



Admissions Process and Policy – including EYFS

Introduction

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 Cheam (the “School”). We also hold a number of open events, which give a general introduction to the School.

Please contact the School’s Registrar on 01635 267822 or email registrar@cheamschool.co.uk or email via the website to arrange a visit.

Entry Points

We welcome children into any year group though the most typical are Nursery, Year 3 and Year 7. There may be a restriction on intake in any year group if numbers applying exceed places available.

Admissions Process

If you are considering Cheam as a school for your child, the first step is to get in touch with the Registrar, either by completing the online enquiry form, by phone or by email.

The Registrar will then arrange for you to attend an Open Morning or to come for an individual tour and meeting with the Head and, if appropriate, the Head of Pre-Prep. Where this is not possible, virtual appointments are also available.

Registering your child at the School is the next step. Registration does not guarantee a place at Cheam; it is a formal expression of interest that ensures that a child’s name is added to the relevant list for the specific year group and year of entry. Early registration is encouraged as there may be a waiting list for certain entry points. To register your child you should complete and return the Registration Form together with a fee of £150.

For those children who are registered, we invite them to join us for a Familiarisation Day (or Stay and Play for the younger Pre-Prep pupils). The purpose of the day is to give prospective parents, the child and the School the chance to assess the suitability of the School for the child.

The School is non-selective but if the School feels a child is unable to benefit from the education offered the School will discuss the situation with the parents to provide the best outcome for the child.

On completion of a successful Familiarisation Day, places are offered at the discretion of the Head, taking into account the chronological order of registrations and whether the child has any siblings already at the School. In the event of a shortage of places, priority will be given in accordance with this criteria and some children will be offered waiting list places. If a place subsequently becomes available the parents will be notified as soon as possible.

Once a place has been offered, to secure the place, parents are asked to sign and return a Confirmation Form and to make a deposit payment of £1,500, which is refunded from the final term’s school fees.

Most pupils progress from the Pre-Prep to the Prep School but this is not automatic. If there is any chance that a place might not be offered, this would be flagged in discussions with class teachers, the Head of Pre-Prep and/or the Head in Year 2, or earlier, if appropriate

Selection

Amongst the preconditions for entry are that the parents understand and broadly sympathise with the ethos of the School, the child is of the appropriate age and maturity, the child is able to access the full curriculum, and that the School is able to provide adequately for any learning difficulties, disabilities and other special needs (if any) the child may have. It is a further precondition that the present or former school reports satisfactory attitudes and conduct on the part of the parents and child and that fees (if applicable) at the present or former school have been paid.

As highlighted the date of registration is taken into account when looking to offer a place at the School, whether there is a parental or family connection with the School and also whether the applicant has special aptitudes or gifts. The School operates a sibling policy which can be discussed with a family if relevant.

Exceptional family circumstances and education outside of the UK will also be considered.

The following factors will not be taken into account:- the child's or parent's race, religion, nationality, ethnic origin, skin colour, area of residence, disability, socio-economic group or any other protected characteristic. Protected Characteristics are listed at <https://www.legislation.gov.uk/ukpga/2010/15/section/4>

The School has a Church of England foundation but welcomes children of all faiths. There is a School chapel service every Saturday for children in Years 4 and above.

Disability and Special Educational Needs

We strongly advise parents of children with special educational needs or physical or mental disabilities to discuss their child's requirements with the School before a Familiarisation Day so that the School can make adequate provision for him/her. Parents should provide a copy of an educational psychologist's report or a medical report if they have one for the consideration by the Head of Learning Development.

The School will discuss thoroughly with parents (and their child's medical advisers, if appropriate) the adjustments that can reasonably be made for the child if he/she becomes a pupil at the School.

Data Policy

During their time at school and following GDPR, parents are asked to give consent for the photography of their children and for the photos/videos to be used in various school publications. This consent can be withdrawn at any time and may only be asked once during their time at the School unless further consents are required. If parents wish to make their contact details available to other parents, they may do so by 'opting in' on the Parent Portal.

Information from prospective parents who don't subsequently take up a place at the school will be kept until either (i) the child is too old to attend or (ii) the parents highlight that they are not looking to send their child to the school or (iii) if there has been no contact from the parents for up to 5 years. The information is then removed from the system and paper copies shredded.

Policy Owners

Staff: Registrar
Governors: Finance & Operations Sub-Committee

Latest Reviews

Staff Policy Owners: October 2024
Compliance: October 2024
Board of Governors: November 2024