



YORK HOUSE

Admissions Policy

Reviewed September 2024

T. 01923 772395
www.york-house.com
@YorkHouseSch

ADMISSIONS POLICY

Overview

York House School maintains a selective policy for admissions but the intake is mixed ability by nature. In line with the school's coeducational status, waiting lists are separated by gender to ensure cohorts remain coeducational. Pupils undergo age-appropriate assessments prior to entry. The assessment process ensures a match between the education we offer and the child's needs. Due to the volume of applicants being assessed, it is not practical to provide detailed feedback on a child's performance.

Equal Treatment

We encourage applications from candidates with as diverse a range of backgrounds as possible. This cultural variety substantially enriches our community and we believe it to be vital in preparing our pupils for today's world. Bursary applicants are considered in order to enable as many children as possible who meet the school's admission criteria to attend the school.

York House School is committed to equal treatment for all, regardless of a candidate's race, ethnicity, religion, sexual orientation or social background. The school is committed to make reasonable adjustments for the entry of pupils. Further information regarding our provision for bursaries is available on request from our Bursar.

Special Educational Needs and/or Disabilities (SEND)

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 facilitate their needs. However, we advise families of children with special educational needs or physical disabilities to discuss the pupil's requirements with the School before he or she sits the entrance exam so that we can make adequate provision for him/her. Families should provide a copy of an Educational Psychologist's report or a medical report to support their request, for example for extra time or other special arrangements. The school welcomes pupils with EHC plans providing we can offer the level of support the pupil requires and the EHCP states.

Gifted and Talented

The school welcomes those who have been identified by a previous setting or professional as Gifted and Talented. At York House, we use the term Exceptional Performer as often performance is domain specific.

EAL Pupils

The school welcomes pupils who have English as an additional language. We will discuss thoroughly with families any adjustments that can reasonably be made for the child if he/she becomes a pupil at the school.

Transferring from another school

If a prospective pupil wishes to transfer from another Independent School, the Headmaster will encourage an open discussion between the prospective families and the pupil's current school about the transfer. An assessment at York House can only take place subject to satisfactory academic references being received from the current school. All financial accounts must be clear before York House can enrol a pupil transferring in this way.

The Admissions process at York House

Registration

Prospective pupils may be registered for admission at any time after birth. For children wishing to join Nursery or Reception, we suggest registration by the time the child is 12 months old due to demand on places.

If a family wishes to register their child, we ask that a tour of York House has taken place with the Head, or another senior member of staff, prior to the pupil being enrolled.

A pupil's name will be placed on our list of applicants for admission after the registration form has been completed and returned to the Registrar with a copy of their birth certificate or passport, together with a non-refundable fee of £100.

Children typically join York House at Nursery or Reception (known as 3+ and 4+). Another entry point is into our Lower School at Y3 or Y4 (known as 7+ or 8+) and some children join us for the last two years at 11+ for Y7 and Y8.

On occasion, we have spaces in other year groups, due to relocation and we are happy to meet with families on an individual basis to discuss joining York House.

3 + Entry

Children are invited to take part in an assessment session approximately two terms before they wish to start in the Nursery at York House. Children will take part in an age-appropriate assessment session, looking at three prime areas: social skills, communication and physical development. Typically, sessions are run in small groups.

4 + Entry

Entry for Reception is similar to our Nursery assessment sessions. Children are invited to attend the school in small groups where they take part in a range of optional play-based activities. During the session, staff focus on the three prime areas: personal, social and emotional skills, communication and language and physical development. Assessments typically take place in November and February of the academic year prior to Reception entry.

Assessment for Y1 -Y8 (Spaces depending)

Families who are seeking a space for a Y1 pupil upwards are invited to spend time at York House with the current cohort. During the assessment day, the pupil will be asked to complete age-appropriate assessments typically in English and Maths.

The aim of this is to give your child an overview of a day at York House, which may involve activities such as sports, playground time, lunch and of course, normal lessons throughout the day and to ensure a positive match between our current cohort, the schools aims and the child.

Siblings policy

Siblings are defined as brothers or sisters of children who are currently attending York House School at the time of the candidate's initial registration. Siblings are offered an assessment in the same way as non-sibling children.

During the assessment siblings are given no further preferential treatment, all children are required to have a positive assessment, before entry is offered to York House.

If a year group is full, siblings are treated with priority after a positive assessment, i.e. they will be placed below staff children and above non-siblings on a waiting list.

Staff Children

Like our sibling policy, staff children are defined as children whose parent(s) currently work at York House and in the academic year the child wishes to start will be working at York House. Staff children are offered an assessment in the same way as all children are offered an assessment and must have a positive assessment before entry is offered.

If a year group is full staff children are treated with priority after a positive assessment they will be placed above siblings and non-siblings on a waiting list.

If a member of staff ceases employment with the school then from the first day of the next term, their child(ren) is no longer considered to be a "Staff Child".

Offers and Waiting Lists

A decision will be made within two weeks after the assessment has taken place.

Children may be offered a place, declined a place or placed on a waiting list.

If a place is offered families are required to confirm and pay a deposit of £1000.00 to secure your pupil's place within 14 days.

We refresh our waiting lists regularly and will communicate any changes. If you do not wish to stay on the waiting list for a place, parents should inform the registrar.

Places will also be offered with the school's co-educational status in mind.

On offer of a place, a deposit of £1000 will be required. £475 will be refunded at the end of the pupil's final term if leaving at the end of Year 6 or Year 8. £525 will be credited back against the first term's fees. The deposit is non-refundable if the acceptance is cancelled for whatever reason prior to the pupil joining York House.

Families Abroad

If you are not able to visit the school in person, The Registrar will request previous school reports and, with your permission, contact your child's current school. Depending on your child's year of entry to York House, we would then ask them to invigilate the relevant assessments in controlled conditions. It is important that your child has a valid passport or visa (if applicable) to study at York House School. We will require to see their passport prior to an offer being made.

Complaints

In the event that a family wishes to make a complaint about the way in which their child's application has been handled (in other words, the admissions process), they should write to the Head setting out the reasons for the complaint before the end of the term in which the entrance test was sat. The Head or his representative will examine the grounds for the complaint and will respond in writing, guided by the deadlines specified in the Complaints Procedure, setting out his decision and the timetable for any further steps which may include a recommendation to the Secretary to the Governing Body that an Appeals Panel be convened involving one or more Governors. Appeals against admissions decisions are not accepted unless the process has been unreasonable.

Future policy changes

This policy may be amended at any meeting of the governing body, in which case the revised policy would operate from the start of the following academic year. Families are asked to check back annually for any changes that may affect them.

Register

The law requires all schools to have an admission register and an attendance register. All pupils must be placed on both registers. York House School (YHS) places pupils on the admission register at the beginning of the first day on which the school has agreed, or been notified, that the pupil will attend the school. If a pupil fails to attend on the agreed or notified date, the school will consider notifying the local authority at the earliest opportunity to prevent the child from going missing from education.

It is important that the admission register is accurate and kept up to date. York House School encourages parents to inform them of any changes whenever they occur.

YHS also monitors attendance and addresses this when it is poor or irregular. All schools must inform the local authority of any pupil who fails to attend school regularly or has been absent without the school's permission for a continuous period of 10 school days or more, at such intervals as are agreed between the school and the local authority.

Where a family notifies a school that a pupil will live at another address, YHS will record in the admission register:

- the full name of the family member with whom the pupil will live;
- the new address; and
- the date from when it is expected the pupil will live at this address.

Where a family notifies the school that the pupil is registered at another school or will be attending a different school in future, YHS will record in the admission register:

- the name of the new school; and
- the date on which the pupil first attended or is due to start attending that school.

Where a school notifies a local authority that a pupil's name is to be deleted from the admission register, the school will provide the local authority with:

- the full name of the pupil;
- the full name and address of any family member with whom the pupil lives;
- at least one telephone number of the parent with whom the pupil lives;
- the full name and address of the parent with whom the pupil is going to live, and the date the pupil is expected to start living there, if applicable;
- the name of pupil's destination school and the pupil's expected start date there, if applicable; and
- the ground in regulation 8 under which the pupil's name is to be deleted from the admission register.

York House School and the local authority will work together where necessary to agree on methods of making returns. When making returns, the school will highlight to the local authority where they have been unable to obtain the necessary information from the parent, for example in cases where the child's destination school or address is unknown. YHS will also consider whether it is appropriate to highlight any contextual information of a vulnerable child who is missing in education, such as any safeguarding concerns.

It is essential that YHS complies with these duties, so that the local authority can, as part of their duty to identify children of compulsory school age who are missing education, follow up with any child who might be at risk of not receiving an education and who might be at risk of being harmed, exploited or radicalized.

NB:

As part of the admissions policy York House agrees to do the following:

The register will contain, in addition to existing requirements, the address of any new or additional place of residence of the child, the full name of the parent with whom the child will normally live in future and the date from which the child will normally live there, where reasonably practicable for the school to ascertain this information.

The register will contain, in addition, the name of the destination school (or additional school, in the case of dual registration) notified by a parent and the first day of attendance, where it is reasonably practicable for the school to ascertain this information.

The school will notify their local authority when it removes or adds a pupil for non-standard transitions, ie where a child of compulsory school age 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, along with the LEA, make reasonable enquiries as to the pupil's whereabouts and if they fail only then will they proceed to delete a pupil for non-return within 10 days after authorised leave of 10 school days or more, or after 20 school days unauthorised absence.

The school will make reasonable adjustments in line with the Equality Act 2010 when required.

Please read this policy in line with these other policies:

- Safeguarding
- Anti-bullying Behaviour Exclusion
- Learning Support
- Fees in Lieu of Notice

All parents are bound by the school's terms and conditions as accepted at the time the deposit is paid. Should the child be removed from the school without a full term's written notice having been received, the parents will be liable to the full terms fees in lieu of such notice.

Signed by:

A handwritten signature in black ink that reads "Jon Gray". The letters are cursive and slightly slanted to the right.

Headmaster

Date: September 2025

Signed by

A handwritten signature in black ink, appearing to be "H. Gray". The letters are cursive and highly stylized, with a long horizontal stroke extending from the end.

Chair of Governors

Date: September 2025

Please see the Policy Review Matrix for the next review date