



Admissions

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Policy Statement

Rowan Preparatory School welcomes applications for admission from all sections of society and does not discriminate on grounds of disability, race and religion, social or cultural background. We seek to operate an open, transparent and fair approach to admissions. Our School is rooted in a Christian tradition, however, we welcome applications for girls of all faiths and none.

In line with the Special Educational Needs and Disability Act and subject to academic entry requirements, we will take reasonable steps to avoid putting disabled students at a substantial disadvantage in matters of admission. We request that parents of children with special educational needs and/or physical disabilities discuss their child's requirements with the school before registering for a place. This will enable the school to determine whether the school can make reasonable adjustments to ensure that the child can flourish as a learner. Where necessary, parents will be asked to provide a copy of any agency reports e.g. Educational Psychologist or Speech and Language and/or medical reports e.g. clinical psychologist, specialist pediatric reports; as the school may need to discuss provision with external agencies. The cost of such reports is the responsibility of the parent. Where specific provision is required, parents may be asked to pay an additional charge to meet these needs (staffing and/or resources).

To ensure that every girl has the opportunity to access the education at Rowan, maximum numbers by year group are put in place. This ensures a workable profile for progression throughout the school.

In our Preschool, we admit up to 44 pupils across the setting. The setting is spread across multiple teaching spaces and a large outdoor area, which encourages free flow and access to teacher-led activities. The Preschool is overseen by the Head of Early Years and all other staff members hold at

least a Level 3 Early Years qualification. The girls also benefit from lessons in other specialist places such as the music and drama room, gym and library. The Preschool setting welcomes girls aged 2 to 4.

Girls in Reception are arranged in one setting, which ensures that girls have the opportunity to make their own decisions about their learning and reflects Early Years best practice. The girls work across the whole Reception space and have free-flow access to the outside area. For core teaching, including Maths and Phonics, and for Music, Drama, Library, Gym and French lessons the girls are split into smaller groups.

In Year 1 and Year 2 we have either one or two forms in each year group and in Years 3 to 6 this may rise to up to three forms in each year group.

When demand for places exceeds those available the admissions procedure set out in this document will apply.

Rowan is non-selective in the preschool, however girls who are joining from Reception through to Year 6 will be invited to a Discovery Day where staff can get to know your daughter's during a day at school. All girls in Years 1 to 6, will take part in English and Maths activities to ensure that she able to access the curriculum at Rowan and her standardised scores must be at least working at Age Related Expectations.

This policy applies to all members of our school community, including those in our EYFS setting. In line with our Provision of Information Policy this document is available to all interested parties on our website and on request from the school office and should be read in conjunction with the school's Behaviour and Discipline Policy and Exclusions, Expulsion, Removal & Review Policy.

Rowan is fully committed to ensuring that the application of this policy is non-discriminatory in line with the UK Equality Act (2010). Further details are available in the school's Equal Opportunity Policy. Rowan seeks to implement this policy through adherence to the procedures set out in the rest of this document.

Rowan is committed to ensuring that the admissions register is maintained in accordance with Education (Student Registration) (England) regulation 2006.

Admissions Procedure

- Parents are advised to arrange a visit to the school, either at one of our Open Events or by arranging an individual visit through the Head of Admissions. They are welcome to bring their daughter. They will meet the Headmistress or Deputy Head and tour the school with a member of the Senior Leadership Team or Head of Admissions.
- A Registration Form must be completed and a non-refundable registration fee paid. The registration form does not guarantee a place at Rowan but will ensure that the Head of Admissions keeps parents informed of available places.
- As part of Rowan's admissions process, the school checks the immigration status of all new pupils and takes every step possible to ensure that all pupils are lawfully entitled to study in the UK. Rowan Preparatory School is an United Learning Independent school and United Learning is a UK Visa & Immigration (UKVI) student sponsor licence holder and therefore must demonstrate that

there are systems and processes in place to monitor and keep adequate records of each pupil's immigration status. Copies of pupil passports/visas and parent passports/visas are collected and appropriately stored. A risk assessment process is in place for those pupils unwilling/unable to provide passport information. Please see our Right to Study Policy which is available on the school's website. Students who are sponsored on a Child Student Visa at Rowan Preparatory School must reside with their parents.

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Entry in Preschool

- Girls joining in the Early Years will be assessed through observation and teacher/pupil interaction. Places will be offered in the order that registrations are received. If the year group is full, then a waiting list will apply on a first come, first served basis with sibling preference.

Entry into Reception

- Girls joining at Reception (4+) are invited to take part in our Reception Ready event, in the November preceding entrance. Offers will be made to girls following this. We are looking for girls who demonstrate age-appropriate development across the Early Years curriculum and individuals who show qualities linked to our school ethos and values. Rowan is a nurturing school with high standards of education and academic achievement, and it is important for girls and families to work together with us and make a positive contribution to school life here at Rowan.
 - Offers will be made to those pupils who are observed to be accessing the Early Years curriculum (age appropriate) on a first come, first served basis with sibling preference.
 - If the year group is full, you may be offered a waiting list place.

Years One to Six Procedure including 7+ Assessment

- Girls joining between Year 1 and 6, will be invited to experience a day at Rowan where they will take part in lessons with girls in their prospective year group. Throughout the day, girls will be invited to take part in academic assessments. Assessment will consist of papers in English and Mathematics, teacher observation and interaction with others. We will also request a report from the Head of your child's current school. Subject to satisfactory assessment and availability of a place, an offer will be made.
- If the year group is full, you may be offered a place on the waiting list. When a place becomes available the following criteria will apply:
 - Is able to access the curriculum and all aspects of school life at Rowan – judgements determined from the taster/assessment day.
 - Has a sister currently enrolled and attending the school.

All year groups

- Following an offer of a place a signed contract letter, together with payment of a refundable deposit, will guarantee the place at Rowan. Any withdrawal following this is subject to the notice periods specified in the contractual terms and conditions.
- If a parent wishes to challenge an admissions decision, they may do so using the Rowan Preparatory School Complaint Procedure.

The School reserves the right, according to the Code of Practice for Schools (GSA, HMC, IAPS, ISA and the Society of Heads), prior to assessment:

- to contact the pupil's current school or preschool setting to advise of the pupil's application;
- to request a reference; and
- to request confirmation that all fees have been paid.

The Admissions Register From the beginning of the first day on which Rowan has agreed or been informed that the pupil will attend the school, an entry will be made in the school's admissions register in line with the Education (Student Registration) (England) regulations 2006. The Local Authority (Surrey County Council) will also be notified.

The Admissions Register is completed electronically by the Head of Admissions, Mrs Kim Keen, and shows:

- name in full
- birth sex
- name and address of every person known to the school to be a parent and/or carer of the pupil (and an indication of the parent /guardian with whom the pupil normally resides and which parents hold parental responsibility)
- at least two telephone numbers at which each parent/guardian/carer can be contacted in an emergency
- day, month & year of birth
- day month & year of admission or readmission to the school
- name and address of the school last attended (if any)
- the name or title of any person making an amendment and the date the amendment is made
- where relevant records of documentation showing permission to study in the UK

The register is kept for at least three years and is regularly backed-up. The Head of Admissions creates a read-only copy of the register each month and stores it in a restricted area on the network. The Head of Admissions ensures that an original entry to the register can be distinguished from a correction. When a child leaves the school confirmation is sought from the receiving school and the leaving date recorded in the register in accordance with the Education (Pupil Registration) (England) Regulations 2006. The inclusion/deletion from the register is done according to the Education (Pupil Registration) (England) Regulations 2006.

The school will inform the local authority (where a child is resident) when a pupil is noted as leaving the school and will therefore no longer be on the Admissions register for the following reasons:

- the child is receiving education otherwise than at school, including home schooling
- the family has apparently moved away
- the child has been certified medically unfit to attend
- the child is in custody for more than four months
- the child has been permanently excluded
- the child leaves at any non- standard transition point

This document is reviewed annually by the Headmistress or as events or legislation change requires. The next scheduled date for review is November 2025.