



Cranford House

Whole School Admissions Policy (including EYFS and out of school provision)

Lower and Junior Schools

Boys and girls are admitted to Cranford House School **from** the term in which they become three years of age. For the purpose of this document only, the ends of term are defined as follows:

Autumn Term – 31 December Spring Term – 31 March Summer Term – 31 August

Places will be reserved for pupils who have registered and paid the deposit for the principal intakes to the school at Nursery (rising 3), Reception (rising 5), Form 3 (rising 8) and Year 7 (rising 12). Although pupils may be registered for entry at other stages, the school reserves the right to allocate such places on a first come first served basis. In the event of such a situation arising, parents of pupils already registered would be contacted.

Cranford House School is a co-educational establishment for girls aged rising 3 years to 16 years and boys rising 3 year to 7 year (in the Lower School only i.e. Nursery to Form 2 inclusive). In order to maintain a balance between the sexes in these classes, the number of girls and boys is kept as equal as possible. The school is entitled to refuse admission to any child where it considers that the result might be an imbalance in the Lower School and, in the school's reasonable opinion, prejudice the nature of the school as a single sex establishment.

An offer of a Nursery place may be made according to availability after receipt of the registration fee. The place will not be guaranteed until the appropriate deposit is lodged with the school. Start dates will be agreed in consultation with the teachers. The minimum number of mornings for which a pupil is accepted is three, although there is some flexibility depending on the pupil's needs.

Reception pupils are required to attend five full days per week from the beginning of the term in which they become five. Pupils with Spring term birthdays may take one or two afternoons in the Autumn term only and Summer term birthdays may take one or two afternoons in the Autumn and Spring terms. The minimum number of afternoons a pupil may attend is three and by the Summer term, all pupils must attend on five full days.

From Form 1 upwards, admission is based upon an assessment day and a report from the pupil's previous school. In advance of the assessment day, a registration form must be completed for each pupil and sent to the school with the appropriate fee. The school is not obliged to give reasons for refusing entry to any particular pupil. The place will not be guaranteed until the appropriate deposit is lodged with the school.

Senior School Admissions Policy

Admission to Year 7 (the first year of Senior School) is by means of an assessment day in January and a report from the applicant's current school. Applicants must be registered prior to the assessment day. If the child has been successful at the assessment day, an offer of a place will be made. This place may be secured (in accordance with GSA rules) on payment

of the appropriate deposit by the first Monday in March in the academic year preceding the year of entry.

Pupils are admitted to other Forms in the Senior School as and when places become available and on completion of a satisfactory assessment day, together with satisfactory reports from current schools. The school is not obliged to give reasons for refusing entry to any particular pupil.

Conditions of Admission

The admission of any boy or girl to Cranford House is conditional on acceptance of the terms of the prospectus, the notes for parents and the rules published by the school from time to time. While every effort is made to inform parents about serious breaches of school rules, it must also be accepted that the Headmistress has complete discretion in the imposition of sanctions, including suspension or expulsion. Where parents consider that a particular sanction is unjustified, they should make any representations to the Headmistress in the first instance. If they continue to be in dispute, they are entitled to write to the Chairman of Governors who may appoint a Governor or a sub-committee of the Governing Body to review the decision.

C Hamilton May 2009
Revised November 2010