



Implementation Date	September 2026
Review Date	September 2029
Reviewer	Liam Donovan/

Admissions Policy and Procedure

Choosing the right school for your child is very important. We believe that you, as parents, should visit a variety of schools and do as much research as possible, before choosing where to send your child. It is a huge decision and we will help you as much as we can. We are happy to answer your questions, however basic or detailed they may seem to you, and understand that you may need some time to make your final decision. Once you have chosen Longwood, we ask for your trust that we know what we are doing. We want you to be involved in your child's education. We value the parent/Longwood relationship extremely highly, and as pedagogical professionals, we ask you to follow our policies and advice fully.

Please note that everything stated in this policy applies to both School and Nursery, unless specifically stated otherwise.

Step One – Considering Longwood

A personal visit is imperative. We welcome prospective parents and children at all times and work hard to arrange mutually convenient tours. Please contact our office by phone or email to arrange a visit.

Step Two – Visiting Longwood

A personal tour will be usually be conducted by our head teacher, or in their absence, a member of the senior management team for applications into our school. For nursery aged children, you will be shown around by a nursery manager or senior practitioner. We will discuss all aspects of life at Longwood and you will experience the special atmosphere of which we are so proud. You will be given the opportunity to meet various members of staff and see Longwood in detail. Please note that we do not offer any places without meeting the child.

Step Three – Applying to Longwood

Once you have decided that you would like your child to join Longwood, you must complete our registration form. You may have already been given one during a previous visit, or you can download a copy from the Longwood website. **The form must be returned to the office**

with a £150 non-refundable registration fee. Please note that filling in this form does not guarantee a place for your child. Once we have received the form, we will contact you by email or phone to acknowledge receipt and discuss any further details. At this stage, we will ask for reports from your child's previous school or other setting if applicable and other relevant information. Our headteacher may contact the headteacher at the applicant's previous setting to gain more background information. Please note that if you fail to disclose any relevant information, (reports, referrals, etc), we reserve the right to withdraw the applicant's place, even if the child has already joined Longwood.

Step Four – The Taster Session

If you are applying for a place for your child in our preschool or main school, we will ask that the child spends some time in an age-appropriate classroom. This will be for an informal assessment, where we must satisfy ourselves that your child will fit in at Longwood, be happy here and that we can accommodate his/her needs fully, as well as continue to accommodate the needs of all the other children. The taster session can vary from an hour to several days.

Step Five - The Offer of a Place at Longwood

All applications are handled in complete confidence and the decisions of our Head teacher (for a school place) or Nursery Manager (for a nursery place) are final. We are not obliged to state reasons if an application is unsuccessful.

The office staff will send you a letter or email either offering you a place or letting you know that your application has been unsuccessful. If you receive an offer letter, it will give details of what you need to do next. There will be a deadline for you to accept or reject the place for your child and pay a £1,500 deposit for a school place or the relevant deposit for a nursery place. You will also be required to accept our Terms and Conditions (a copy of which can be found on the Longwood website).

Joining our Nursery

If you wish for your child to join our nursery, you must submit an application form. Your child will then be added to our waiting list and you will be informed when a place becomes available. At this point, you will be required to pay the registration fee and deposit. Children with a sibling already at Longwood are given priority and thereafter, places are allocated on a first come, first served basis.

Children need to settle gradually into nursery life. We require new children to attend the nursery for two pre-visits.

The first pre-visit will be from 9.30am-11.00am. One parent or guardian is required to stay for the duration of the visit. During this time, a check list will be completed together between the parent and a staff member to clarify the following:

- Personal items needed

- Special medications
- Dietary requirements
- Key person
- Parent contact information
- Room information & timetables
- Other information.

The second pre-visit will be from 9.30am-11.30am. We suggest that you spend five or ten minutes settling your child before leaving your child with us for the remaining two hours.

Government Funding

Hertfordshire County Council provides free places for 15 or 30 hours per week for 38 weeks per academic year for children aged between 3 and 5 years. The funding begins the term after the child's third birthday. (Parents must advise Longwood if they are eligible for 2-year-old funding.)

Longwood offers free Government places with no additional charge for extra services at specific times as shown on the fee sheet. A maximum of six free places for children receiving Government Funding are available in the nursery and preschool, term time only.

Longwood charges for additional services for all other children. These include the additional hours, breakfast, lunch, tea, drinks, snacks and peripatetic teachers for specialist activities. The respective fees for 2, 3, 4 or 5 full days (7am-7pm) are as shown on our fee sheet. A Hertfordshire County Council declaration form is to be signed at the office by a parent prior to the start of each term or Grant Funding will not be paid. We are required to submit data including a parent's NI number and the child's NHS number to Hertfordshire County Council.

Free entitlement will be reviewed subject to statutory requirements.

Transferring from our preschool to reception class

Parents of children in our preschool will receive a letter in October inviting them to apply for a place in our school, together with a form which they must fill in and return, stating their preferences.

Places in our reception class are limited. It is important that applications are made in good time. If we are oversubscribed, various criteria will be applied. Please see Appendix One. The final decision will be made by the Head teacher. The Head teacher not obliged to state reasons if an application is unsuccessful. You will be informed of whether your child has been offered a place or not in November/December.

If your child is offered a place, there will be a deadline for you to accept the place for your child and pay a £1,500 deposit (or top up your existing deposit to £1,500).

Your Commitment to Longwood

If you choose to accept a place in our school for your child, the expectation is that the child will remain at Longwood until the end of Year 6. If your circumstances change and you find that you need to withdraw your child before the end of Year 6, a full term's notice must be given. If the child is removed before the end of Year 6, the parents will forfeit their deposit. Full details can be found in our Terms and Conditions.

Equal Treatment

We encourage applications from families with a diverse range of backgrounds. This enriches our community and is vital in preparing our pupils for today's world. We are committed to equal treatment for all, regardless of a candidate's race, ethnicity, religion, sexual orientation or social background.

Similarly, we welcome pupils with special educational needs, providing that we can offer them the support that they require. We also welcome pupils with physical disabilities, provided that we can make any required reasonable adjustments to our facilities. We require parents of children with special needs or disabilities to discuss their child's requirements with us so that we can make adequate provision. Parents must provide a copy of an Educational Psychologist's report or a medical report where appropriate.

Appendix One – Criteria for Offering Places

We will guarantee a sibling place at reception age, as long as the following criteria apply:

- There is an older sibling currently in the main school.
- The applicant achieves the required entry standards during the informal assessment i.e. we are satisfied that the child will fit in at Longwood, be happy here and that we can accommodate his/her needs fully, as well as continue to accommodate the needs of all the other children.
- The applicant enters on a full fee basis.

A sibling who is not of reception age is subject to the above criteria. In addition, we can only offer a place if we have space to accommodate the applicant.

For children who do not have a sibling at Longwood, the following criteria apply:

- The applicant achieves the required entry standards (see second point above).
- The child enters on a full fee basis.
- Once the above criteria have been applied, applications received by the deadline will be given priority over others and then places will be allocated by the senior management team.