



Cleve House International School & Preschool Admissions Policy

For information and guidance and incorporating the school's vision and core values. It forms part of the portfolio of policies designed to keep students safe, happy and cared for.

Status: Approved

Admissions Policy 2025-2026

Policy Title	Admissions Policy
Function	For information and guidance and incorporating the School's vision and core values. It forms part of the portfolio of policies designed to keep students safe, happy and cared for.
Status	Approved
Audience	Students, Parents/ Carers, Headteacher, Teachers, Support Staff, Independent Schools Association etc.
Ownership / Implementation	The Headteacher and CHIS Advisory Board has overall responsibility for ensuring that this policy is implemented.
Implementation Date	September 2023
Review period	Annually
Last Reviewed	October 2025

History of Most Recent Policy Changes

Date	Page	Change	Origin of Change e.g. Change in legislation
Nov. 2023		Headteacher and Advisory Board added as responsibility to implement	

School Admissions

The Headteacher alongside the Senior Leadership Team is the Admissions Authority with the Local Governing Body responsible for the administration of the admission arrangements.

Cleve House International School is a non-selective school by examination. All families will be given an equal opportunity to register with Cleve House International School regardless of age, SEND, gender, race, religion or belief, sex, sexual orientation, or socio-economic background.

Admissions Points

Cleve House International School and Preschool are happy to receive applications at any time during the academic year and at any stage.

After an application has been received the school may request a report from a child's current setting allowing for comments.

Preschool & Reception

For admission to our EYFS provision this will focus on the three prime areas of the EYFS Framework: Communications and Language; Physical Development; and Personal, Social and Emotional development. Should a report not be returned, the school will request to see the child's learning diary/report.

A part-time preschool place will be funded by the Government for every child from the start of the school term after their third birthday. All 3- and 4-year-olds are eligible for up to 15 hours a week of free nursery provision from the term after their 3rd birthday and some children may be entitled to an additional 15 hours of full nursery education. Parents should apply for this additional funding through the childcare choices website.

Children born between 1 September 2020 and 31 December 2020 can receive their free 15 hours a week from January 2024.

Children born between 1 January 2021 and 31 March 2021 can receive their free 15 hours a week from April 2024.

Children born between 1 April 2021 and 31 August 2021 can receive their free 15 hours a week from September 2024.

Children born between 1 September 2021 and 31 December 2021 can receive their free 15 hours a week from January 2025.

Children born between 1 January 2022 and 31 March 2022 can receive their free 15 hours a week from April 2025.

Children born between 1 April 2022 and 31 August 2022 can receive their free 15 hours a week from September 2025.

Children born between 1 September 2022 and 31 December 2022 can receive their free 15 hours a week from January 2026.

Children born between 1 January 2023 and 31 March 2023 can receive their free 15 hours a week from April 2026.

Children born between 1 April 2023 and 31 August 2023 can receive their free 15 hours a week from September 2026.

Children who were born between 1 September 2020 and 31 August 2021 will be offered the opportunity to enter full time education from September 2025 but must apply for a place even if they attended our Preschool.

KS1 & KS2

For KS1 & KS2 this will focus on Attainment, Attitude to Learning, Home Learning and details of any additional needs including SEND.

Application

It is usual that a meeting between the Headteacher and parent/guardian occurs before an application is made. This is usually followed by a taster day/session or two with the pupil.

All parents/guardians must complete an application form for their child prior and pay a £50.00 non-refundable registration fee to cover the costs of their administration.

Acceptance Deposit

- **Preschool**

An acceptance deposit of £50 is required alongside a complete application form when admitted to CHS Preschool.

- **Reception, KS1 & KS2**

A deposit of £200 is payable when parents/guardians accept the offer of a place at Cleve House International School.

The Acceptance Deposit will be retained in the general funds of the School until the pupil leaves and will be repaid without interest less other sums due to the School on leaving, unless otherwise stated in the School's *Terms and Conditions*.

As per our Mission, please talk to us (via Admissions in the first instance) if the payment of either of these amounts (application fee and acceptance deposit) is likely to prove difficult.

School's Contractual Terms and Conditions

Copies will be made available to parents/guardians as part of the admissions process and acceptance of a place confirms agreement to these terms and conditions. These include, amongst other things, arrangements for payment of fees/fee contributions, information about the treatment of registration fees and deposits, notice periods and so on.

Equal Treatment

The school encourages applications from candidates from all backgrounds and is committed to Equality, Diversity and Inclusion (*please see our EDI Statement*).

Cleve House International School and Preschool is committed to inclusion and will conduct its admissions assessments to ensure that applicants are treated equally regardless of disability, gender reassignment, race, religion or belief, sex, sexual orientation, and any other protected characteristic.

Special Educational Needs and Disability

Educational, physical, behavioural, or other special needs do not preclude application for a place at CHS.

Current aspects of the School's fabric and facilities may be limiting to some with particular needs (through our accessibility plan, the School continues to become as accessible as possible to all), but the School will make reasonable adjustments and provide reasonable aid for applicants placed at a substantial disadvantage because of a disability or special educational need, and will comply with its responsibilities under the relevant legislation.

Parents/Guardians of children with special educational needs or disability are advised to consult with the school about their children's requirements before making an application to discuss adjustments that can reasonably be made.

Parents/Guardians of children with special educational needs or disability are asked to inform the school in writing and provide copies of any relevant referrals and reports relating to their child's special requirements (eg medical reports, clinical and educational psychologists reports etc) as part of the admissions process.

Bursaries

Bursaries are the means by which the School provides financial support to enable children to come to the School who would not otherwise be able to afford to do so. It follows that the level of bursary support is established through a process of discussion with the Headteacher and completing a means-testing form.

Parents/Guardians are given a financial award expressed as a percentage reduction on the school fees at the time of joining. The level of support is reassessed annually.

Oversubscription Criteria (all Admission Points)

All applications to join are conditional upon there being places available. If an application is received for a full year- group, it will be held on file until a suitable place becomes available.

Sibling Policy

Siblings cannot be guaranteed a place at the School but may apply for a place in the same way as all other applicants.

Repeat Applications

Repeat applications will not be considered within the same school year, unless the parents', child's or the school's circumstances have changed significantly since the original application was made.

Appeals and Complaints

The admission or otherwise of any individual applicant, based on our ability to meet a child's needs or oversubscription remains entirely a decision of the school.

We are always keen to improve the way in which we interact with prospective pupils and their families and if you have a complaint about the process in general (rather than the outcome of an individual's application) then you should write to or email the office@clevehouseschool.com