



## **ADMISSIONS POLICY**

### **1. School Contact Details:**

**Holy Cross Preparatory School  
George Road  
Kingston upon Thames  
Surrey  
KT2 7NU**

**Tel: 020 8942 0729**

**Headteacher:**

**Mrs Sarah Hair**

The school is a registered charity Holy Cross Preparatory School Kingston at the address in the school contact details.

The Chair of Trustees Sister M. Donovan can be contacted via the bursar at Holy Cross Preparatory School, George Road, Kingston upon Thames, Surrey KT2 7NU or [secretary@holycrossprep.com](mailto:secretary@holycrossprep.com).

### **2. Mission statement**

The Holy Cross Preparatory School is a Catholic school, under the trusteeship of the Holy Cross Preparatory School Kingston, which provides a Christian education in which the worship of God and gospel values, as well as a knowledge and respect of other faiths and a sensitivity for others, are central to school life.

In the spirit of Saint Francis, the school is a caring community which strives to enable each person to realize their full potential spiritually, academically, personally and physically. To achieve this, the school welcomes all faiths and works in partnership with parents, teachers and children to develop the God given gifts of each person.

### **3. Policy**

To admit pupils from the age of three who will benefit from the Mission, ethos and resources of the school within a range of academic ability which characterises the school, therefore the school is moderately selective. Selection is based on holistic assessment of social, emotional, and academic readiness, not solely academic performance.

### **4. Equality & Faith-Based Admissions**

Holy Cross Preparatory School is a Catholic school under the trusteeship of the Holy Cross Preparatory School Kingston. In accordance with Schedule 11 of the Equality Act 2010, the school may give priority in admissions to applicants of the Catholic faith when places are oversubscribed. This is a lawful exemption for schools with a religious character.

The school welcomes pupils of all faiths and none. Admissions decisions are never based on race, disability, gender, sexual orientation, or other protected characteristics except faith as explained in the circumstances above. We comply fully with the Equality Act 2010 and make reasonable adjustments to ensure that pupils with Special Educational Needs and Disabilities (SEND) are not disadvantaged during the admissions process.

### **5. Aims and objectives**

- To ensure that any pupil admitted will be enabled to develop and fulfil their potential within the general academic, spiritual and social framework of the school.

- To assess the needs of prospective pupils to ensure that these can be met given the staffing, resources and facilities within the school.

### **6. Implementation**

In keeping with the school's Mission and aims, to assess the potential and suitability of each applicant as an individual.

### **7. School visits**

Parents are encouraged to first visit the school and meet with the headteacher or a senior member of staff to experience and gain an understanding of the school ethos and aims, as well as the expectations of both pupil and parental engagement with the school. The individual needs of the child, including Special Educational Needs and Disabilities (SEND), English as an Additional Language (EAL) or Exceptionally More Able and Talented (EMA&T) where appropriate, can be discussed at the meeting and prior to assessment.

### **8. Registration**

Parents can register their child at any age from birth to 11 by completing the school registration form (available from the school office) and making a non-refundable payment of a registration fee. All fees and conditions are clearly stated in the registration documentation.

### **9. Entry**

There are 2 main points of entry to Holy Cross Preparatory School:

1. Age 3 (the term following the third birthday) into Little Sparks Pre-School (32 places)
2. Age 4 (the September after the fourth birthday) into reception year (40 places)

Occasional places do arise in year groups throughout the school. For information on occasional places, please contact the school office

#### **9.1 Entry to Little Sparks Pre-School**

Prospective pre-school pupils are invited to visit Little Sparks with their parents so EYFS staff can meet and observe them in the pre-school setting. There is no formal assessment. We look for children who are eager, ready to learn and have the concentration and language skills appropriate to their age. As well as personal and social skills, we look for imagination, curiosity and individuality. Offers are then made accordingly to those most suited to what the pre-school has to offer and to provide a diversity within the age range.

#### **9.2 Entry to reception year**

Pupils in the Little Sparks pre-school automatically transfer to reception year in the main school the September after they turn 4.

Prospective pupils are invited to an introductory session, typically in early November before admission the following September. Applicants are placed into groups of children of similar birth dates. The reception teachers along with other teaching staff, observe and interact with the children participating in a range of enjoyable, age-appropriate activities to establish the child's educational needs. The fun 40-minute session ends with an interactive story. A short checklist is completed for each child, including observations about their social skills, communication skills and attitudes towards learning. Offers are then made accordingly to those most suited to what the school has to offer. Those who do not receive offers are placed on a waiting list.

### 9.3 Entry to other years - occasional places

There are occasional places in year groups throughout the school. Older prospective pupils are invited to spend up to a full day in school and are assessed by the class teacher as the pupil works alongside the children. The work covered will include tasks (sometimes paper assessments) which demonstrate their mathematics and English ability. Their social and learning skills are also assessed. Junior pupils will complete an online cognitive ability test. The headteacher also talks with the child on an informal basis. Parents may be requested to provide their daughter's last school report. Where there is any doubt about a child's ability or suitability for the school, the headteacher will contact the nursery or school for a report or the child may be invited for a second visit before a final decision is made.

### 10. Offers

Places are offered to the parents of the children who are assessed to be most suited to what the school has to offer. Priority is given to applicants as follows:

1. Siblings in the school
2. Catholic families and
3. Christian families
4. Other applicants

All decisions are made fairly and objectively, considering the child's ability to benefit from the school's ethos and resources.

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

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

### 11. Data Protection

Any request for references or confirmation of fee payment from previous schools will comply with GDPR and be handled sensitively.

### 12. Waiting list

When no place is immediately available, prospective pupils once registered are placed on the waiting list. Priority on the waiting list is in accordance with the categories above. When a place becomes available, the school contacts the parents to organise a convenient date when the pupil can spend a day, or session, at school with her appropriate year group.

### 13. Preparation for joining

#### 13.1 Little Sparks Pre-School

An informal drop-in session is arranged prior to a pupils start date, when parents and daughters can visit their new classrooms and meet the teachers and other staff. Where necessary a phased start can be arranged for the pupil.

### **13.2 Reception year**

In preparation for their first day at school in September, pupils attend an informal drop-in session. Parents and daughters can visit their new classrooms and meet the teachers and other staff.

In the summer term prior to starting school in September, there is a new parents' evening for parents of reception children when information is presented by the headteacher and head of pre prep. Staff in attendance are introduced and the parents have the opportunity for informal discussions with staff. New parents receive a parent handbook about school life and uniform.

During the summer term, the year 5 pupils send a letter of introduction to the reception entrants for the next academic year. This is a welcome to the school and information about what they will enjoy from September in their new school.

In the early days of the autumn term, a 'meet the teacher' session is arranged for parents to obtain further information about school routines and ask questions.

### **13.3 Other years**

Children joining other year group classes at the beginning of an academic year have an induction afternoon in the second half of the summer term. On this day, whole classes go up to meet their new class teachers for the next academic year.

This is a public policy which is published on the school website and is reviewed annually by the board of trustees.

Last reviewed November 2025. Next review November 2026.