



CHARLTON HOUSE — Catholic Prep —

Nurturing excellence, embracing
communities and inspiring futures

Admissions Policy

Reviewed and approved by the full governing body July 2025
To be reviewed by FGB July 2026

Date	Nov 2022	Sept 2024	July 2025	July 2026
Reviewed by	FGB	FGB	FGB	

Admissions Policy (including the Early Years Foundation Stage)

1. Introduction

This document states the process for admission and outlines the criteria we use for entry to our school.

2. Ethos

We are proud to be an inclusive and co-educational school catering for children from 3 years to 11 years old. Admission to Charlton House Catholic Prep may be into any year group providing a child is capable of managing the demands of the school day, can access and benefit from the educational programme and provision that we offer, and where a space is available. In the final event, an offer of a place is at the Head's discretion. The curriculum is designed to develop children from three years old to their Secondary School transfer at eleven. We prepare all pupils in Year 6 to sit SAT-like examinations and prepare them for 11+ or secondary scholarship tests as appropriate and with discussion with parents.

3. Entry Procedure

It is important that the families choosing our school support our educational and religious philosophy.

Prospective parents will benefit from:

- Visiting our [website](#)
- Reading the school prospectus (available from the school office)
- Reading some past copies of the school newsletter 'Charlton News' (available on request from the school office)
- Following the school on our social media: [Instagram](#) and [Facebook](#).
- Coming to an Open Morning or touring the school
- Contacting the School Office Manager (admin@charltonhouseindependentschool.co.uk) with any individual enquiries or questions

Entry into our Reception Year (September Intake)

1. Parents may register their child by completing an 'application for admission form' using [this link](#). Hard copies are supplied as part of prospectus packs or can be requested via the School Office Manager in the office. Once the office has received the completed form, together with the registration fee, the child's details will be entered onto our school management system.
2. Parents can register for a space in Reception at any time and places are allocated on a first come basis.
3. On receipt of the admissions forms and deposit, your child will be offered a place and you will need to provide proof of identification (copy of passports for parents, birth certificate and passport for the child). The deposit is non-refundable should the place not be taken up (please see our Terms and Conditions on our admissions forms).
4. Prior to the child starting, we will contact their previous school or Nursery for reports or references.
5. We will ask you to supply us with all other relevant documentation for your child prior to entry including any relating to a recognised Special Educational Need or medical or dietary need/requirement.

6. Attendance at a Kindergarten or Nursery school is highly recommended for a smooth transition into Primary School. There is no automatic entry procedure for Charlton House Catholic Prep from any Kindergarten or Nursery school (including Charlton House Kindergarten).
7. Children will be invited for two 'move-up' sessions during the Summer term prior to the September start.

Entry at other year groups in the school (including Kindergarten)

Places are available in other year groups throughout the school. Steps 1-5 above will be followed for an in-year entry along with an informal meeting with the Head Teacher. Children entering Years 1-6 will be offered trial days or sessions, depending on their age. This will enable parents and the school to assess whether the child will thrive within the educational environment provided at Charlton House Catholic Prep.

It is important to note that in step 3 there are supplementary deposits payable as laid out in our terms and conditions. For more information, please refer to the 'application for admission form' or contact the School Office Manager.

For children joining in Kindergarten, more settling in sessions can be offered and there is flexibility around days and sessions that children can attend school. It is important to book an appointment to discuss Early Years funding, how to apply and when this would be applied to your child's account.

On return of all documentation, deposits and upon successful completion of trial/settling in sessions a child may join Charlton House Catholic Prep.

4. Special Educational Needs and Disabilities

We welcome pupils with special educational needs and disabilities providing that we can meet their learning needs within our existing resources. Similarly, we welcome pupils with physical disabilities provided that the School learning environment is suitable for them, after making any reasonable adjustments (please refer to our Accessibility Plan, which is published on the School's [website](#)). The School requests that parents of children with special educational needs, learning difficulties or physical disabilities indicate so on the enquiry and admissions forms, and meet with the Head and/or Senco to discuss their child's requirements before accepting a place at the School, and that they keep the School informed of any changes.

Each application will be judged on its suitability taking into account the constraints of the school building. We will discuss thoroughly with parents and their medical advisers any adjustments that can reasonably be made for their child should he or she become a pupil at the school. If we are unable to meet the needs of a pupil within our existing resources, we may not be able to offer a place. In some circumstances, we may request that parents fund an additional Learning Support Assistant to support their child's learning within the classroom. This support may also be provided via an Education and Health Care Plan (EHCP). Parents will be invited to meet with the Senco and the Head Teacher to discuss this.

5. Sibling Priority

Charlton House Catholic Prep operates a policy of sibling priority. However, we may not offer a place if we feel that the school is not the appropriate educational environment for the child at that stage. The Head Teacher will discuss this with parents at the earliest opportunity if we feel that there may be an issue.

If a sibling is unable to take up their place at Charlton House for any reason, the place will be offered to the next pupil on the waiting list. This list will have been compiled in order of registrations received.

Sibling discounts are available and relate directly to the number of children attending the school. A second child will automatically receive a 10% discount. Children in Reception are eligible to claim up to 30 hours of Early Years Funding until the term in which they turn 5. This will be deducted from the yearly fee. Any other discount eligibility will be applied from the term after they turn 5. Full payment discount is not applicable. The school also recognises old Simmarians and offers a 5% reduction on fees for their first child.

6. Equal Opportunities

At Charlton House Catholic Prep, we do not discriminate in terms of race, gender or disability.

Religious Beliefs

We are a Catholic School and we expect our families to respect the religious ethos of our school. We are not selective based on religion and all families regardless of religion or cultural background are encouraged to apply for admission to Charlton House Catholic Prep, however all families must be sympathetic to the Christian ethos of the school and all pupils are encouraged to attend morning worship and whole school liturgical celebrations in the school Chapel.

Fluency in English (EAL)

There is an expectation that all pupils at Charlton House Catholic Prep will have a reasonable working knowledge and understanding of English, although extra help with English as an additional language can be provided for those who require it. There may be a charge for this one-to-one tuition.

7. Home-School Agreement

At the point of admission to Charlton House it is made clear to all prospective pupils and their parents that they are expected to co-operate with the teaching and support staff, and to promote the greater good of the whole community. We also wish to establish full partnership with parents in order to promote the interests and learning of the children. This partnership must be based upon mutual honesty and respect. We have the right to expect full disclosure of any learning support assessment or identified need, or medical condition or disability, which could require specialist treatment, support or equipment. We also have the right to expect full disclosure of any behavioural or disciplinary issues known to parents at the point of application, and thereafter. This information is essential to assist with any interview or other pre-assessment screening. At Charlton House we seek to offer places to those whom we believe can contribute positively to the school community, and whom we can educate and safeguard within our own teaching, pastoral and learning support structure.

Each year, the school, the pupil and the parents will be expected to sign a copy of the home-school agreement which outlines the expectations of all parties. A copy of which can be found on our [website](#) or you can request a hard copy from the School Office Manager.

8. Bursaries

Bursaries are offered for fixed periods at a time. The family is required to provide fresh information about its circumstances for every year that their child attends the school. Levels of support may vary depending on income. **Applications for these must be made at the time of formal application for school entry.** More information on our Bursary Policy can be obtained from the school office or Head Teacher.

Any outstanding debts must be cleared before subsequent children are admitted to the school.

This policy will be reviewed annually.