



# Admissions Policy Including EYFS

	Name	Date
Prepared by	Admissions Manager	March 2026
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(To be read in conjunction with the School's Terms and Conditions, Fees Structure, Payment Policy, Equal Opportunities Policy and SEND Policy)

## Introduction

1. Dallington School is a coeducational Independent School with a Nursery (on the same site) with children ranging in ages from 3 to 11 years.
2. This policy is addressed to prospective parents and pupils and to all members of Dallington School Staff
3. The purpose of this policy is to explain Dallington School's admissions process to prospective parents so that they will have the opportunity to make an informed decision as to whether Dallington School is an appropriate school for their child.

## Diversity

Diversity is a fundamental component of the school's ethos. We welcome children from all ethnic groups, backgrounds and creeds. Human rights and freedoms are respected, balanced with the lawful needs and rules of the school community and the rights and freedoms of others. All applicants applying for admission will be treated equally, irrespective of their (or their parents') race, colour or nationality; ethnic or national origin; religion or belief; disability; sexual orientation or gender reassignment.

It is our aim to include and make provision for children of different levels of ability, backgrounds and interests, to work and play together in a co-operative and supportive way. Dallington School will comply with all applicable anti-discrimination legislation in the UK.

## Admissions Procedure

Dallington has a non-selective and co-educational intake and entry depends on early registration. We aim to keep the catchment area local. Most Dallington families live in Islington or Hackney and a few live in other adjoining boroughs.

The main points of entry are in Nursery, where children have reached their third birthday, and Reception, where children are four years old.

Families are encouraged to book a personal tour of the school, via the school website, which gives them the opportunity to meet the Headteacher, as well as teaching staff.

The school also offers a number of Open Events during the school year, where families can learn more about the educational ethos and values of the school, meet the staff and explore the facilities.

The first stage of the admissions procedure is for all applicants to complete the Registration Form on the school website and pay a non-refundable registration fee of £150.

Places are offered on a "first come, first served" basis and registration does not guarantee a place; once a place has been accepted and a deposit paid, the place is confirmed.

Two terms in advance of the proposed term of entry, an 'Invitation to Visit' is sent to registered families. This is an informal hour spent in a child's prospective class for those children who have registered to join our Nursery or Reception. Offers will be made following the visit. In cases where it is not possible for the child to come and see us (because of not yet being in London) then an offer letter will be sent two terms before the entry date.

Each Autumn we admit our main intake of children into the Nursery, following their third birthday, but places are also made available in the Spring and Summer Terms.

A place secured in Nursery guarantees a place in Reception.

A place secured in Reception guarantees a place in our school (Years 1 to 6).

The remaining places are available to registered families.

On occasion places become available throughout our school (Years 1 to 6). For 'occasional places', children are invited to spend the day with their appropriate age group and we get to know each other and a discussion will be had as to whether the school is a good fit for the child.

A sibling discount on fees is offered. Details of this can be found in our Fees Structure and Payment Policy.

The majority of children stay in our school until they move on to their chosen Secondary school at the age of eleven.

## Enquiries

Enquiries about admissions should be directed to the Admissions Manager. Further information regarding admissions can be found on our website.

## Summary of the Admissions Process

Register your child [Early registration is strongly advised](#).

Your child is placed on our entry list

You will receive regular newsletters

2 terms prior to entry and during the second half of the term (Oct, Feb, May/June) we will invite you and your child for an informal visit.

Places will be offered soon after the visit.

## The integrity of the admissions procedure

Dallington School relies on the truthfulness of the information provided by parents/guardians during the application procedure. Where any such information provided proves to be false and/or deliberately misleading, we reserve the right to deny admission or, where a child has already entered the school, to request that the parents/guardians remove the child immediately.

## Information Sharing

We require parents to inform the school at the outset of the application process about any 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 School and/or ability to engage in day-to-day school life. The school 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 Educational Needs

Dallington 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). 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.

### Sibling Policy

Most siblings join us at Dallington. However, admission is not automatic and there may be occasions where the school judges that a sibling is likely to thrive better in a different academic environment.

## Bursaries

We aim to broaden access to the school by offering to eligible parents/guardians means-tested financial support with the payment of school fees.

Bursaries may be made available to parents/guardians of children in Year 1 to Year 6.

Bursaries are awarded at the discretion of the Governors, and the School Finance Team. They are responsible for the management and coordination of the process.

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.

The school's expectation is that parents who do not choose to apply for a bursary at the time that their child is being assessed will not require financial support throughout the time that their child attends the school, except in wholly unforeseen circumstances.

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 and overseas applicants, 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 or scholarship is granted).

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

Admission is subject to the return of the Acceptance Form duly signed agreeing Dallingtons' Standard Terms and Conditions, and receipt of the appropriate deposit.

## Complaints Feedback and Queries About Admissions Decisions

We understand that applying to a new school is an important decision for families. If you have any questions about the outcome of your application, you are welcome to contact us at any time. We will consider your query and provide a response as quickly as possible. Please note that our formal complaints procedure is available only to families whose children are currently enrolled at Dallington School. While we cannot accept formal complaints from applicants who have not been offered a place, we encourage you to get in touch if you would like to discuss our decision further.

To contact us, please email [admissions@dallingtonschool.co.uk](mailto:admissions@dallingtonschool.co.uk)