ADMISSIONS POLICY

(Updated Summer 2026)

Nisi Dominus Frustra - Without the Lord, everything is in vain

MISSION STATEMENT

- A Rose Hill School child's learning experience is one of aspiration, adventure, and achievement in a nurturing, caring school.

AIMS

Working with **integrity** your child will:

- Be inspired to develop **confidence** to thrive in all areas of our rich curriculum.
- Foster the skills and talents which enable them to **organise** their learning and plan to achieve success.
- Demonstrate **persistence** to flourish in the face of challenge.
- Show **resilience** and learn from difficult situations.
- **Get along** with others, work collaboratively and accept everyone.

Objectives

To admit to Rose Hill School, children of both sexes from the ages of 3+ who have the ability and aptitude to follow a differentiated Preparatory School Curriculum. The school is registered as a co-educational school. We aim to ensure that a good proportion of both sexes is present in each year.

Please see Appendix 1 for Admissions procedure during the Covid19 pandemic.

SUMMARY OF ADMISSION IN FOUR SIMPLE STEPS

- Enquiry & Meet the Head – with a tour of the school
- Parents registration of pupil & submit school reports
- Taster Session
- Should the school be suitable, offer of place & acceptance (deposit paid)

IMPLEMENTATION

Children are admitted to Rose Hill School:

•The Early Years Foundation Stage – Nursery (3+) and Reception (4+) – promotes teaching and learning to ensure children's 'school readiness' and gives the children the broad range of knowledge and skills that provide the right foundation for good future progress through Rose Hill.

- The Lower School: Year 1& Year 2
- The Prep School: Middle School Year 3 – 5 & Upper School Year 6-8

The following are specific criteria for admission to Rose Hill School:

Nursery (3+)

A pupil is eligible for the Nursery class in the term following his/her third birthday. Offers of places are made following registration, a 'taster' session, and meeting with parents.
Priority for Nursery places, following meeting the assessment criteria as set out below, will be allocated in the following order:

1. Children who have siblings attending the School.
2. Children who will attend the Nursery on a full-time basis following either the School's standard hours and/or extended hours from their start date.

- 3+ entry 'taster sessions' take place as arranged with the Head of Admissions.

- Children are invited to Nursery for a play-based session lasting approximately 2 hours.

- Assessment criteria are:
  a) teachability (a child's willingness to take direction from an adult and respond to them);
  b) sociability (a child's interest in others and ability to establish positive relationships);
  c) curiosity (a child's interest in the world around them and natural desire to explore and make sense of what they see) and;
  d) communication skills (a child's developing language and ability to listen, speak, understand others and make themselves understood).

- The School contacts previous settings to request a reference for each child and a copy of their two-year progress check.

- Offers of places are made in the weeks immediately following the taster session, with parents given a strict two-week deadline for accepting the place and paying a deposit.

- Where it is necessary for the school to hold children on waiting lists, the procedure is explained clearly to parents and further places are offered as soon as possible.

In addition, all children are required to attend 'settling-in' sessions during the Summer Term prior to entry in September. In exceptional circumstances, if these sessions demonstrate a lack of readiness or a serious concern, the school will discuss with the parents the extent to which it would be able to meet the child's needs.

Parents are asked to declare information about any known learning difficulties or disabilities in order to help the school to anticipate and plan for the child's needs in advance of their arrival at the school.

Reception (4+)

- The number of Reception places available each year varies but usually the School has a few places to offer to external candidates.

- 4+ assessments take place in either the Spring or Summer Term each year for entry into Reception the following September.

- Children are invited to School for an assessment session for the morning.

- Assessment criteria are based on the Early Learning Goals of the Early Years Foundation Stage; teachers must be satisfied that children will be able to flourish alongside the children already in our Nursery classes.

- The School contacts previous settings to request a reference for each child.

- We look for teachability, sociability, curiosity and communication skills in our 4+ assessments (as above).

- Offers of places are made in the weeks immediately following the taster session, with parents given a strict two-week deadline for accepting the place and paying a deposit.

- Where it is necessary for the school to hold children on waiting lists, the procedure is explained clearly to parents and further places are offered as soon as possible.

Movement from the Nursery to the Reception is expected and usually automatic. However, the school reserves the right in exceptional circumstances to refuse a place in Reception to a child for whom the pace of learning will not be appropriate or whose behaviour could have a significant impact on the learning of other pupils.

Lower School (Year 1-2)
Entry to Lower School from outside the school, should space be available, occurs after parents have registered their child and is based on date order of registration. Entry will be confirmed only after a successful 'taster' session during which the child will spend time in the appropriate class and academic level (including readiness for learning) and behaviour will be assessed.

Parents are asked to declare information about any known learning difficulties or disabilities in order to help the School to anticipate and plan for the child's needs in advance of their arrival at the School.

Prep School (Middle & Upper School)
Entry to Year 3 from PrePrep is expected and usually automatic. However, the school reserves the right to refuse entry to a child for whom the academic level and pace of a differentiated Prep school curriculum will not be appropriate or whose behaviour is impacting on the learning of other pupils. In this instance, a term's notice will be given to the parents.

Entry to Years 3 to 6, should space be available, takes place after the child has been registered and is subject to assessment and social observation within the appropriate peer group. The assessment will be a standardised and could include reasoning, literacy and numeracy tests. The assessment criteria also includes teachability (a child's willingness to take direction from an adult and respond to them); sociability (a child's interest in others and ability to establish positive relationships); curiosity (a child's interest in the world around them and natural desire to explore and make sense of what they see) and; communication skills (a child's developing language and ability to listen, speak, understand others and make themselves understood).

Entry to Year 7, should space be available, takes place after the child has been registered and is subject to assessment and social observation within the appropriate peer group. The Year 7 'Taster Day' is normally held in the November when pupils are in Year 6.

We are selective academically. The assessment will be a standardised and could include reasoning, literacy and numeracy tests. The assessment criteria also includes teachability (a child's willingness to take direction from an adult and respond to them); sociability (a child's interest in others and ability to establish positive relationships); curiosity (a child's interest in the world around them and natural desire to explore and make sense of what they see) and; communication skills (a child's developing language and ability to listen, speak, understand others and make themselves understood).

The school reserves the right to refuse entry to a child for whom the academic level and pace of a differentiated school curriculum will not be appropriate or whose behaviour is impacting on the learning of other pupils.

Parents are asked to declare information about any known learning difficulties or disabilities in order to help the school to anticipate and plan for the child's needs in advance of their arrival at the school.

REGISTRATION & SUBMIT SCHOOL REPORTS (WAITING-LISTS)
Registration puts potential entrants onto a waiting-list.

Registration is made when a signed Registration Form and registration fee (£120 inc. VAT) have been received and acknowledged by the school. Early registration is recommended.

The Registration Form requests parents to provide details of any medical conditions, learning difficulties or disabilities of which the school should be aware. If this section is completed, parents will receive a separate form requesting further detailed information about their child. For Nursery entry this form will be sent to parents who have confirmed acceptance of a place for completion prior to the children attending the taster sessions.

Once registered, we request school (or nursery) reports if applicable.

Waiting lists: If a place becomes available in other year groups, the person at the top of the waiting list is invited to attend the school for taster day during which there will be assessments as above. Siblings and children of staff members are given priority.

Once a parent/guardian has registered, their child's name will move automatically from year to year until a place becomes available or until parents advise that they do not wish to be considered for a place. Registration fees are non-returnable.

TASTER SESSION

In assessing any prospective pupil, the School may take such advice and require such assessments as it deems appropriate. The School will advise parents of the reasonable adjustments it can make based upon the information given and advice received, to enable a prospective pupil to take up a place at Rose Hill School and to satisfy the admissions criteria.

The School may not be able to provide auxiliary aids and services or to make physical alterations to existing buildings. A pupil with restricted mobility may be unable to access some or all of the educational and recreational facilities that the School offers.

Wherever practicable the School will make reasonable adjustments to the timetable to allow children with restricted mobility to attend accessible parts of the School. The School aims to make new buildings fully accessible to disabled pupils.

Standards of behaviour should meet our expectations and the School should feel confident that a prospective pupil will be able to cope with the academic curriculum and life at the school. In all cases, offers are made at the discretion of the Head.

Special educational needs and/or disability

Rose Hill School does not unlawfully discriminate in any way regarding entry. The School welcomes pupils with special educational needs and/or disabilities, provided that our Learning Skills Department can offer them the support that they require with reasonable adjustments. We also welcome pupils with physical disabilities, provided that we can cater for any additional needs and, with reasonable adjustments, our site can accommodate them. We aim to ensure that all our pupils, including those with special educational needs and/or disabilities, are provided with a safe and inclusive environment in which to learn.

We strongly request that parents of children with special educational needs and/or disabilities to discuss their child's requirements with the Head before registration so that the School can make adequate provision and reasonable adjustments both during a taster day and if / when accepted onto roll. Parents will be asked to provide a copy of an Educational Psychologist's report, a medical report and Education Health Care Plan (EHCP) including details of finances where applicable. Parents will be invited to a meeting with the Head prior to a taster session.

Where a prospective pupil has special educational needs and/or disabilities, the Head of Learning Skills will share relevant information with staff and put a plan in place for the Taster Day to ensure that needs are understood and reasonable adjustments are made for the day. In exceptional circumstances, for prospective pupils with high needs, this may include visiting the prospective pupil in their current setting to ensure that Rose Hill School would be a suitable

setting for them. Observations during the taster session will be included in the feedback meeting.

It might be necessary, for the School to discuss with parents (and their child's medical advisers, if appropriate) the adjustments that can reasonably be made for the child if they become a pupil at the School to ensure that the prospective pupil is not put at a substantial disadvantage compared to a pupil who is not disadvantaged because of a special educational need and/or disability. If a place is offered and accepted, a transition meeting might be necessary before they start school and thereafter on an annual basis to discuss needs and reasonable adjustments moving forward, and if the School is the best placement to meet the pupil's needs.

There may be exceptional circumstances in which we are not able to offer a place for reasons relating to a child's special educational need and/or disability. For example, if, despite reasonable adjustments, we feel that a prospective pupil is not going to be able to access the education offered, or that their health and safety or that of other pupils or staff may be put at risk even with reasonable adjustments, we reserve the right to decline to offer a place at the School. The School has limited Learning Skills facilities and resources; with only one SENCo, who manages our present pupils with higher levels of need, it would be wrong for the School to compromise those children's access to support.

Entry into other year groups

Occasionally, places become available in other year groups. Registrations for these places are accepted from birth. Prospective children are invited to School for a taster session. The children will be assessed by our Head of Learning Skills (or another appropriate member of the School's staff), to help make decisions for entry. This is the School's opportunity to assess in English and maths (incorporating short tasks and observations). This ensures a standard of behaviour which meets our expectations and ensures that a pupil will be able to cope with the academic curriculum and life at the school.

Offers are made at the discretion of the Head.

Once an offer of a place is made, a deposit is required to secure it. References / reports will be requested from the child's current school prior to an offer being made. The school academic year falls between 1st September and 31st August of the following year and we place children accordingly. In some special circumstances the School, in consultation with parents, may consider a more appropriate year group.

CONFIRMATION OF A PLACE

Confirmation of a place is made when a signed Acceptance of Place Form and deposit of £1,200 (inc VAT) has been received and acknowledged by the School.

The deposit will be held without payment of interest in the general account of the School, in accordance with the Terms and Conditions referred to above, retained and returned, less any outstanding disbursements, at the end of your child's final academic term.

Joining Information will be sent to all new parents in June/July (before the September they are due to join). For the September intake of Nursery and Reception pupils, parents will be invited to attend an Information Session and they will have the opportunity to meet members of staff. A School Induction Pack and Parent Information Book will be available to new parents providing general information, curriculum information, a parents' guide to reading skills and information regarding the curriculum and preparation for entry to the Early Years (Nursery and Reception). There is a School Uniform Shop on site which also operates a Second Hand Uniform facility.

FURTHER INFORMATION

We will consider all pupils regardless of his or her special educational need. In line with the Equality Act 2010 we will not discriminate against disabled children in respect of admissions for a reason related to their disability. We will use our best endeavours to provide effective educational provision and a place will be offered if we feel the school can effectively meet the needs of the individual child.

In their dealings with pupils and with staff, Rose Hill School will have regard only to the merits, abilities and potential of the individuals concerned and not to their gender, colour, ethnic origin, age, socio-economic background, disability, religious or political beliefs, family circumstances, sexual orientation or other irrelevant distinction. We do not discriminate against a child (current or prospective) when:

- Admitting children
- Providing teaching or allocating pupils to teaching group
- Applying standards of behaviour, dress or appearance
- Excluding pupils
- Allocating resources
- Providing other benefits, facilities or services that the school covers
- The School admits children who need learning support provided they are able to cope with the social and academic expectations of the School.

For pupils who are finding it difficult to cope with subject specialist teaching, it may be in the child's best interest to move to a school more suited to their needs. Parents/guardians will be helped in these circumstances to find an alternative school.

It is a policy of the School to contact the Head of the pupil's current school before an offer of a place at Rose Hill School is made. Last available Reports and Key Stage Assessments will be also requested.

ROLES AND RESPONSIBILITIES

- The Head is ultimately responsible for all entries to the School. She has absolute discretion in this matter.
- The Head of each section of the school will be responsible for liaising with the Head and the Head of Admissions on entries.
- The Head of Admissions keeps an up-to-date register of all entries to the School and liaises with the Head.
- The Head of Admissions and the Bursar control registration fees and deposits.
- The School requires parents, guardians and pupils to agree to the rules and regulations of the School.

FREE EARLY YEARS EDUCATION

The school is currently registered with Kent County Council as a provider of Free Early Years Education for 3 and 4 year olds. All children (in the autumn term following their 3rd birthday) are eligible to receive a maximum of 570 hours Free Early Years Education per year (15 hours per week for 34 weeks). At Rose Hill we are not able to offer the full 570 hours per year, due to school term dates and are only able to offer 34 weeks. Please note that it is not possible to claim the difference/missed hours at another setting.

Those parents who wish to access only 15 hours Free Early Years Education will be offered 5 sessions per week, subject to availability and meeting the assessment criteria, between 8.00am and 11.00am Monday to Friday, until their child reaches compulsory school age. In this instance, you are not required to pay either a deposit or registration fee and where possible we will provide a uniform. Please note, in applying the assessment and priority criteria detailed

above it may only be possible to provide a short notice period of availability of places in the Nursery. On joining the school, the Terms and Conditions applicable at the time will apply.

The school reserves the right to withdraw from the scheme at any time and will endeavour to give one term's notice of our intention.

MONITORING AND EVALUATION

The whole Admissions process is monitored and evaluated by the Head and Governors.
Admissions Register is kept electronically for six years from the date of entries.
Back-up copies are made at least once a month and are retained for six years after the end of the year to which they relate. Admission register – in addition to current information,

- must include both the pupil's legal name and the name normally used in school
- must include the address of the child (currently the regs only mention the addresses of the parents)
- must include the pupil's start date - rather than 'date of admission' which sometimes leads to confusion.

The School Attendance (Pupil Registration) (England) Regulations 2024.
Working together to improve school attendance, DfE, 2024

Reviewed by Duncan Stacey, Head of Admissions
Autumn Term 2026

Appendix 1
COVID-19 Admissions Policy

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- Show resilience and learn from difficult situations.
- Get along with others, work collaboratively and accept everyone.

ADMISSIONS

The process only applies if the UK Government or Public Health England (PHE) have advised us that we are unable to accommodate visitors to the school.

Choosing the right school for your child is a difficult decision and it is our pleasure to help you through that process as much as possible. We hope that you will feel able to contact Admissions regarding any queries that you may have along the way - no matter how small!

Covid19 Admissions in Four Simple Steps:
- Enquiry & Meet the Head (virtual)
- Registration /School Reports
- Taster Day
- Offer of place & Acceptance (deposit paid)

ENQUIRY & MEET THE HEAD

During this period COVID-19, we have an alternative Admissions Process to allow for the fact that we are not able to follow the usual process of having visitors to the school, please email admissions@rosehillschool.co.uk or call 01892 525591. Our alternative to your initial visit to the school is to arrange a time for you to meet the Head or other senior members of staff via videocall or telephone. Also, our 'Welcome Video' and our Open Morning films are available on the website which will give you an excellent introduction to life at Rose Hill School. We also have a wonderful network of parent representatives who would be very happy to chat to you about the school and their experiences as members of the Rose Hill School community.

REGISTRATION / SCHOOL REPORTS

If you are interested in pursuing a place for your child, you are invited to complete an online Registration Form here and make payment of the registration fee via bank transfer to the school. Please see our schedule of fees for the current rate and the school's bank details can be found at the bottom of the form. Parents will also need to email the latest school reports for their child to Admissions admissions@rosehillschool.co.uk.

Parents of children for entry to the Nursery and Reception classes are invited to meet the Head of PrePrep via video call before a formal offer of a place is made. We would ask that

parents email their child's Two-Year Progress Check to Admissions along with any reports if your child has attended a Nursery or educational setting elsewhere. For entry to Year 1 and above, we ask parents to provide the latest school report, including reading and spelling scores from their child's current school and any other academic data such as VR and NVR scores. We would also wish to see any documentation relating to any additional support that has been required, for example, an Ed Psych report, notes from a Learning Support or external tutors. We may, in some cases, request some examples of your child's work in order to provide a better picture of current ability.

Early application is recommended: Places are limited and you may wish to complete a Registration form sooner rather than later to avoid disappointment, particularly for entry into the Prep School.

TASTER DAY

During a 'Taster Day', a short assessment takes place in order to provide the School with a 'snap shot' of current academic ability. Prospective pupils will then join the year group that they will be with. Their day will be filled with exciting academic and co-curricular lessons.

OFFER OF A PLACE & ACCEPTANCE

An offer of a place will usually be made for pupils applying to join following the online appointment and review of previous school reports.

As above.

Please do not hesitate to contact Admissions via email: admissions@rosehillschool.co.uk if you have any queries.

Reviewed by Duncan Stacey
Autumn Term 2026