continuous)**.
- From September 2016, a school's right to delete a pupil for **non-return within 10 school days** after an authorised leave of 10 school days or more, or after 20 school days of unauthorised absence (in both cases, in the absence of illness or other unavoidable cause), does not arise until the school and local authority have **jointly made reasonable enquiries** (described in the guidance) as to the pupil's whereabouts **and failed**.
- As an independent school, the School's right to remove a pupil is also subject to the **Terms & Conditions**.

### **Status of Policy**

- This policy is intended to provide general guidance for the parents of prospective pupils. It should not be regarded as having legal effect and if there is any conflict with the contract (offer letter) referred to in paragraph 6 the contract prevails.