



The Mall School

## **Admissions Policy**

### *General*

This is a whole school policy that also applies to pupils in the Early Years Foundation Stage.

The Mall School is a co-educational independent School for pupils from ages 0 to 11. The School has 200 pupils. 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 The Mall School. We usually hold a number of open events and personal tours with the Headmaster, which give an introduction to the School. Details are published on our website. We are also very happy to welcome prospective parents and their children at other times. Please contact the School's registrar/admissions secretary, Emma Frank on 020 8977 2523, or email [headpa@themallschool.org.uk](mailto:headpa@themallschool.org.uk) to arrange a visit. If it is not possible to hold open events or arrange School visits because of circumstances beyond the School's control, then the School publishes information on our website, or may arrange an online meeting with the Headmaster.

Children are admitted to the nursery from the age of 6 months and are offered places strictly subject to availability. All children at the nursery have an automatic place in Reception which must be confirmed with an acceptance deposit due 12 months before start. For children not in the nursery we make Reception offers 18 months prior to start date with acceptance deposit due 12 months before start. Depending on the number of firm offers made via the nursery these will either be waiting list or firm offers.

### *The entry procedure*

The Mall is a non-selective School at Reception. Priority is given firstly to children in the nursery and secondly to siblings until eighteen months before entry.

The Mall also has a 7+ entry point subject to an assessment and there may be occasional vacancies in other year groups although it is not normally likely that the School would accept pupils into Year 6 unless they have already covered a syllabus equivalent to that at The Mall. Please contact the registrar/admissions secretary for details.

Applicants for Reception admission should register by March of the year preceding the desired year of admission. The School's Registration Form is available on the School's website and from the registrar/admissions secretary. Applicants for children starting later than reception should register as soon as possible to begin the process of applying to secure a place at the school.

### *Equal treatment*

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

The Mall is committed to equal treatment for all, regardless of a candidate's sex, race, ethnicity, religion, disability, gender reassignment, sexual orientation or social background.



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### *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*

The Mall 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.



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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 (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.

### *The assessment process (for Pupils in Year 1 upwards)*

The aim of the process is to identify potential. The Mall is looking for well-rounded pupils with a genuine interest in education in the broadest sense of the word, with interests that stretch beyond the confines of the academic curriculum. The School has strong traditions in music, drama, art, co-curricular activities and sport. There are many extra-curricular activities, all of which are important in developing a well-balanced, confident individual.

No specific preparation for our entrance tests is needed; all candidates start on an equal footing, with identical opportunities to display their academic aptitude.

We do not assess candidates for entry who are below Year 1 at the time of joining the school.

Children who are invited for assessment will usually spend either a whole day or part of a day with Mall pupils who are in their current year group. They will follow the normal timetable of the class or form they have been assigned to and during the course of their visit are assessed in English and Maths. The Mall will also request a copy of the most recent report from a child's current school and reserves the right to contact the current school where it is deemed this would be useful.

### *Sibling policy*

Most siblings join us at The Mall from Reception. From Year 1 upwards, 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*



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Bursaries may be available to applicants applying for entry into Year 3 (for more information see the Bursary Policy). These are means-tested, reviewed annually and are used to broaden access to the School. Other means-related bursarial assistance may be available to support current parents who are experiencing financial hardship, though this would not normally be available to pupils below Year 3 unless they have an older sibling at the School (see the School's Bursary policy)

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.

Our bursary policy can be viewed on our website or can be obtained from the registrar/admissions secretary.

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).

### *Overseas applicants*

We welcome overseas pupils, who can study at The Mall provided that they have the legal right to enter, live and study in the UK and they have a relative or 'responsible adult' living in the UK with whom they can stay for some weekends, more details of which are contained in the School's Parent Contract. However, parents of overseas pupils should appreciate that we do not run a short-term study programme at the school.

### *Fluency in English*

In order to cope with the academic and social demands of The Mall, pupils must be fluent English speakers. Normally pupils should have been educated in the English medium for at least 2-3 years before coming to the School. Tuition in English as an Additional Language (EAL) can be arranged at the parent's expense.

### *Religious beliefs*

The Mall welcomes applications from prospective pupils of all faiths and of no faith.

The School does not select for entry on the basis of religious belief, and it offers the opportunity for Christians, Jews, Hindus, Muslims etc to practise their own faiths.

### *School's terms & conditions (parent contract)*

The terms upon which the School educates each pupil are set out in the School's Parent Contract which are on the School's website and will be made available to parents as part of the admissions process.



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### *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*

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.

The School will not hold the personal data of you or your child for longer than is necessary for a lawful purpose [and in accordance with our Retention of Records / Records Management Policy]. This will generally be [e.g. no more than 6 months following an unsuccessful application], but reasons to retain personal data for longer might include: [e.g. if the parents express an interest in the candidate re-applying for any reason at a later date; or to deal with any ongoing matters or queries arising from the application.]

The Mall School  
Spring 2025  
Review spring 2028