The Children's House

Admissions Policy

This policy should be reviewed annually and as required by legislation.		
Action	**Reviewer**	**Date**
Review	AS	Sept 2026
Approved by Chair of COM	BDB	Sept 2026
Date for next internal review		Sept 2027

The Children's House School operates across two separate sites, offering educational provision for children from 2½ to 11 years of age.

Admission to the School

If you would like to register your child for a place at The Children's House, you will need to:

- Complete the Registration Form on our website
- Pay of a non-refundable registration fee by bank transfer
- Send your child's ID (birth certificate or passport) to Admissions

Your child's name will then be placed on our waiting list, and we will write to you confirming the proposed term of entry for your child. Firm offers of places are made, in the term or two terms, preceding entry. Your registration covers both Nursery and Pre-Reception classes as well as Reception.

Offers are made in order of the date of registration. If it is not possible to offer your child a place in the proposed term of entry, you will be contacted by us in writing and given the option of going on to the following term's waiting list, again in order of date of registration.

Deposits

- On acceptance of a place, applicants will be required to pay a deposit equivalent to one term's fees at the fee level prevailing at the time the offer is made and relating to the session the child is joining.
  On joining the School, £2,000 of this deposit will be held in the general funds of the School until the child's final term and the balance of the deposit will be offset against the first term's fees.

- On transferring to Reception from the Nursery parents of pupils in the Nursery will be required to pay a top-up deposit (the difference between £2,000 and a full term's Reception fee). On joining Reception, £2,000 of this deposit will be held until the child's final term and the balance of the deposit will be offset against the first term's fees.

- External applicants will be required to pay a full term's fees per child at the fee level operational at the time the offer is made. On joining the School, £2,000 of this deposit will be held until the child's final term and the balance of the deposit will be offset against the first term's fees.

Sibling Policy

Places at The Children's House are allocated according to order of date of registration at the School, provided the younger child(ren) has (have) been registered before the age of one. As far as possible, preference will be given to siblings, but their admission is not guaranteed. However, the Headteacher retains discretion over the allocation of all places throughout the school.

Fees

Termly fees are payable on or before the first day of term. For families who have three or more children in the school at any one time, a discount of 10% will be applied to the fees for the eldest child for the period when all three children attend The Children's House.

Children should be 2 ½ years of age on the first day of the month of entry, i.e.
2 ½ by 1st September for Autumn Term entry
2 ½ by 1st January for Spring Term entry
2 ½ by 1st April for Summer Term entry

The youngest children, aged 2½, are usually offered a morning session during their first term, which runs from 8:45 am to 12:00 pm. However, if it better suits your schedule and your child is ready, you have the option to choose a full-day session instead. The full-day session runs between 8.45am and 3.00pm.

After the first term, parents can opt for their child to either continue attending morning sessions, or to attend school for a full day. We do appreciate that young children can become tired, particularly at the beginning of term when they are adjusting to a whole day in the nursery. We are therefore flexible about collection times. If you feel your child would benefit from being collected early one or two days a week (Wednesday and Friday are the

suggested days), this can be arranged with your child's teacher. Notwithstanding the above, fees for five full-day sessions will be payable.

In the term during which a child has their fourth birthday, we would expect them to take up a full-day place in the Pre-Reception cohort. The full-day session runs between 8.45am and 3.00pm with options to attend breakfast club from 7.45am and after school clubs until 6:00pm.
This provision provides a gentle introduction to school, with flexibility where required.

Progression through the School

It is assumed that pupils will automatically progress through the School (including from the Nursery to Reception and to the Prep School), subject to him/her meeting the required standards of behaviour and progress and the School continuing to be able to meet their needs.

For any remaining vacancies offers will be made to external candidates in order of date of registration. Offers must be accepted within two weeks and on acceptance, the appropriate deposit must be paid.

How Class Groups are made up at The Prep School

The Prep School is one form entry, and children are taught together but will often work in smaller groups.

Children with Special Educational Needs, disabilities or special medical needs

The School will make any reasonable additional or alternative arrangements to ensure that the School's admission procedures are accessible to disabled children. On registration and before the offer of a place is made by the School, parents are required to fully disclose information about any known medical condition, disability or learning difficulty affecting their child. The school can then make an accurate and comprehensive assessment and will consult with such other persons or organisations as necessary in order to ascertain a child's particular needs and the nature of any additional or alternative arrangements which would be required to meet them if an offer of a place was made.

Chance Vacancies

Chance vacancies can occur at any point in the school. The Admissions Manger maintains a chance vacancy waiting list for all year groups and when a vacancy occurs, contacts people on the list (in order of registration date). Children entering the school outside the normal entry point in reception, are asked to spend some time in school attending lessons with the class. They may also be required to complete some English and Maths exercises to ensure they are able to access the curriculum and that the school can meet their needs.

Bursaries

The Children's House

The Children's House School offers a limited number of bursaries. Please refer to our Bursary policy for further information.

Equality

Applicants for admission will be treated equally, irrespective of their or their parents' sex, race, sexual orientation, religion or belief, pregnancy or maternity, gender reassignment or any disability. Applicants will be treated equally in respect of their parent's age, or marital or civil partnership status.

Please contact Nicolette Blanch for all registration, chance vacancy and bursary enquiries for all year groups on admissions@childrenshouseschool.co.uk or 0207 354 2113 (option 2).