

**THE ROCHE SCHOOL**  
**Admissions Policy**

*This policy which applies to the whole school is publicly available on the school website and upon request a copy (which can be made available in large print or other accessible format if required) may be obtained from the School Office.*

<b>Information Sharing Category</b>	Public Domain
<b>Date Published</b>	March 2024
<b>Authorised by (if required)</b>	SLT team
<b>Review/Update Date</b>	October 2025
<b>Responsible Area</b>	Jonny Gilbert

### **Policy Statement**

The Roche School is a selective primary day school, welcoming boys and girls from a range of backgrounds. The main entry points to the school are in the Wandsworth Nursery and in the Reception Year (4-5yrs), but there may be occasional places in other year groups. The School accepts children from all backgrounds. No applicant will be treated less favourably during the admissions process on the grounds of any of the relevant protected characteristics listed in the Equality Act 2010, namely disability, gender reassignment, race, religion or belief, gender and sexual orientation.

### **Deposits**

A non-refundable deposit must be paid to secure a place at The Roche School. At present, this is £3,900. To be offered a place in the Reception Year, the deposit is due in two instalments; the first in the September prior to the academic year that the child starts, and the second, two terms before the child starts. For children in other years, the deposit tends to be paid in one instalment.

Once the child has started at The Roche School, the deposit paid will be deducted from the final term's fees, provided the School Office has received written notice of the intention to withdraw the child from the school on or before the first day of that final term, failing which the full term's fees are payable.

### **Registration Forms**

Forms are available by emailing or telephoning the Admissions Secretary: [admissions@therocheschool.co.uk](mailto:admissions@therocheschool.co.uk). Parents should complete the form and return it with a £75 administration fee (£20 for siblings). We are happy to accept applications for children of all primary school ages. We will need any available information about the child's aptitude and educational levels.

Children who have attended The Roche School Nursery will automatically be offered a place in the Reception Year. They do not have to reapply. Places for Reception are offered in date of registration. If there are any significant needs affecting the applicant, these needs will be discussed with the

parents of the child, the Headteacher and the Heads of EAL and SEND before an offer of a place is made (see SEND and EAL sections below).

### **Occasional Places**

Children interested in gaining a place in Years 1 to 6 are invited to spend a morning or full day with their prospective classes so that they can participate in the lessons, meet the teachers and ascertain their educational level. School reports are required prior to their visit and candidates are assessed in reading, writing and number work. We look for potential as much as technical knowledge since our adaptable teaching methods allow all our pupils to make good progress.

Parents reserve the place they have been offered by making a non-refundable payment of the deposit. This should be done within 21 days of the date of offer unless The School Office notifies you otherwise.

### **Special Educational Needs and Disability**

We employ an active inclusion policy and recognise the right for children with SEND to be educated in a mainstream school where it is in the child's best interest. Parents must inform the School when submitting the registration form of any special circumstances relating to their child which may affect their child's ability to fully participate in the education provided by the School or this admission process.

Admission arrangements do not discriminate against children with any specific educational special need, however, a provisional place can only be offered if there is a balance of needs in the Year group and appropriate sets. If it is deemed that the resources are already being used to a maximum in a particular class, a new applicant may be put on a waiting list and when a position becomes available, the place can then be offered.

We will continue to provide an inclusive education for as long as possible. In exceptional circumstances we may have to seek an alternative setting should it no longer be in the child's best interests to be taught at The Roche School. In this event we will provide help by offering support and advice on an alternative appropriate setting.

If there is an application for a child to join further up the school, from Reception to Year 6, the SENCo will ask to see all relevant and up-to-date reports, as well as the latest school report form the child's present school. Failure to disclose all relevant information during the application process may result in a place subsequently being withdrawn.

*The Roche School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. It is our aim that all children fulfil their potential*

If it is suggested that we cannot meet the needs of the child at The Roche School, the parents will be fully informed of the reasons by the Headteacher and the SENCo and we will endeavour to give advice on schools that may be suitable to apply to (subject always to the School complying with its equality obligations).

### **English as an Additional Language**

Pupils for whom English is an additional language (EAL applicants) will be admitted, provided they can access the mainstream curriculum, with appropriate support from the EAL department, if required. We need to ensure the prospective pupil's level of English is adequate for them to be able to access the School curriculum and benefit from the many opportunities that are offered here. On entry to school, EAL pupils may also be further assessed, under the supervision of EAL staff, to ensure that any additional support that is needed is identified early.

If it is suggested that we cannot meet the needs of the child at The Roche School, the parents will be fully informed of the reasons by the Headteacher and the SENCo and we will endeavour to give advice on schools that may be suitable to apply to (subject always to the School complying with its equality obligations).

### **Settling In Days**

In the Summer Term before the children are due to start, they can spend a morning at the school to meet the teacher and their future classmates. Parents receive an information pack explaining the health charter, arrangements for communications between parents and teachers, the uniform, dates for the coming year, the Early Years Grant (where applicable) and a list of children in the year group for parents who wish to get in touch with each other. There is also a social evening for parents and teachers during the Autumn Term.

### **Appeals Procedure**

Parents have the right of appeal if a place is refused and should follow the Complaints Procedure available on the School website [www.therocheschool.com](http://www.therocheschool.com)

## **Bursaries**

The School is committed to fostering an inclusive environment where every student has the opportunity to thrive academically. To this end, a limited number of bursaries are made available to pupils joining the School, with a particular focus on those wishing to enrol in Years 2, 3, and 4. These bursaries serve as a means of facilitating access to quality education for students whose families may face financial barriers.

While the School may accommodate a few new pupils seeking assistance, the majority of financial aid resources are reserved for existing pupils who encounter unforeseen financial hardships or temporary difficulties during their academic journey. This allocation ensures that students facing sudden family financial challenges can continue their education in a familiar setting without interruption, enabling them to pursue their academic goals and aspirations.

The process of awarding bursaries involves a comprehensive assessment of various factors including, but not limited to, parental or guardian income from all sources, assets (both real and personal property), and other pertinent family circumstances. Additionally, the School takes into consideration individual factors that may impact the student's ability to access education, ensuring that each application is evaluated holistically and on its own merits.

It is important to note that the decision to grant a bursary is discretionary, guided by the School's commitment to fairness and equity. Given the diverse financial and familial circumstances of applicants, the specific criteria leading to qualification for a bursary are kept confidential.

Continued tenure of a bursary is contingent upon the pupil's satisfactory academic performance, good conduct, and adherence to the School's Terms and Conditions.

For prospective pupils and families seeking further information on the application procedure or bursary opportunities, the School Admissions Registrar, Rosalind Holmes, is available to provide guidance and support.