

Gateways School Admissions Procedure

Initial Enquiry

received via telephone, internet or personal recommendation. Enquiry information logged on RSAdmissions including child name, dob, address, parental details, proposed year of entry, current school

If internet request asks for visit, this is arranged straight away

Prospectus

sent within 24 hours of receipt of enquiry, with personalised letter proposing an individual visit, inviting to next Open Day, when appropriate, and enclosing other relevant literature such as the school magazine, Gatehouse Nursery brochure etc

Open Days

Held in October and May; Open Gates every Friday morning for unannounced visits. Often parents' first visit to the school; equally may have been for an individual visit and then attend open day with their son or daughter

Individual Family Visit

Arranged throughout the year at mutually convenient times. All visitors see the Headmistress and prospective High School families are taken on a tour of the school by sixth formers. Prospective Prep School families are introduced to the Head of Prep who then conducts the tour.

Registration

Families who have firm interest in the school complete a registration form and pay a registration fee per child of £10 for the Gatehouse Nursery and Lower Reception and £25 for Upper Reception upwards. This is logged on RSAdmissions and by the Finance Assistant

Foundation Stage Assessment

Takes place at any time prior to the proposed joining date. The frequency and number of visits are tailored to meet the needs of the child. The assessment is carried out by a Foundation Stage practitioner and overseen by the Head of Pre-Prep.

Prep Assessment

Takes place at any time prior to proposed joining date depending on the needs of the family (eg relocation)

High School

Prospective pupils usually sit the entrance examination on the last Friday in January but later, individual assessment can be arranged on an ad hoc basis as circumstances require. Assessment days for other year groups arranged as required. Sixth Form entry conditional on GCSE results.

Offer of place

Following a successful assessment the Headmistress (for High School) or Head of Prep (for Prep) or the Head of Pre-Prep (for Foundation Stage) makes an offer of a place and parents are given three weeks to respond.

If the assessment has been unsuccessful a further opportunity for assessment may be offered if this is appropriate or personal feedback and advice will be given as to why the assessment was unsuccessful.

Acceptance

Parents accept the place and pay a non-refundable commitment fee equivalent to 25% of the first term's fees which secures the place. Information about joining the school and invitations to any new pupils' and parents' events are then sent as appropriate.