LATYMER PREP SCHOOL

ADMISSIONS POLICY

PERSON RESPONSIBLE:	PRINCIPAL DIRECTOR OF ADMISSIONS
DATE OF LAST REVIEW:	May 2026
DATE OF NEXT REVIEW:	February 2027
REVIEWED & APPROVED:	EDUCATION & PASTORAL COMMITTEE OF GOVERNING BODY
DATE OF APPROVAL:	2 June 2026

1. Introduction

Latymer Prep School (the ***School***), is an independent, selective co-educational school for boys and girls between the ages 7-11. 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 the School. Details of our open days are published on our website.

2. Registration

The School has a two-form entry into Year 3 with most classes containing 22 children. A maximum of 44 children are admitted each year. Registration is for children currently in school Year 1 only and opens in the Summer Term. All families are welcome to register their child. We do not take children out of the year group. This means that their date of birth and age should be in correlation with the year in which they are looking to gain entry. The exceptions are as follows:

- Extenuating medical reasons (with supporting documentation)
- In line with Department for Education guidance, children born between 1 April and 31 August, who start Reception at age five instead of four, will be eligible to register for the 7+ exam. Such applications will be reviewed on a case by case basis.

Prospective parents can complete the online registration accessed only via the 'Admissions Page' of the School's website. There is a processing fee for all registrations which currently stands at £180 and this is payable online and is non refundable.

We publish a document on our website entitled 'Preparing for Assessment' which prospective parents might find helpful. An Exemplar English paper and sample Maths questions are shared with registered candidates before registration closes.

3. Equal Treatment

3.1 The School is committed to equal treatment for all, regardless of a candidate's sex, race, ethnicity, religion, disability, gender reassignment, sexual orientation or social background. See our Equality, Diversity and Inclusion Policy.

3.2 The School's aim is to encourage applications from candidates with as diverse a range of backgrounds as possible as we believe that this enriches our school community and is vital in preparing our pupils for today's world.

3.3 The School will ensure Looked After Children are prioritised in the School's admission procedure, consistent with the Education (Admission of Looked After Children) (England) Regulations 2006, subject to the School's entry procedure and in accordance with the School's Looked After Children Policy.

4. Information sharing

4.1 We require parents to inform the School at the outset of the application process about any needs which their child may have or any other significant matters which the School should reasonably be aware of because, for example, it would necessitate tailored provision and/or would materially impact on their child's attendance at School and/or ability to engage in day-to-day School life. The School may wish to discuss these matters with the parents and/or require some further information.

4.2 Parents must ensure that information provided is accurate, complete and not misleading and relevant details and information (or changes to them) are shared in a timely and transparent manner.

4.3 A failure to disclose relevant information and/or the provision of inaccurate, incomplete or misleading information may - in some cases - lead to the withdrawal of an

offer or termination of the School's Parent Contract.

5. Special Educational Needs and/or Disabilities (*SEND*)

5.1 Latymer Prep School does not unlawfully discriminate in any way regarding entry. Pupils with special educational needs and/or disability that are able to meet the academic challenges of the entrance examination are welcomed, providing that our Academic Mentoring Department can reasonably offer them the support that they require and cater for any additional needs, and that our site can accommodate them. We aim to ensure that all our pupils, including those with special educational needs and/or disabilities (***SEND***), are provided with a safe and inclusive environment in which to learn. See the School's SEND Policy on the School website.

5.2 Parents are required to provide with the Registration Form full details of all relevant information about their child, including any reports (including any educational psychologist reports, medical reports or assessments or other relevant expert third party reports), materials or information about their child's needs (educational, health or otherwise), and this may include any final or draft EHC needs assessments (or applications for a needs assessment) or final or draft EHC Plans (or applications for an EHC Plan). This is so that the School can assess their child's needs and consult with parents about any adjustments which can reasonably be made and so that the School can ensure, for example, that their child will be able to meaningfully access the education offered and that we are able to ensure their health and safety, and the health and safety of others. This information should be provided prior to the admissions assessment process.

5.3 Where parents of a prospective pupil feel their child requires adjustments (in respect of the admissions process and/or with regards to education at School and participation in School life in the event they are offered and take up a place at the School), parents should raise these with the School at the outset and the School may – depending on the circumstances - require some further information from parents or request further assessments in respect of the needs identified and will discuss with parents (and their child's medical advisers, if appropriate) the adjustments proposed and whether they can reasonably be made for the child if they were to become a pupil at the School.

5.4 There may be exceptional circumstances in which we are not able to offer a place for reasons relating to a child's SEND and/ disability. For example, if, despite reasonable adjustments (in the case of disability), we feel that a prospective pupil is not going to be able to access meaningfully the education offered, or that their health and safety or those of other pupils or staff may be put at risk, or where the School cannot reasonably accommodate the adjustments required or reasonably provide the nature or level of the support required.

5.5 Sometimes, the situation of pupils with SEND changes between an offer of a place being made and the pupil starting at the School. The School requires parents to be proactive in updating the School as to any changes which mean that the information provided during the application process is out of date or incomplete. In the vast majority of cases, this will not affect a pupil's place at the School. However, in exceptional circumstances, the School may need to reconsider the offer of a place if a pupil's circumstances change materially. It is in the pupil's interests that any such decision is made as early as possible to avoid any disruption to their education, so parents are urged to be forthcoming and transparent in their communications with the School about any material change to their child's circumstances.

5.6 In the event your child has an EHC needs assessment or EHCP (whether at the application stage, draft or final form) it is important that these (and the applicable supporting documentation, e.g. educational psychologist reports or other expert assessments) are shared promptly with the School and that the School is kept up to date with respect to any relevant decisions of the Local Authority or changes in provision.

5.7 If the School is in a position to offer a place, we will discuss thoroughly with parents (and their medical advisers if appropriate) the adjustments that can reasonably be made for the child if they become a pupil at the School.

5.8 We aim to ensure that we provide the appropriate level of challenge and support to all children across the ability range, including those who might be identified as 'able, gifted and talented' (see the School's Curriculum Policy (including Able, Gifted and Talented Policy)).

6. The Admission Process

6.1 The aim of the process is to identify potential. The School is an academically selective school. Selection is based primarily upon academic merit. This is assessed initially through a written assessment which has a number of elements:

- A reading comprehension task;
- A creative writing task; and
- A maths assessment.

Our selection process is designed to identify pupils who are able to benefit from our balanced and well-rounded education and to make a positive contribution towards the life of the School. After the assessment, about one third of the original cohort are invited back to participate in a series of group assessment activities.

6.2 No specific preparation for our entrance tests is needed; all candidates start on an equal footing, with identical opportunities to display their academic aptitude.

6.3 Places at the School are offered on the basis of exam performance across the various areas of the assessment, the observation sessions and either a confidential report from the child's Head teacher or, when a School fails to complete a reference, a copy of the child's Year 1 school report.

6.4 For full details of the admission process, please see the 'Admissions Page' of the School website. The dates for the admission process for the current year are published on our website, together with the dates that results are posted to families and the closing date for acceptances. We will offer places to candidates from our waiting list after the closing date for acceptances.

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7. Bursaries

7.1 The Governors of the School are committed to broadening access to the School by offering parents means-tested financial assistance with school fees.

7.2 The School strongly believes that the life-changing education it offers should be accessible to bright children who do well in the School's rigorous entrance exams, regardless of their financial background.

7.3 The School's means-tested bursaries are financed through fundraising and are based on the twin criteria of academic merit and family financial circumstances. Bursaries vary in amount from 25% to 100% of fees and are offered at 7+ entry.

7.4 Full details of the bursary scheme can be obtained from the Admissions Department and the School website. Applying for a bursary and undergoing a means tested bursary assessment does not automatically translate into a bursary funded place. On occasion a child may be of a Latymer standard and qualify for a place on academic

ability but we may not be able to offer bursarial support. In this instance the offer would be for a fee paying place.

7.5 A bursary may be withdrawn in accordance with the terms upon which such award is made or in accordance with the School's Terms and Conditions (Parent Contract) (see 13 below)

8. Financial Information

Any applicant for a place at the School, including those who apply for bursary support, may at the discretion of the School be required to provide additional financial information and/or undergo checks to confirm that they are able to pay the School's fees (or any percentage of the fees still payable if a bursary is granted).

9. Open Days and Open Mornings

9.1 The School usually holds one Open Day in the Summer Term to which all prospective parents and children are invited. We expect all candidates sitting the 7+ assessment to have visited the School. Occasionally we are able to offer a morning visit to parents only during the Autumn term. These dates will be published on the School's website and are usually in October.

9.2 The Saturday Open Day consists of an address by the Principal who talks about the ethos of the school and outlines the School's curriculum, its extra-curricular programme and its entry procedures followed by a tour of key shared facilities in the Upper School as well as a tour of the Prep School in small groups, led by a member of staff and Year Six children.

10. Occasional Places

The School does not generally hold formal Occasional Place assessment days.

11. Overseas Applicants

The School can only make an offer to students who are UK or EU Nationals, or who can demonstrate that they are dependents of people legally entitled to live in the UK for the duration of their education here. The School does not sponsor Tier 4 student visa applications.

12. Fluency in English

In order to cope with the high academic and social demands of the School, pupils must be fluent English speakers. See the School's English as an Additional Language (***EAL***) Policy on the School's website.

13. Religious Beliefs

The School is a non-denominational school. The School welcomes applications from prospective pupils of all faiths and of no faith.

14. School's Contractual Terms and Conditions (Parent Contract)

The terms upon which the School educates each child are set out in the School's Parent Contract which are on the Parent Portal under 'School Policies' and will be made available to parents of prospective pupils as part of the admissions process.

15. Complaints

The School's Complaints Procedure is available on our website and can be sent to prospective parents on request. The Complaints Procedure is not available for use by prospective parents.

16. Records, review and data protection

16.1 Applicants' details will be held on file with due regard to data protection legislation and the School's Privacy Notice for further information about how the School collects, uses and processes personal data.

16.2 The School's Admissions Panel exists to ensure efficient and effective procedures in the admission of pupils to the School. The Admission Panel meets regularly. Members include the Principal and members of the Senior Management Team.

16.3 The School will not hold the personal data of you or your child for longer than is necessary for a lawful purpose and in accordance with our Data Retention and Storage Policy. This will generally be no more than 6 months following an unsuccessful application, but reasons to retain for longer might include: e.g. if within the 6 months following an unsuccessful application, the parents express to the Admissions Team an interest in the candidate re-applying for any reason at a later date, or in the potential candidacy of another sibling; or to deal with any ongoing matters or queries arising from the application.

17. Information points

As an academically selective school, Latymer does not operate a sibling policy. Prep school children have automatic entry into Latymer Upper School.