



BERKHAMPSTEAD SCHOOL

ADMISSIONS POLICY

General

Berkhampstead School is an outstanding co-educational independent school for pupils from ages 3 to 11. Children may enter the Kindergarten in the term of their 3rd birthday. Following Kindergarten there is a two-form entry from Reception to Year 6. Deciding on the right school for your child is one of the most important decisions you will ever have to make. Visiting the school would not only help you understand how we deliver education, it will also help you in your journey to identify the most suitable school; we believe that a personal visit is invaluable. We hold a number of Open Days, which give a general introduction to the school. Details are published on our website. We are also very happy to welcome prospective parents and their children at other times.

Admissions Process

Thank you for showing an interest in Berkhampstead School and we would like to invite you to make an appointment to be shown around personally with the Head of School, Mrs Michelle Bareham. This will give you an opportunity for you to get a feel for the School and ask any questions that you may have. Please contact

Ms Sue Watkins on 01242 523263 for an appointment. In the meantime, I hope the School website will give you some insight into life at Berkhampstead School.

1. Registration Form

Please complete the registration form and pay the deposit. Please return the form to Ms Sue Watkins on: admissions@berkhampsteadschool.co.uk

2. Other Documents

Once the registration form is submitted, we will start your application process. We will need a few more important documents to complete your submission including Birth Certificates and a School Report or transfer report from a previous school if appropriate.

3. Getting To Know Your Child

Each child is unique with different learning strengths and needs. As part of the application process, we believe in ensuring that our incoming pupils are supported in the individual ways that suit their needs.

Those joining Kindergarten and Reception will be offered “settling in” sessions. For those joining higher up the school, we will invite children in for a taster day. As part of the process we will request a ‘getting to know you’ form to be completed.

4. Acceptance Form

With the completion of the above, we will review your application to make the best recommendation for your child. An Acceptance Form will be sent to you to consider and sign to accept your place at Berkhamstead.

Welcome to Berkhamstead!

You're in! There may be opportunities for settling in days and to meet the staff and children and get all the help you may need for your child to be ready for their first day of school.

Children of five and under – registration requirements

Independent schools must register with Ofsted on the Early Years Register any care or education that is provided for children aged under three. Children who are three in the term they start school (rising threes) may be regarded as three years old for registration purposes if the school does not take children who are younger than three. In establishing whether a child is 'rising three', reference is needed to one of three dates. These are that, in the term at which the child starts at the setting, the third birthday is on or before 31st December, 31st March or 31st August.

Admission into Kindergarten

Children can be admitted to the Kindergarten in the term that they turn 3 years of age. Children need to be 'ready' to start Kindergarten and a significant part of being 'ready' is being toilet trained; however, staff realise that children of 3 are not always totally reliable in this respect. The children will be encouraged to be as independent as possible in their health and self-care, so that they can be independent in their learning.

Registration

For children joining Berkhamstead School in Reception or above, the School asks for a deposit of £500 upon registration to consider a place for your child(ren) to join. This is made up of:

- £50 non-refundable registration fee.
- £300 refundable deposit that is returned as a credit against your first term's fee.
- £150 refundable deposit that is returned on leaving the school, once all fees are paid.

For children joining Berkhamstead School in Kindergarten, the School asks for a deposit of £500 upon registration to consider a place for your child(ren) to join. This is made up of:

- £50 non-refundable registration fee.
- £300 refundable deposit that is returned as a credit against your first term's fee for Reception. Should your child(ren) not stay on to Reception then this amount becomes non-refundable.
- £150 refundable deposit that is returned on leaving the school, once all fees are paid.

Special Needs

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 is suitable for them. However, we advise parents of children with special educational needs or physical disabilities to discuss their child's requirements with the School.

We will discuss thoroughly with parents and their medical advisers the adjustments that can reasonably be made for the child if he/she becomes a pupil at the school.

The Assessment Process

The aim of the process is to identify potential. We are looking for well-rounded pupils with a genuine interest in education in the broadest sense of the word, with interests that stretch beyond the confines of the academic curriculum. The school has strong traditions in music, sport, drama and art. There are many extra-curricular activities, all of which are important in developing a well-balanced, confident individual.

Sibling Policy

Most siblings join us at Berkhamstead School. However, admission is not automatic, and it is recommended that the sibling is registered as soon as possible in order to ensure a place is available. Sibling discount is only available if three or more children are attending Berkhamstead at the same time; the discount will apply to fees relating to the youngest child. We do not offer an Armed Forces discount.

Bursaries

The Governors of the School do provide bursaries for children who otherwise would be unable to attend the School. We offer means-tested awards, which are reviewed annually. Both parents are required to provide proof of their income and assets. The level of support varies according to parental need but can extend to full fee remission in cases of proven need. Before the offer of a bursary is confirmed, a member of staff may visit the family at their home.

Bursaries are usually offered for 12 months at a time. Those in receipt of a Bursary award are required to provide up to date information around Easter about their financial circumstances. Levels of support may vary with fluctuations in income.

Our Bursary Policy can be obtained from the Bursar.

Religious Beliefs

Although Berkhamstead School has Christian roots, we do not select for entry on the basis of religious belief.

Equal Treatment

Our aim is to encourage applications from candidates with as diverse a range of backgrounds as possible. This enriches our community and is vital in preparing our pupils for today's world.

Berkhamstead School is committed to equal treatment for all, regardless of a candidate's race, ethnicity, religion, disability, sexual orientation or social background.

School's Acceptance Form and Contractual Terms and Conditions

Our Acceptance Form and Terms and Conditions are available on the school website; parents will be asked to sign as part of the admission process.

Complaints

We hope that you and your child do not have any complaints about our admissions process but copies of the School's complaints procedure is also available on the school website.