

Admissions Policy



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Date agreed by trustees:	September 2025
Named Trustee with lead responsibility:	Mr Peter Houillon
Staff member responsible for this policy:	Miss Claire Holloway
Date shared with all staff:	September 2025
Date of next review:	September 2026

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Policy statement

At St Olave's Prep School, we are committed to the development of children's social, emotional skills, children's self-esteem, their mental and physical health and well-being. St Olave's Prep School is a co-educational, academically non-selective school. We welcome admission applications from all sections of society and do not discriminate on grounds of disability, race, religion, social or cultural background. We seek to operate an open, transparent and fair approach to admissions. Our school is rooted in a Christian tradition, but we welcome applications for children of all faiths and none. In line with the Special Educational Needs and Disability Act 2014, we also seek to ensure that disabled pupils and those with special educational needs are not treated less favourably or put at a substantial disadvantage in matters of admission. Where demand for our places exceeds what is available, the admissions procedures below set out the way in which admissions decisions are made.

St Olave's is fully committed to ensuring that the application of this policy is non-discriminatory in line with the UK Equality Act (2010). This policy applies to all members of our school community, including those in our EYFS setting regardless of gender, race, sex, ethnicity, religion or belief, cultural or linguistic background, sexual orientation, gender reassignment, or disability. Further details are available in the school's Equal Opportunity Policy document. St Olave's seeks to implement this policy through adherence to the procedures set out in the rest of this document.

As a school committed to the principles of the United Nations Convention on the Rights of the Child, this policy incorporates the following articles 1, 2, 3, 5, 28 and 42.

Open mornings and visiting the School

We always encourage parents considering St Olave's to visit the school so that they can personally experience the friendly, happy and stimulating atmosphere of our school for themselves.

Open mornings are held twice a year. The open mornings are advertised locally and on the School Website and we ask parents to register their attendance.

Parents are also welcome to make individual appointments to visit the school. A personal visit usually takes the form of a tour of the school on a normal working day.

To arrange a visit or to book onto one of our open mornings please contact the Admissions Secretary by email at office@stolaves.org.uk or on 020 8294 8930.

Entry to the school

Main Entry Points

The main points of entry at St Olave's Prep School are:

Nursery (age 3+)

Reception (age 4+)

Entry to all year groups is at the discretion of the Headteacher and is subject to availability

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of places.

Admission into other year groups is possible if vacancies are available.

Registration

In order to register a child for entry to St Olave's, parents should complete a registration form and return it to the school, along with a copy of the child's Birth Certificate and a non-refundable registration fee of £100. Following receipt of a completed registration form, a child's name will be added to the list for entry (waiting list if appropriate) and a confirmation letter will be sent.

Admissions Process

The aim of our admissions process is to identify potential. We are looking for well rounded pupils whose parents have a genuine interest in education in the broadest sense of the word, with interests that stretch beyond the confines of the academic curriculum. The school has strong traditions in music, drama, art, community activities and sport. There are many extra-curricular activities, all of which are important in developing a well-balanced, confident individual.

Nursery and Reception

Assessment for entry into Nursery or Reception consists of an informal observation to assess the child's social suitability to join the school. This takes place at St Olave's. A report is requested from their current Nursery school in the Summer term if relevant. The children undertake a familiarisation visit in the Summer term. In order to secure a place, a deposit of £1000 is required when requested by the school.

Years 1 to 6

For entry into Years 1 to 6 there is a gentle, informal assessment, usually undertaken by the class teachers. In addition, a full report will be requested from their current school. Prospective pupils are expected to spend a day at the school in their future class. Where feasible, parents will be contacted within twenty-four hours of an assessment and a written offer of a place made. In order to secure a place, a deposit of £1000 is required when requested by the school. A certain degree of selection operates at this stage to ensure that we are able to offer the best education for the child at their stage of education, depending on individual needs and on receipt of previous school reports or references.

Allocation of places

Nursery 18 Places

Reception 14 Places

The places available on each list are allocated by date of registration order, with priority given to siblings, taking into account the results of the admissions observation or

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assessment. All places are offered at the discretion of the Headteacher. If any Year group becomes full, a waiting list system will be put in place.

Siblings

The Headteacher will, whenever possible and subject to availability, give preference to siblings of pupils already at the School, or those wishing to join at the same time. Preference will be subject to successful completion of any entry observation or assessment required. Most siblings join us at St Olave's in Nursery or Reception. However, admission is not automatic, and there may be exceptional circumstances where we judge that a sibling is likely to thrive better in a different environment.

Waiting List

Waiting lists are maintained by placing applicants in chronological order by date of registration with priority given to those with siblings.

From time to time, however, the Headteacher reserves the right to offer places to siblings or to a child not at the top of the waiting list.

Offers, Deposits, Withdrawals and Fees in lieu of notice

Offers

All offers will be made based on the position of the applicant on the waiting list. Where the waiting list position has been set by sibling priority, and all siblings do not take up the offer, the offer may be withdrawn.

Deposits

As explained in the Admissions Process section of this policy, all places are secured by the payment of a deposit. Once a place has been formally offered, the deposit provided by a parent is non-refundable in the event that a child does not take up the place. Deposits form part of the general funds of the School until it is credited without interest to the final payment of the Fees or other sums due to the School when a child leaves the school.

Withdrawals and fees in lieu of notice

If parents wish to withdraw acceptance of a place after submitting the Acceptance Form and paying the deposit but before their child starts at the School, they are required to give written notice to that effect prior to the first day of the term immediately preceding the term in which their child was due to start (therefore one term's notice is due once the acceptance form has been signed). If such notice is received by the School by that time the deposit will be forfeited but no further fees will be payable.

If no notice is received prior to the first day of the term immediately preceding the term in which their child was due to start, a term's fees will be payable and will be charged at the applicable rate when a child was due to start at the School.

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Equal Opportunities

St Olave's Prep School is committed to encouraging applications from candidates with as diverse a range of backgrounds as possible. This enriches our community and is vital in preparing our pupils for today's world.

Special Needs, Learning Difficulties and Disabilities

We welcome pupils with special educational needs, learning difficulties and disabilities providing that our Learning Support team is able to offer them the appropriate level of support. Similarly, we welcome pupils with physical disabilities provided that the School is suitable for them, after making any reasonable adjustments. For further information, please refer to our SEND Policy. We are unable to offer 1:1 support for children with additional needs.

We require parents of children with special educational needs, learning difficulties or physical disabilities to discuss their child's requirements with the Headteacher upon registration or before, and to keep the School informed of any changes. Parents should provide a copy of an Educational Psychologist's report or a medical report at the time of registration. The School needs this information so that, in the case of a child with particular needs, we can assess those needs and consult with parents about the adjustments which can reasonably be made to cater adequately for the child's needs both during the admission process and if an offer of a place is made.

Related Policies

Behaviour & Discipline

SEND Policy