



CASTLE COURT  
SCHOOL

# Admissions Policy

Reviewed: January 2026  
Due for review: January 2027  
Katie Johnson (Head)

## **ADMISSIONS POLICY**

Castle Court School is a co-educational independent prep school for boys and girls from the ages of 2 to 13.

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 Castle Court. We hold several open events throughout the academic year which give a general introduction to the school. Details are published on our website. However, we also encourage families to come on a private visit at a time that suits them so that they can get to know the school and we can get to know their child. The importance of every child being an individual is key to Castle Court's ethos. Please contact the School's Admissions Registrar, on 01202 694438 or email [admissions@castlecourt.com](mailto:admissions@castlecourt.com) to arrange a visit.

### **The Entry Procedure**

Pupils may join the school at any age from 2 to 13, depending upon the availability of places, which can be confirmed on initial enquiry to the Admissions Registrar via [admissions@castlecourt.com](mailto:admissions@castlecourt.com) or 01202 694438.

### **Nursery – ‘Badger Cubs’ (ages 2-3) and ‘Badgers’ (ages 3-4)**

Children may join the Badger Cubs classes from the age of 2. Children can attend the classes part-time or full-time and may do either full days, or mornings or afternoons only. Provided there is space available, the number of sessions attended can be increased at short notice as a child develops. The exact arrangements can be discussed before joining and will very much depend on the maturity of the individual child to cope with the academic, physical and social demands.

### **Badger Cubs to Year 8**

Admission is based on parents visiting the school and meeting the Head (or delegated person). We understand that it is not always possible, but it is seen as very desirable, for the child to have a taster time during which the teachers will assess the child on an informal level. References will be sought from the Head of a candidate's current school or nursery setting as appropriate as part of the assessment process, and any offer of a place will be conditional on receiving satisfactory references. Children joining Reception will be visited in their current nursery setting.

Once a child has a place at Castle Court School, it is assumed that they will require a place until the end of Year 8. Any parent who wishes to withdraw a child before this must do so in writing, giving at least a full term's notice.

### **Equal Treatment**

We are mindful of our obligations under the Equality Act 2010 during the Admissions Process. Castle Court's aim is to encourage applications from candidates with as diverse a range of backgrounds as possible. This enriches our community and is vital in preparing our pupils for today's world.

Castle Court 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 (including special educational 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 Castle Court and/or ability to engage in day-to-day School life. We also require applicant parents to be transparent about any circumstances which may materially impact their ability to comply with the school's Parent Contract, for example, in respect of fees.

Parents will also need to provide written proof through a copy of a passport or other appropriate official documentation to show that their child(ren) has the right to be educated in the UK.

Castle Court 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 Education Needs**

Castle Court 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) or equivalents. 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 admissions assessment 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 (or equivalent) (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 Castle Court. However, admission is not automatic, and all pupils must meet the School's admissions requirements.

## **Bursaries**

Castle Court has a limited bursary programme. The school offers a few means-tested awards annually, where the parents have indicated on the Registration Form that they require financial support. Bursaries are means-tested. Both parents are required to provide proof of their income and assets. The level of support varies according to parental 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.

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, 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). As noted above, we expect applicant parents to be transparent with the School in respect of any concerns they may have about their ability to meet their obligations under the Parent Contract, including in respect of fees.

## **Fluency in English**

To cope with the academic and social demands of Castle Court, pupils must be fluent English speakers. Throughout the school however, there are systems in place to support pupils who speak English as an Additional Language. Tuition in English as an Additional Language (EAL) can be arranged. There will be a charge for these additional sessions.

## **Religious Belief**

Castle Court has a strong Christian foundation but welcomes applications from prospective pupils of all faiths and of no faith. Children are educated about other religions through Religious Studies lessons but religious belief is not relevant for entry to the school. The school offers the opportunity for other religions to practise their own faiths. However, parents should be aware that there is a weekly Christian focused assembly each Monday and key Christian events are celebrated as a whole school e.g. Harvest Festival, Christmas and Easter.

## **School's Terms and Conditions (Parent Contract)**

The terms upon which the school educates each pupil are set out in the School's Parent Contract which 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**

The School's admissions register is maintained by the Admissions Registrar in accordance with the Education (Pupil Registration) (England) Regulations 2006.

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.

### **Joining Instructions**

Upon receipt of the completed registration form, the registration fee and deposit, parents will receive a joiners' pack. This pack includes the uniform list, terms dates, parent contract, medical and contact information relevant to the joining child(ren) and other general useful information to help families settle into life at Castle Court. All forms must be completed and returned at the end of the term prior to any child joining the school.

New pupils in the nursery (Badger Cubs and Badgers) will be invited for settling sessions prior to them joining. There is an induction afternoon for all pupils (excluding Badgers and Badger Cubs) starting at Castle Court School at the start of the new school year. All new pupils, from Reception upwards, are assigned a 'Buddy' from their own year group to help them settle into their new life. All children will have a form tutor/tutor to offer pastoral support to help them settle into life at the school.