



**Northbourne Park School (including EYFS)**

# **Admissions Policy**

Date created: January 2014  
Last Reviewed: March 2025  
Date for review: March 2026  
Owned by: Headmaster  
Reviewers: SMT  
Approved by: Board of Governors

## **Joining Northbourne Park School**

Northbourne Park School is an inclusive and supportive educational setting, which aims to ‘inspire in every child the confidence to succeed’. The school is committed to bringing out the best in every child; each young person has something unique to bring to the school and we excel in identifying, nurturing and celebrating this.

The school focuses upon children enjoying progress in all areas of learning and at all levels, and preparing them fully for their education at the next stage, whatever their destination. The school has an excellent record of success in both the Kent Test at 11 and Common Entrance at 13.

Northbourne Park chooses pupils who are able and willing to benefit from the broad education on offer at the school. Our admissions process aims to provide us with an understanding of each individual child and to assess whether Northbourne Park is the right setting for them. A place may not be offered to an applicant if it is judged that the balance of needs within a particular cohort of pupils may be adversely affected.

In line with our equal opportunities statement, the School welcomes pupils of all faiths and none, and without regard to gender, nationality and ethnicity.

Please refer to our *NPS Equal Opportunities Policy* for further information.

## **When can your child join?**

Pupils naturally tend to start Northbourne Park at the beginning of the academic year (September). However many pupils also join us at other points throughout the year. We are happy to advise you as to when would be a good time for your child to start with us.

## **Nursery Admissions**

Children can join the Nursery at the beginning of the term or half term following their second birthday. The School does not assess pupils seeking admission to the Nursery classes. We welcome Nursery children to attend our weekly Stay & Play sessions for under fours.

## **Reception Class Admissions**

Children join the Reception Class at the beginning of the academic year in which they celebrate their 5<sup>th</sup> birthday. They enter the Reception Class provided that they have made satisfactory progress in the seven areas of the *Early Years Foundation Stage* curriculum. Where there are concerns about children's progress to Reception, the school will communicate this with you in good time.

## **Years 1 to 8 Admissions**

Thereafter, the School assumes that every child will move seamlessly up a year at the start of every Autumn term and therefore re-registration is not necessary. This includes the transition from the Pre-Prep after Year 2 and entry into Year 3 the following year.

## **Section Française Bilingue Admissions**

French-speaking pupils can join our Section Française Bilingue, with separate 6e and 5e classes following the French curriculum. Children generally join the School for one or two years.

## **Non-U.K. Pupil Admissions**

For international applicants, there are a number of admissions pathways available:

- 1) **Entry as a day pupil into our Nursery – Year 8 classes** (2 years old to 13 years old)

- 2) Entry as a **boarding pupil** into **Year 3 – Year 8** classes (7 years old to 13 years old)
- 3) Entry as a **boarding pupil** into our **Section Française Bilingue** 6e and 5e classes

We also accept applicants for our selective **Advanced Programme** with pupils joining lessons and completing examinations in both the English and French systems.

While we strongly advise pupils spend (at least) a year at Northbourne Park School, we accept applications from international applicants for short-term study in both our English and French systems for one or two schools terms.

Prospective pupils who come from outside the UK may require a Child Student visa, available through the *U.K. Visa and Immigration (UKVI) Sponsorship Licence Scheme*. During the admissions process, the Admissions Officer will advise you as to whether your child requires a visa to study in the U.K. If a visa is required, the School holds a student sponsorship license with the UKVI and will issue a Confirmation of Acceptance for Studies number to you once your child has fulfilled the entry requirements.

In addition to the child's passport, the school may also request other documents during the admissions process including (but not limited to) copies of the child's parents' passports, and an English translation of the child's birth certificate.

For some applications, the School reserves the right to request that families use an immigration advisory service of the School's choosing to assist in the completion of their visa application. As part of its Sponsorship duties the school will notify the UKVI of any agents used in the recruitment of pupils on an annual basis. The School requires that all pupils who live outside of the European Economic Area (EEA) should have a U.K.-based guardian.

Please refer to our *NPS Guardianship Policy & Form* for further information.

### **Learning Support and Additional Needs**

The School welcomes pupils with SEND and with other additional needs, provided that we can offer them the appropriate support and environment they require to thrive. If the child requires additional specialist support of any kind, the School will work closely with outside agencies to ensure the best possible outcomes for your child, academically, in their extra-curricular lives and socially. The school reserves the right to charge for specialist 121 learning support.

Parents are required to declare during the admissions process any medical or learning needs or emotional or behavioural issues (including any matters of a safeguarding nature) affecting the pupil and as detailed in the Registration and Acceptance forms. Parents must provide specialist reports and records. Failure to do so may result in the pupil's place being withdrawn.

Please refer to the *NPS Learning Support Policy* available from the school on [www.northbournepark.com](http://www.northbournepark.com) for details of our Learning Support provision. Please note that if specialist input is required which goes above and beyond our differentiated classroom teaching, charges apply.

### **Offers and Starting School**

When a place has been confirmed and the pupil has started, the previous school will be contacted to request the child's pupil record file. The Designated Safeguarding Lead of the previous school will also be asked to

complete and return the Child Protection Records request. The pupil's details are logged on to the school database system which then forms part of the Admissions Register.

If a pupil fails to attend on the notified date, the school will undertake reasonable enquiries to establish the pupil's whereabouts and consider notifying the local authority.

### **Continuity**

If the School feels that your child is not thriving for whatever reason at Northbourne Park, we will raise our concerns with you at the earliest opportunity.

The School reserves the right not to offer a place to your child in the following year, if in the opinion of the Head of Learning Support (SENCO), the Director of Studies (and where relevant the Head of Pre-Prep), the School will not be able successfully to meet the academic, pastoral, extra-curricular or social needs of the child concerned. The School will, of course, liaise with parents in good time in this regard and work with parents to look at all of the educational options.

The School reserves the right to check with other schools about fee payment history in accordance with the School's Admissions *Terms and Conditions*.

### **Leavers**

When a child leaves Northbourne Park the details will be logged on to the school database system. The pupil's arrival at their new school will be confirmed and recorded by the Admissions Officer.

The local authority will be advised of any pupil leaving (taken off the school admission register) at a non-standard transition time or under any of the fifteen grounds listed in the Education Regulations 2006 (Annex A) by using the 'Notify of a deletion from Admissions Register' e-form on the Kelsi website (as per the CME Statutory Guidance September 2016). The 'off-rolling' reference number will be recorded.

## **Admissions Procedure**

### **Stage One**

#### **Initial Contact**

Once you have made contact, the School will send you an NPS prospectus and an invitation to come and visit.

### **Stage Two**

#### **School Visit**

The Headmaster meets you and your child, conducts an informal discussion with you ~~over coffee~~ to explain the School's educational provision, and you will have a tour of the School. For international pupils, this will be done via a zoom call/virtual tour if pupils are unable to visit prior to registering.

### **Stage Three**

#### **Provisional Entry**

Following your visit (or video call), the Admissions Officer will ask you to complete and return a Provisional Entry Form with the non-refundable registration/ administration fee of £120 (incl. VAT). This is to register your child as a prospective pupil at Northbourne Park.

The School Admissions Officer will also request a copy of your child's passport and request recent school reports for school-aged children. Should your child have SEND or other additional needs, we will ask you to share the relevant documentation.

## **Stage Four**

### **NPS Taster Day**

Following the School visit, we will invite your child to enjoy a taster day (or days) with their year group. During the day, the Form Tutor or (in some cases) a member of the Learning Support Department will conduct some low-level assessments on your child's reading, spelling, numeracy and academic abilities.

At the end of the taster day, the School will contact you to discuss how the day has gone and feedback information.

Pupils in Nursery do not attend a taster session but are invited to join Stay and Play or settling-in sessions at the Pre-Prep prior to their starting.

If it is practical, we also offer an overnight taster session in our boarding houses (as well as a day at School) for prospective boarding pupils. If a taster day is not practical for international applications, an offer will be made on the basis of the video call in "Stage Two".

## **Stage Five**

### **Final Entry**

For school-aged children, the School will then write to you with a Confirmation of Study letter, attaching the Final Entry Form and the Standard Terms and Conditions. Please complete and return the Final Entry Form, along with the required refundable deposit (£500 for day pupils, £1000 for boarders, and £2000 for applications made from outside of the European Economic Area) The School will confirm a reserved place(s) for your child(ren) and agree a date for your child(ren) to start. The School will send you regular communications, including invitations to events until your child's first day.

For Nursery applications, a Nursery Entry Form is shared to secure your child's place. The School will also request that a Final Entry Form is completed and returned along with a £500 refundable deposit. The Final Entry Form secures your child's future place in our Reception class.