

Bassett House School

S15A – Admissions Policy

Revised September 2025



Introduction

Bassett House School is a co-educational, preparatory day school for children aged 2 to 11 years. The school has been part of the Dukes Education family since February 2020.

Key objectives

Our aim during the admissions process is to get to know you, and to make sure you have everything you need to get to know us. This Admissions Policy is based upon a transparent and fair process and reflects the values and ethos of Bassett House and Dukes Education.

- The key objectives of this admissions policy are:
- To admit children regardless of sex, race, ethnicity, religion, language, disability, or social background.
- To give priority to siblings of children who are pupils of the school and children applying from other Dukes Education institutions.

Information for prospective parents

- A copy of the school's prospectus is available from the school office and can be sent to you on request. The prospectus can also be seen on the school's website at www.bassetths.org.uk.
- Tours of the school are given by the Head. This is an opportunity for parents of prospective pupils to see the school in operation. There are also open mornings or afternoons throughout each year. To arrange a visit to the school, please contact the Head of Admissions at admissions@bassetths.org.uk



Entry Points and Requirements

- The main points of entry into the school are the Nursery (2+) and Reception (4+). The Nursery is referred to as the Nursery School.
- Children may enter the Nursery School any time after their second birthday.
- Children join or transition from the Nursery School into Reception in the September following their fourth birthday.
- A child admitted to the Nursery may expect to transfer to Reception in the September following their 4th Birthday, unless it becomes clear that such a course is not in the child's best interests.
- The school does not believe in testing very young children, and it is non-selective for entry to the Nursery School and Reception year groups. However, parents of any child entering the school in any year group are expected to notify the school of any physical or educational impairment which may affect a child's progress at school. This is so that these may be discussed with the Head with full candour and, where necessary, appropriate, and reasonable adjustments put into place.
- Children may also join the school at any other age, subject to a place being available.
- A child wishing to join the school in the Year 1 will normally be required to spend some time in the school to ensure that he or she is able to meet a reasonable level of attainment for the year group and will be able to benefit from the education offered.
- For children wishing to join the school above Year 1, children will be invited to spend a morning in school and sit an assessment. The children are set tasks which should be well within the capacity of an average candidate who is currently following the National Curriculum. They are tested in English and Mathematics and will also complete a verbal reasoning paper. For any child with SEND, parents should notify the school before the assessment, so the school can make adjustments to support the child where necessary.
- Bassett House prepares children to leave the school at 11+ at the end of Year 6 and does not prepare children to leave at any other point.
- Children who wish to continue their education at a Dukes Education Senior or All-through school will be supported with their application for entry in Year 5 where relevant.

Registration:

- Registrations are accepted and encouraged as soon as possible after birth.
- To register, parents must complete the registration form on our website.
 - For a place in the Nursery School, parents must pay a non-refundable fee of £125.
 - For a place in Reception to Year 6, parents must pay a non-refundable fee of £150.
 - To register your child, please visit: <https://www.basseths.org.uk/admissions/apply-for-a-place/>
 - Registration is treated as effective only once the school has received both the registration form and the registration fee.
- Once the registration form has been completed and the relevant fee of £125 or £150 has been received, the school will acknowledge receipt of the registration and the child's name will be placed on the registration list for the preferred year of entry.

Visiting Bassett House:

- Once a registration has been received, the Head of Admissions will be in touch to arrange a tour of the school with the Head.
- Once a tour has been completed, the Head of Admissions will be in touch to answer any further questions, and to discuss next steps for the application.

Offers:

- Offers are made continuously and on a first come first served basis. However, priority will be given to siblings, children of alumni, and children applying from a Dukes Education Preschool or School.
- The order in which offers are made is laid out as follows:

1. The Nursery School

- i. Priority is given to siblings of current pupils and children of Bassett House alumni
- ii. Second priority is given to siblings of children who have already accepted a place to start at the school (in order of date of registration) and children joining from within the Dukes family.
- iii. Places for other children (i.e., those who do not qualify for sibling priority) wishing to go into the Nursery School starting in the Autumn Term are offered according to date of registration at the discretion of the Head.

2. Reception

- i. Priority is given to children who are already in the Nursery School. These children gain automatic entry into Reception at Bassett House School. As such, we will always recommend a child joining us in the Nursery School if they want to be guaranteed a place at Bassett House for their prep education.
- ii. Second priority is given to siblings of current pupils (in order of date of registration), children of alumni and children from within the Dukes family.
- iii. Third priority is given to siblings of children who have already accepted a place to start at the school (in order of date of registration).
- iv. Places for other children (i.e., those who do not qualify for sibling priority) wishing to join the Reception starting in the Autumn Term are offered according to date of registration at the discretion of the Head.

3. Other year groups:

- i. Offers of occasional places in other year groups are dealt with on an individual basis and subject to assessment.
- ii. Once a child is registered for an occasional place, we will request their latest school report and any assessment data available from their parents.
- iii. Prior to offering a place, we will contact their previous school or preschool for reports or references. Once these are received, the child will be invited to visit the school and sit assessments in English, Maths, Verbal and Non-Verbal Reasoning.
- iv. Offers are made on the receipt of the relevant references and reports, and subject to the child's performance in the assessment, that he or she can meet a reasonable level of attainment for the year group and will be able to benefit from the education offered.

Sibling Priority:

- To be given sibling priority, the younger child must be registered at the same time as the older sibling whose attendance at the school would qualify the younger sibling for sibling priority or within 3 months of birth, whichever is later.
- Registration of a sibling is accepted whenever received within reason. If registration is made after all places for a year have already been offered, the sibling will only be offered the next available place (if any). Offers already made to other registrants will not be withdrawn. Offers of places in the Nursery School or Reception are usually made 12 months before the child's expected date of entry.
- Where any older child in a family has left the school, then that child's siblings yet to join the school will no longer enjoy priority status on the registration lists.
- Children in the Nursery School are guaranteed a place in Reception. It is unusual for any children to not continue their Prep education with us. As a result, there is a limited number of places available each year for entry into Reception. To guarantee a place in Reception, we recommend children join us in the Nursery School at 2+.
- Thus, the school's offers are issued as illustrated by the following table

Entry Point	1 st Offers	2 nd Offers	3 rd Offers	4 th Offers
The Nursery School 2+	Sibling of current pupil (in order of date of registration)	Sibling of child who has already accepted a place to start at the school (in order of date of registration), children from within the Dukes family and children of alumni.	Date of registration	
Reception 4+	Children in the school's Nursery School class (automatic entry)	Sibling of child who has already accepted a place to start at the school (in order of date of registration), children from within the Dukes family and children of alumni.	Sibling of a child who has already accepted a place to start at the school (in order of date of registration)	Date of registration
Other Years	Siblings in order of registration and subject to assessment	Children from within the Dukes family	In order of registration and subject to assessment	

- Offers embody the school's standard terms for its contract with parents. These include the requirement for a term's notice of the intended removal of a pupil.
- Admission to the school is always at the discretion of the Head. In all cases, the Head's decision is final with no appeal considered.

Accepting a Place:

- To accept an offer of a place in any year group, parents must complete the online acceptance form, which will be sent alongside the offer letter.
- The acceptance form must be accompanied by payment of a £3,000 deposit, which is paid via the online form at the time of acceptance. Acceptance will only be considered confirmed once both the form and deposit have been received.
- The deposit will not be refunded should your child not take up their place at the school after the offer has been accepted.
- Assuming your child takes up their place at the school, the deposit will be returned to you not later than two weeks after the end of your child's last term at the school provided that (unless your child is leaving at the end of the summer term in Year 6):
 - a) you shall have given to us, on or before the first day of your child's last term at the school, notice in writing that your child will be leaving the school at the end of that term; and
 - b) you have made payment to us of all moneys due to us. If you fail to give such notice, then you will have no right to the return of the deposit unless in lieu of such notice you have paid the fees for the following term.
- One term's fees (at the new academic year fee cost) will be payable on or before the child's first day at the school.
- The cancellation of a place that has been accepted can cause long term loss to the School, especially if it occurs after other families have made their decisions about schooling for their children. If the Parents cancel their acceptance of a place or the pupil does not join the School after a place has been accepted, the deposit and any fees paid will be retained by the School.

Waiting List:

- For children registered for the Nursery School and Reception entry, once all the places are filled, children will be kept on the waiting list for the relevant year group and places will be offered to those children if they become available at any other point.
- To retain our co-educational commitment, we try to replace a boy with a boy and girl with a girl aiming to achieve an even spread of boys and girls in a class.

Disabilities:

- As part of the admissions process, prior to an offer being made, parents are required to inform the school if their child has special needs of any kind. This includes children with a statement of special educational needs or an Education, Health and Care Plan (EHCP) from the local authority. This allows the consideration by the school of whatever reasonable adjustments may be appropriate so that children with any special need can be supported during the admissions process successfully access the curriculum.

English as an additional language (EAL):

- Parents of children for whom English is not their primary language (EAL) should also notify the school of this to ensure we can provide the appropriate support to the child during the admissions process and for their entry into the school.
- The school is required to check your child's right to reside in the UK. Along with your signed acceptance form, please provide the school with a copy of your child's passport.
- If your child has a UK passport, a copy of this will be sufficient.
- If your child does not have a UK passport, please provide a copy of your child's passport, and provide either evidence of your child's settled/pre-settled status (for EU nationals living in the UK before 1 January 2021) or evidence of your child's right to reside in the UK (visa/BRP for all other nationalities).
- If your child holds a visa/BRP (Biometric Residence Permit) please provide the school with a copy of the passport, visa, entry vignette or current valid BRP (both sides of the card) for both the dependent child and parents.

Increases in Fees:

- Fees are increased with effect from the start of each new academic year and the fees at the increased rates are generally announced to parents and published on the school's website in the second half of the previous term.
- The fees payable may be seen on the Fees page of our website.

Status of Policy:

- This policy is intended to provide general guidance for the parents of prospective pupils. It should not be regarded as having legal effect and if there is any conflict with the Parent Contract - Standard Terms, the contract prevails.

Review

Policy reviewed	September 2025
Policy agreed and adopted by governors	September 2025
Next policy review	August 2026