NP8.1 - Admissions Policy

This policy applies to the whole school including EYFS at Newton Prep

Introduction

Newton Prep is a co-educational independent school for boys and girls from ages 3 to 13. The school has over 640 pupils all of whom are day pupils. It is academically selective from Reception. Newton Prep is a school which suits and meets the needs of bright, enthusiastic and inquisitive children.

Deciding on the 'right' school for a child is one of the most important decisions parents will make. We therefore believe that a personal visit is invaluable in this process, and we very much hope that you and your child will visit. The Head holds regular tours throughout the academic year for small groups of parents. We also hold an annual Open Morning in the Autumn Term for any interested families, which gives a general introduction to the School. Details are published on our website. We are also very happy to welcome prospective parents and their children at other times, by appointment. Please contact the Head of Admissions on 020 7720 4091 Ext 1207 or email admissions@newtonprep.co.uk. The Head's PA, arranges the morning tours and can be contacted on 020 7720 4091 Ext 1203 or email on hmpa@newtonprep.co.uk.

At Newton Prep, we will do our best to make the admissions' process as compassionate as possible, whilst accepting that any selective process is not without stress. We will do our best to guide parents through the process.

Associated Policies

Special Education Needs and Disability Policy (NP7.1)
Behaviour Policy (NP4.1)

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The Entry Procedure

Newton Prep is academically selective from Reception. Selection is based upon academic merit, which is assessed through a range of age-appropriate tests. In addition, during the selection process we meet the children and observe them as they interact with their peers. The academic assessments alongside the informal interviews and observations, and references from the candidate's previous school help us to identify pupils who are best able to benefit from the academically ambitious curriculum we offer. Its aim is to identify potential. No specific preparation for the entrance assessments is needed. Newton Prep is looking for well-rounded pupils with a genuine love of learning in the broadest sense of the word. The School has a strong academic record and we aim to send children to some of the top schools in the country, day or boarding, either at 11+ or at 13+. Art, drama, music and sport and links with the wider community all form an important part of school life. We also provide a substantial and varied co-curricular clubs and activities programme that runs alongside the challenging curriculum.

The usual points of entry are at Nursery, Reception, Year 3 and Year 7. There may be occasional places at other ages. We offer places for 48 children to join our Nursery. Priority is given to Newton Prep families. It is assumed that Nursery children will want to continue up the school into Reception. The following year, we hold assessments and offer another 32 places for children to join Reception, making a full year group of 80 children (4 classes of 20 children in each) for each year group thereafter. The Registration Form is on the School's website. Applicants for admission should register

by the dates specified below. Parents should contact the Head of Admissions for further information about registering their child for entry, on 020 7720 4091 Ext 1207 or admissions@newtonprep.co.uk.

The School's Terms and Conditions are on the School's website and will be made available to parents as part of the admissions process.

Admission to Nursery

Children must have had their third birthday before 1st September in their year of entry. Parents may register their child at any time up to the 30th September of the year before entry. We do not operate on a 'first come, first served' basis.

Applications regularly exceed the number of places available. Provided children are meeting all of the expected developmental milestones, Newton Prep siblings will be given priority when applying for places in Nursery. Beyond that, our intention when offering places is to ensure an even balance of boys and girls and an even spread of autumn, spring and summer birthdays. Children are invited to a Nursery 'playdate' in the term before their expected start date so that we can assess whether we believe the children will flourish in our Nursery setting. Offers will be made before the end of the term before their expected start date. Children will usually need functioning English and priority will be given to local families who will be able to manage the journey to school easily. We operate a waiting list so that families who do not receive an initial offer might receive one later in the year. Parents are asked to stay in close contact with the Head of Admissions if they still wish to be considered for a Nursery place. If a child does not gain a place in the Nursery, parents are welcome to transfer their application for a place in Reception; parents should let the Head of Admissions know if this is their wish. A child admitted to the Nursery may expect to transfer to Reception the following September unless it becomes clear that such a course is not in the child's best interests. Our Nursery is not a 'stand-alone' school; in other words, entry to Nursery assumes the parents' interest in their child continuing their education at Newton Prep.

Admission to Reception

For admission to Reception, children must have had their fourth birthday before 1st September in their year of entry. Parents may register their child at any time up to the first week of September in the year before entry. In the September and October of the year before entry, children being considered for Reception places will be invited to attend an assessment that aims to identify their academic potential. This assessment is conducted by experienced staff who will engage with the children to see how they relate to adults, their peers and the world around them. The teachers will have short meetings with individual children and they will observe the child in a small group setting. The academic assessments and the observations made by the staff will contribute to a judgement as to whether the child is likely to flourish in Reception at Newton Prep. Offers will usually be made by the end of November in the year before entry. The school operates a waiting list. If a child does not gain a place in Reception, parents are welcome to apply for places in later years subject to availability; parents should let the Head of Admissions know that this is their wish. A child admitted to Reception may expect to transfer to Key Stage 1 (Year 1) unless it becomes clear that such a course is not in the child's best interests.

Parents of a summer born child may request not to send their child to school until the September following their fifth birthday which would mean their child would be admitted out of their normal age group i.e. into Reception rather than Year 1. This request would need to be discussed with the School at the point of registration.

Admission to Year 3

Admission to Year 3 is by competitive testing and interview. Children must have had their seventh birthday by 1 September in their year of entry. Tests are administered early in the Spring Term. Applicants complete age-appropriate activities designed to assess their potential across English, mathematics, reasoning and wider learning behaviours. Children will also be interviewed by a senior member of staff. The academic assessments and the observations made by the staff will contribute to a judgement as to whether the child is likely to flourish at Newton Prep.

The Trustees of the Newton Bursary Fund will consider applications from families whose financial circumstances may mean they require some degree of financial support by way of a means–tested bursary. Further details can be found on the website, or from the Head of Admissions.

Admission to Year 7

Admission to Year 7 is by competitive testing and interview. These assessments take place early in the Spring Term of the year of entry. We aim to recruit boys and girls who would benefit from having two years at preparatory school before transferring to senior school at 13+, at the end of Year 8. Children must have had their eleventh birthday by 1st September in their year of entry. Applicants undertake tests in mathematics, English (both reading and writing) and reasoning. Children will also have an interview with a senior member of staff. The academic assessments and the observations made by the staff will contribute to a judgement as to whether the child is likely to flourish at Newton Prep.

Any child applying for entry into Year 7 can be considered, alongside current Newton Prep pupils for academic, sport, music, drama and art honorary scholarships or exhibitions (which currently carry a financial value of £250 or £150 a term).

The Trustees of the Newton Bursary Fund will consider applications from families whose financial circumstances may mean they require some degree of financial support by way of a means–tested, bursary. Further details can be found on our website, or from the Head of Admissions.

Children applying for places in other years:

Years 1 and 2

Occasional places in Years 1 and 2 might become available. Children will be invited to spend some time at the School (usually a morning). They will do a range of assessments including maths and English. Teachers will observe their social interactions and their attitude to work. The academic

assessments and the observations made by the staff will contribute to a judgement as to whether the child is likely to flourish in Key Stage 1 at Newton Prep.

Years 4, 5, 6 and 8

Occasional places in Years 4, 5, 6 and 8 might become available. Again, admission is by competitive testing and by interview. Assessments usually take place early in the Spring Term of the year of entry. Applicants will do a range of assessments and will be interviewed by a senior member of staff. a The academic assessments and the observations made by the staff will contribute to a judgement as to whether the child is likely to flourish at Newton Prep.

There might be the possibility of assessments taking place outside of the January/ February assessment period if we have occasional places in a particular year group.

References may be sought from the Head of a candidate's current School as part of the assessment process.

Sibling Policy

Provided children are meeting all of the expected developmental milestones, siblings will be given priority when applying for places in Nursery. Parents applying for places in Reception and above need to bear in mind that whilst sympathetic consideration will be given to brothers and sisters, siblings will not receive automatic priority over other children applying who have no previous connection to the School.

Applications & Parental Responsibility

An application for a place at the School, including registration for an assessment, may be made by one parent or other person with parental responsibility. However, where more than one person has parental responsibility for the child, and there is no Court Order limiting or determining their respective rights, the School will require the agreement and signatures of all persons with parental responsibility before a place can be formally accepted.

Honorary scholarships and means-tested bursaries

Honorary scholarships (currently carrying a financial value of £250 a term) may be offered to children in Years 3-8 who show exceptional academic potential or who show outstanding talent in art, music, drama or sport.

The bursary programme is designed to make it possible for as many as possible of those who meet the School's admissions criteria to take up a place at Newton Prep. The School offers means-tested awards to pupils entering the Upper School (Years 3-8) through the Newton Bursary Fund. The trustees of the Newton Bursary Fund will consider applications from families whose financial circumstances may mean they require some degree of financial support by way of a means–tested bursary. Bursaries awarded in Year 3 are valid until the end of Year 6. They will be reviewed for pupils

who plan to stay at Newton Prep for Years 7 and 8. Bursarial assistance may continue into Years 7 and 8 provided the conditions stipulated by the Newton Bursary Fund are met. Bursaries awarded in Year 7 are valid for two years, until the end of Year 8. The degree of support offered by way of a bursary will be reviewed each year in case a family's financial circumstances change.

Means-tested, top-up bursaries are not available to children in Nursery, Reception, Year 1 or Year 2. Information on bursaries can be found on our website or can be obtained from the Head of Admissions.

Information on the Newton Bursary Fund can be viewed on our website or can be obtained from our Head of Admissions.

A bursary may be withdrawn in accordance with the terms upon which such award is made or otherwise in accordance with the School's Parent Contract.

Equal Treatment

Newton Prep encourages applications from candidates with a diverse range of backgrounds. This diversity enriches the school community and prepares our pupils for today's world.

We are mindful of our obligations under the Equality Act 2010 during the Admissions process. We do not unlawfully discriminate in any way regarding entry. Newton Prep is committed to equal treatment for all, regardless of an applicant's sex, race (including colour, nationality, ethnic or national origin), religion or belief, disability, gender reassignment, sexual orientation or social background. Our school is non-denominational and we welcome applications from children of all faiths and none. However, parents should be aware that we sometimes go to a local church for celebratory events such as a festival of carols. Bursaries are offered in order to make it possible for as many as possible who meet the School's admission criteria to attend the School.

Information Sharing

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.

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.

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.

Financial Information

Any applicant for a place at the School, including those who apply for bursary support and overseas applicants, 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 or scholarship is granted).

Special Educational Needs

Newton Prep welcomes pupils with disabilities and/or special educational needs, provided we can offer them the support that they require and cater for any additional needs, and that our site can accommodate them. We do not unlawfully discriminate in any way regarding entry. We aim to ensure that all our pupils, including those with disabilities and/or special educational needs, are provided with a safe and inclusive environment in which to learn.

Our aim is to apply our admission criteria to all potential pupils. Newton Prep is an academically selective school and we welcome all pupils who can make the most of the opportunities that we offer and can flourish in the academically ambitious environment. We ask parents of pupils with special educational needs, disabilities or allergies (suspected or diagnosed) to ensure that the Head of Admissions knows about their child's requirements at the outset of the admissions process so that we can consider and make, to the extent reasonable, appropriate provision for them. Parents are required to provide copies of all relevant reports to support their request for a place at the school. These might include medical reports or an Educational Psychologist's report as well as reports from a Speech and Language therapist and/or an Occupational Therapist or a Clinical Psychologist, assessments or other relevant expert third party reports (reports from specialist teachers will not be considered as diagnostic evidence of a specific learning difficulty), materials or information about their child's needs (educational, health or otherwise), 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 the adjustments which can reasonably be made and so that the School can ensure, for example, that their child will be able to access the education offered and that the School can ensure their health and safety, and the health and safety of others. This information should be provided prior to the admissions assessment process.

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 the 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. We select all pupils by ability and aptitude. In exceptional circumstances, we may not be able to offer a place for reasons relating to a child's special educational needs and/or 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 meaningfully access the education offered, or that their health and safety or that 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.

Sometimes, the situation of pupils with disabilities and/or special educational needs changes between an offer of a place being made and the pupil starting at the school. The School requires the 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, the School may, in exceptional circumstances, need to reconsider the offer of a place if a pupil's circumstances change materially. It is in the pupil's interests that any 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 communication with the School about any material changes to their child's circumstances.

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.

The School will not discriminate against any pupil on the basis of his or her disability and will make reasonable adjustments to take into account individual pupils' needs. A child's needs will be reviewed regularly but in accordance with our SEND Policy, if it is judged that the needs are such that the School cannot reasonably meet them from within its resources, the parents will be invited to a meeting with the SENDCo and the Head to decide whether the pupil would benefit from continuing to be educated in the academically ambitious environment at Newton Prep.

Overseas Applicants

We welcome pupil applications from overseas provided they have the legal right to enter, live and study in the UK and they have a relative or 'responsible adult' living in the UK. Parents need to be aware that we will only be able to give limited support to children who speak English as an Additional Language (EAL). In order to access the curriculum at Newton Prep and so that they can cope with the high demands of senior school entry, children entering Newton Prep in Years 3-8 will need to demonstrate reasonably fluent written and spoken English.

The school is registered as a UKVI child student route.

School's Terms and Conditions

The terms upon which the School educates each pupil are set out in the School's Parent Contract which will be made available to parents as part of the admissions process and can be found on the School's website.

Records and Review

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

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 Protection Policy) following an unsuccessful application. Reasons to retain personal data for longer might include parents expressing an interest in the candidate re-applying for any reason at a later date or to deal with ongoing matters or queries arising from the application.

Accessing the Policy: This policy is also available in various formats to allow everyone to access it. Please contact the Bursar to request a copy of this policy in an alternative form.

Review and Update Process

Last update	September 2026
Next update	September 2027