

## **ADMISSIONS POLICY**

Reviewed by Semira Asfaw  
March 2025

### **GENERAL**

Rosemary Works School is a co-educational independent School for pupils from ages three to eleven. The overall ethos of the school is to provide a nurturing, rounded education.

Deciding on the right School for your child is very important, and we believe that a personal visit is invaluable. We very much hope that you and your child will visit Rosemary Works School. We usually hold a number of open events throughout the year which give 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. Please contact the School's admissions officer, Semira Asfaw, on 020 7739 3950 or email [admissions@rosemaryworks.co.uk](mailto:admissions@rosemaryworks.co.uk) to arrange a visit. If it is not possible to hold open events or arrange School visits because of circumstances beyond the School's control, then the School publishes on its website the alternative arrangements in place.

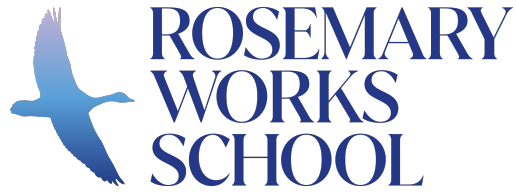
### **INFORMATION FOR PROSPECTIVE PARENTS**

Information for prospective parents is available through various forms including:

School website, School prospectus (available in paper form from the school office or digitally via the school website), Regular open mornings, Private and group tours, bookable via the website or by emailing the school. For those who have already attended a tour or open day, conversations or meetings with the Head Teacher and additional staff, e.g. the SENDCo, where appropriate The school regularly reviews and amends aspects of its provision, therefore information provided prior to joining is subject to change, and is non-contractual.

### **THE ENTRY PROCEDURE**

The usual points of entry are at 3+ / Nursery Class, or 4+ Reception Class. The School may also have occasional places at other ages. Please contact the admissions officer for details. We do not have an entrance exam but do take account of a child's abilities.



Applicants for admission should register by 1st September of the year preceding the desired year of admission. The School's Registration Form is available on the School's website.

Nursery attendance is on a 12 months basis and fees are charged monthly. Children are not required to attend 5 days a week and can do a short (10am-4pm) or long (8am-6pm) day. Children attending Nursery Class are required to apply separately for a place in the primary school, otherwise they are registered only up until the date immediately prior to the start of Reception Class.

The school is not academically selective by means of entrance examination. However, we also welcome applications for children looking to join the school in later year groups or during the academic year. The application process is as outlined above, but the prospective pupil will also be invited for a trial day in the school. This day is to give the child and their family a flavour of school life. We do not use entrance examinations, so the trial day is also a way to informally assess the child's suitability, academic level, ensuring that we can provide for any needs and that their behaviour is consistent with what we would expect at Rosemary Works School. References may be sought from the head of a candidate's current school to this end.

## **EQUAL TREATMENT**

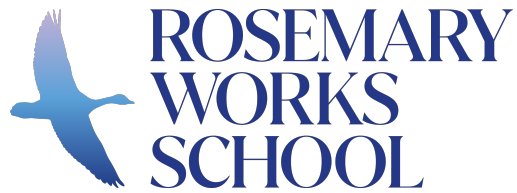
Rosemary Works School's aim is to encourage applications from candidates with as diverse a range of backgrounds as possible. We are mindful of our obligations under the Equality Act 2010 during the Admissions Process. This enriches our community and is vital in preparing our pupils for today's world. Generous 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. The School's provision for bursaries is described below.

Rosemary Works School is committed to equal treatment for all, regardless of a candidate's sex, race, ethnicity, religion, disability, gender reassignment, sexual orientation or social background.

## **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.

## **SPECIAL EDUCATIONAL NEEDS**

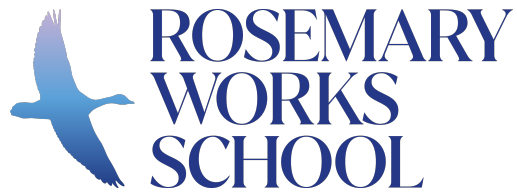
Rosemary Works School does not unlawfully discriminate in any way regarding entry. The School welcomes pupils with disabilities and/or special educational needs, provided we can reasonably offer them any support that they require and cater for any additional needs and that our site can accommodate them. 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 policy is to apply our admission criteria to all potential pupils. We require parents of children with special educational needs, disabilities or allergies (suspected and diagnosed) to discuss their child's needs with the School 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 with the Registration Form full details of all relevant information about their child, including any reports (including any educational psychologist reports, medical reports or assessments or other relevant expert third party reports), materials or information about their child's needs (educational, health or otherwise), and this may include any final or draft EHC 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 any adjustments which can reasonably be made and so that the School can ensure, for example, that their child will be able to meaningfully access the education offered and that we are able to ensure their health and safety, and the health and safety of others. This information should be provided prior to the application 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 their 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.

There may be exceptional circumstances in which we are not 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 those 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 parents to be pro-active 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 such 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 communications with the School about any material change 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.

### **SIBLING POLICY**

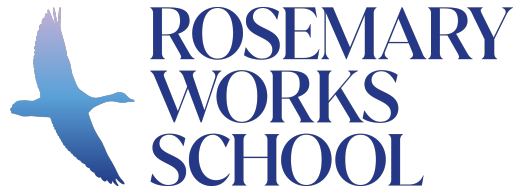
Most siblings join us at Rosemary Works School, and places are prioritised for them. However, admission is not automatic and there may be occasions where the School judges that a sibling is likely to thrive better in a different academic environment.

### **BURSARIES**

Rosemary Works School's bursary programme is generous and is designed to make it possible for as many as possible of those who meet Rosemary Works School's entry criteria to take up a place here. Bursaries are means-tested in accordance with the criteria provided in the bursary application form and policy, which are non-contractual and may change from time to time. Both parents are required to provide proof of their income and assets. The level of support varies according to parental need; but can extend to 90% in cases of proven need.

Bursaries are always offered for 12 months at a time. The family is required to provide fresh information about its circumstances for every year that their child attends the School. Levels of support may vary with fluctuations in income or wealth.

The School's practice is to allocate its entire available bursary funding on entry. The School's expectation is that parents who do not choose to apply for a bursary at the



time that their child is being assessed will not require financial support throughout the time that their child attends the School, except in wholly unforeseen circumstances.

Our bursary policy can be obtained from the admissions officer.

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.

### **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 is granted).

### **OVERSEAS APPLICANTS**

We welcome overseas pupils, who can study at Rosemary Works School provided that they have the legal right to enter, live and study in the UK and they have a relative or 'responsible adult' living with them in the UK.

### **FLUENCY IN ENGLISH**

In order to cope with the academic and social demands of Rosemary Works School, pupils should be fluent English speakers. If a candidate is not fluent in English, that should be made clear on the Registration Form, in order for the Headteacher to make an assessment about the suitability of placement.

### **RELIGIOUS BELIEFS**

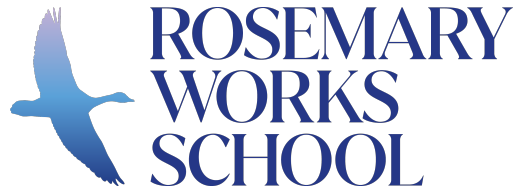
Rosemary Works School welcomes applications from prospective pupils of all faiths and of no faith.

### **SCHOOL'S TERMS & CONDITIONS (PARENT CONTRACT)**

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

### **COMPLAINTS**

The School's Complaints Procedure is on the School's website and can be sent to prospective parents on request. The Complaints Procedure is not available for use by prospective parents.



## **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, but reasons to retain personal data for longer might include, for example, the parents express an interest in the candidate re-applying for any reason at a later date; or to deal with any ongoing matters or queries arising from the application.