This Policy applies to the whole school including the EYFS.

NEWBRIDGE
PREPARATORY SCHOOL

2026 - 2027 ADMISSIONS POLICY

POLICY STATEMENT

Registrations for admission will be considered from parents and guardians who are both sympathetic towards and supportive of the aims and ethos of the school and whose child will benefit from the academic and pastoral curriculum of the school. All children admitted to the school are expected to support the school's ethos in curricular and extra-curricular activities. We intend to make our setting accessible to children and families from all local community sections.

Newbridge Preparatory School welcomes pupils of all faiths, cultures, races and family backgrounds. We are happy to admit a pupil with a disability as long as both parents and school conclude that we can provide appropriately for the child's specific needs. The school seeks to ensure that disabled pupils are not treated less favourably or unfairly in the admissions process and will take reasonable steps to avoid putting disabled pupils at a substantial disadvantage in admission matters.

Newbridge Preparatory School is a mainstream day school for pupils aged 2 – 11 years old.

Children with Special Needs and disabilities are admitted according to the same criteria as other children, providing that admission is compatible with and does not prejudice the efficient provision of education for other children in the year group. Entry must not harm the efficient use of resources. The school will make reasonable adjustments whenever possible.

Newbridge Preparatory School welcomes registrations for admission from all sections of society and is non-discriminatory in line with the Equality Act (2010) and Equal Opportunities Policy. This applies to all pupils (including those in our EYFS setting) and includes inappropriate discrimination on the grounds of gender, age, religion or belief, physical ability or disability (including HIV status), learning ability, other special educational needs or academic or sporting ability; race (including colour, nationality, ethnicity, family, cultural or linguistic background).

Admission to Newbridge Preparatory School is considered for children aged 2-11. The standard admission points are shown in the table below, although admission at other times during the academic year will be considered if places/sessions are available.

The target class size for each year group from Reception onwards is 18 pupils, but the right is reserved to vary that number in any particular year such that the total number of pupils at Newbridge Preparatory School taken as an average from Reception to Year Six totals 18 pupils.

Year Group	Admission Point / Age	Places
TOTS	The term following a child's 2nd Birthday	15 places per session
NURSERY	The September following a child's 3rd Birthday	24 places per session
RECEPTION	The September following a child's 4th Birthday	18 places (Average)
YEAR 1	The September following a child's 5th Birthday	18 places (Average)
YEAR 2	The September following a child's 6th Birthday	18 places (Average)
YEAR 3	The September following a child's 7th Birthday	18 places (Average)
YEAR 4	The September following a child's 8th Birthday	18 places (Average)
YEAR 5	The September following a child's 9th Birthday	18 places (Average)
YEAR 6	The September following a child's 10th Birthday	18 places (Average)

REGISTRATIONS

Following an initial inquiry, prospective parents will be invited to tour the school and attend an informal meeting with the Headmistress or another member of the Senior Leadership Team.

Prospective parents must complete the school's registration form and pay the non-refundable £75 registration fee to be formally considered for a place at Newbridge Preparatory School. The online completion of the Registration Form and registration fee secures a provisional place on our entry lists and ensures that the child will be considered for a place at the school.

We arrange our waiting list in order of registration (Registration Form and £75 Registration Fee). Also, our policy may consider siblings attending the setting. Please note that if places are oversubscribed, registration for a place does not automatically guarantee that a place will be available.

At this stage, session booking forms will be sent to parents of children applying to start Tots and Nursery. Sessions can then be requested but cannot be guaranteed.

ADMISSION ARRANGEMENTS FOR EARLY YEARS FOUNDATION STAGE

Newbridge Preparatory School delivers a structured Early Years provision led by qualified teachers. The school's approach combines care and education (educare), with planned teaching and learning taking place daily in accordance with the Early Years Foundation Stage framework.

In order to support continuity of learning, secure routines and children's overall development, regular attendance is strongly encouraged. The school therefore recommends that children attend a minimum of three sessions per week in Tots and five sessions per week in Nursery, as the core teaching programme is delivered during morning sessions.

Regular attendance supports children in developing confidence, forming secure relationships, and acquiring the key knowledge, skills and independence required for successful transition into Reception.

FUNDED EARLY EDUCATION ENTITLEMENT

Newbridge Preparatory School offers funded early education places in accordance with Government guidance and Local Authority requirements.

Tots and Nursery Funded provision is delivered during the Newbridge Core Session (8:30am – 11:30am).

Children may attend these sessions only and be collected at the end of the session.

Funded places are not conditional upon the purchase of additional sessions.

Due to the nature of the provision, funded-only places are limited and offered subject to availability.

The school reserves the right to allocate funded places in accordance with its admissions criteria.

EXTENDED PROVISION

In addition to the Core Session, the school offers a Newbridge Extended Session (11:30am – 12.45pm) and further afternoon provision.

Extended sessions are optional and charged separately.

These sessions include mid-morning snack, consumables and lunch as well as continued learning and play opportunities, supporting children's independence, confidence and readiness for the wider school day.

ALLOCATION OF PLACES

Where applications exceed available places, the school may consider the following factors:

- Siblings of current pupils
- Date of registration
- The needs of the child and the ability of the school to meet those needs
- The balance of the cohort
- The likelihood of the child progressing through the school
- The requirement for extended provision beyond the funded entitlement

The Headmistress retains overall discretion in the allocation of places.

Admission into Reception is in September following a child's 4th birthday, based on the order of registration in the Nursery. Attendance is full-time. Reception **average** class size is 18. Class sizes more than this are permissible at the discretion of The Directors.

There is no formal assessment for children entering the Early Years Foundation Stage. However, candidates seeking admission at the Nursery and Reception are invited to an informal evaluation with the Early Years Coordinator, Reception Teacher, or Nursery Teacher. Admission into the Nursery and Reception will be based on this informal taster session to ensure that the child will benefit from our style of education. Some simple assessments might also help clarify this—the decision not to admit a child is final.

If you register your child for Tots and they do not start/take up the offered place then they will be moved onto a waiting list for the next year of entry (i.e. Nursery in September). They will not hold their current position on the admissions list. Places on our waiting lists are offered in order of registration.

We do not allow deferral of places or future booking of places (Tots to Reception) but you can be moved onto our waiting list for a place in both Nursery and Reception. This ensures the continuation of places for current children and allows a fair system of entry for all potential pupils.

ADMISSION ARRANGEMENTS KEY STAGE 1 AND KEY STAGE 2

All prospective pupils for key stage one and stage two are assessed for entry following the admission requirements of the school and the criteria relevant to the particular year group for which the application is being made. In evaluating the completed assessments, the Headmistress will seek evidence to support the view that the prospective pupil will be able to develop and prosper in the academic and social environment of the School. As part of the entrance assessment procedure, a confidential pupil report may be requested from the Headteacher.

Children are admitted to ensure their ability, aptitude, and attitude are within the range of the children already in that year group so that adequate education and use of resources may continue. The school must be able to meet the child's educational needs within the resources available.

TASTER DAYS

Pupils applying for entry into key stage one and key stage two are invited to attend two ‘Taster Days’. During these taster days, the pupil will complete the school’s entrance assessments.

ASSESSMENT

Admission into Year One to Year Six is based on:

- A satisfactory report from the prospective pupil's previous school
- The successful completion of entry assessments. Successful completion is defined as assessment scores falling within or above the existing academic range of the class.
- The completion of a signed declaration by all parents of the prospective pupils, which informs the school of all known special educational needs of the prospective pupil concerned
- Completion of the entrance procedure

Pupils are selected for entry from Year 1 upwards by assessments, but consideration is also given to character and co-curricular attainments or interests. We endeavour to find out as much as possible about each child before considering an offer of a place.

OFFERS OF PLACES

An offer of a place at the school will be made through a formal letter from the Headmistress to the prospective parents, which may be subject to such conditions as are specified in the letter. Accompanying the offer letter will be an Acceptance Form and the current edition of the Newbridge Preparatory School's Terms and Conditions. To accept the place, the Acceptance Form must be completed and signed (signatures are required from each of those with parental responsibility). The form must be returned to the Admissions Registrar together with the deposit of £350.

At this stage, session confirmation will be sent to parents of children applying to start Tots and Nursery.

The £350 deposit is only refundable on the pupil leaving the school provided the appropriate notice period is given, any financial accounts are clear and any school property has been returned. The Deposit will not be refunded if a child who has accepted a place does not take up their position, and fees may also be due. Once a child has left Newbridge Preparatory School, it is the sole responsibility of the parent to formally request the refund of the deposit. This request must be made within 12 months of the child's departure. After this period, any unclaimed deposits will be forfeited and no longer available for refund. The deposit will then be allocated towards school resources.

ACKNOWLEDGEMENT OF A PLACE

A place is reserved for a prospective pupil when the Acceptance Form has been completed and returned to the school, together with the required deposit payment. A confirmation is sent from the Registrar to the prospective parent acknowledging receipt of the Acceptance Form and deposit amount and confirming that the place has been reserved.

After the Acceptance Form has been returned, prospective parents who cancel their acceptance of a place less than a term before the date the pupil was due to join the School will be liable for paying a term's fees (less the deposit held) to the School.

The offer of a place is subject to IAPS and ISA agreement criteria whereby parents of new pupils must have discharged all financial obligations at their existing school.

At this stage, sessions will be reserved and held for parents of children applying to start Tots and Nursery.

INDUCTION

TOTS

Children entering Tots will have a phase starting in September of their entry. A parent is recommended to stay with the child on the first visit and leave the child on the second, remaining contactable by telephone and within an easy return distance. (More details are available in the School Induction Policy)

NURSERY

Nursery children will be invited to at least two induction sessions of no longer than an hour and a half. For a child new to the setting, it is recommended that a parent stays with the child on the first visit and leaves the child on the second visit; remaining contactable by telephone and within an easy return distance. For a child moving up to Nursery from Tots, these sessions will take place as part of the child's booked sessions, and a parent does not need to attend. (More details are available in the School Induction Policy)

RECEPTION, KEY STAGE ONE AND KEY STAGE TWO

In the Summer Term, before the pupils take up their place at the start of the next Academic Year, new pupils are invited to attend the school for a morning to meet their new Form Teacher and spend some time in their new classroom. This is known as 'Move-Up Morning' and is usually held in June/July.

NURSERY – YEAR SIX PARENTS

For the September intake of pupils, prospective parents will be invited to attend an Information Evening, which is specifically for parents of new children entering the school, along with parents whose children are moving to a new academic year and the provision of an opportunity for new parents to meet the School staff.

INFORMATION

Pupils joining the school in September will receive detailed information in June. Pupils entering the school during the academic year will receive detailed information as soon as possible following the acceptance of a place.

OVERSUBSCRIPTION AND WAITING LISTS

Should any year group be oversubscribed, a waiting list is held, ranked by order of registration, preference is given to siblings, or siblings joining the school simultaneously.

PROGRESSION THROUGH THE SCHOOL (KEY STAGE ONE AND KEY STAGE TWO)

It is assumed that a pupil will continue into the next academic year (and parents must, in every case, give a minimum of a term's notice if that is not their intention).

A place in the Upper School will be continued based on Academic Assessments. The Head must be satisfied that the pupil can cope with the pace and rigour of academic life in the Upper School. If the Head has concerns about a pupil's progression into the Upper School, she will meet with parents as soon as possible in the pupil's school career and, in any case, no later than the end of the Spring Term in Year Two.

All pupils progressing to the Upper School must also have demonstrated a willingness and ability to contribute positively to the life of the School and an ability to benefit from the educational opportunities on offer.

PROGRESSION THROUGH THE EARLY YEARS FOUNDATION STAGE

The pupils' progress will be monitored carefully throughout Tots and Nursery. Progression into the Reception Year is not necessarily guaranteed. Assessment at such an early age can be difficult as children develop at different rates throughout their early school days. If it is discovered that a pupil is finding it difficult to cope with the curriculum, a discussion with the pupil's parents is entered into to advise alternative future schooling arrangements.

The continuation of a place from Tots to Nursery or Nursery to Reception will be made based on the recommendation of the -Nursery Teacher, who must be satisfied that the pupil will be able to cope with the next stage of their education and that the school can continue to meet the pupil's educational needs. If the Nursery Teacher has concerns about a pupil's progression into the next academic year, they will meet with parents as soon as possible in the pupil's school career and any case, no later than the end of the Spring Term.

It is assumed that a pupil will continue from Tots to Nursery and from Nursery to Reception (and parents must, in every case, give a term's notice if that is not their intention).

OFFER OF A PLACE FOR RECEPTION

Parents wishing to confirm a place for their child in Reception for the following academic year will be required to pay a **Reception Guarantee Deposit**, at the rate published in the School's current Fees List, in December preceding entry into Reception in September.

The Reception Guarantee Deposit will be credited in full, without interest, against the pupil's Reception Autumn Term fees.

The Reception Guarantee Deposit is subject to the provisions of the School's Terms and Conditions, including the provisions relating to cancellation of an accepted place.

WHOLE SCHOOL ADDITIONAL INFORMATION

BURSARIES

Bursary assistance is available by application only. Applicants must complete a Bursary Application Form in full, providing complete and accurate details of their financial circumstances, including household income, expenditure, savings, assets and any other relevant financial commitments.

Applications must be supported by appropriate documentary evidence, which may include payslips, bank statements, tax returns, benefit statements and any additional information reasonably requested to verify the applicant's financial position. Incomplete applications or those submitted without the required supporting evidence may not be considered.

All applications will be reviewed and assessed on an individual basis by the Directors, taking into account the applicant's financial circumstances, the supporting evidence provided and the availability of bursary funds.

Submission of an application does not guarantee that a bursary will be awarded, or that any particular level of financial assistance will be offered. The decision whether to make an award, its value and any conditions attached to it shall rest entirely at the discretion of the Directors. The Directors reserve the right to decline any application.

REFUSED ENTRY AND PROGRESSION

Newbridge Preparatory School reserves the absolute right at its sole discretion not to register a prospective new pupil and further reserves the right to refuse entry and progress into any year from Reception to Year Six if the school's structure, in the opinion of the Headmistress and teachers, does not meet the educational, pastoral, and social needs of the pupil concerned. There is no appeals process as the decision not to admit is final.

13/11/2023 (Website PDF)
01/02/2024 – Revised SAF (Website PDF)
09/09/2024 – Reviewed NBB
23/07/2025 – Updated NBB
30.03.26 - Updated NBB
20.08.2026 Revised NH and NBB
28.09.2026 Revised NH and NBB
13.10.2026 Revised NH and NBB