



REGENT PRIMARY SCHOOL

Admissions Policy

Reviewed by Registrar: March 2026
Previous Review: September 2024
Approved by the Board: March 2026 Date
of Next Review: March 2028

Aims

The Regent School is regularly oversubscribed and demand for places is high. This Admissions Policy aims to set out the criteria that are used, and the procedures that are applied, in awarding places to prospective pupils.

This policy aims:

- To have a fair and transparent policy for all parents.
- To make the admission process easy for parents and students.
- To ensure that the school gets maximum admissions possible without making a compromise.

Guidance

The Regent School is a co-educational day school for children between the ages of two and eleven. The Regent School aims to develop excellence in academic achievement, social conduct and moral values and to ensure that this learning process is enjoyable and fulfilling for the individual child in a friendly family atmosphere. The school has earned an enviable reputation for outstanding academic, sporting and cultural achievements.

The Regent School is split into three sections:

Early Years Foundation Stage	Pre-Playgroup to Reception (16 months to 5+ year old)
Lower Primary	Year 1 – Year 3 (5+ to 8+ year old)
The Upper Primary	Year 4 – Year 6 (8+ to 11 year old)

Entry Procedure

Parents who are interested in their child(ren) attending The Regent School can contact our admission team (07037793322 or 09060476677) to ensure we have space available for your child.

Our admission process typically involves the following:

- Submission of Application Form; the following documents are required to be submitted as part of the application.
- Birth Certificate,
- Data Page of International Passport,
- Immunisation Certificate,
- Passport Photograph
- Last School Report (where a transfer is applicable).

These documents can be submitted either in person or through the school's MIS, ED Admin.

We will then invite your child for an entrance assessment. After your child's results are reviewed, an offer letter and customised invoice will be sent to successful applicants.

Confirmation of your child's place is subject to receipt of the capital development levy, and the child may only start school once full payment of the first term's school fees has been received.

Deciding on the right school for one's child is very important and we believe that a personal visit is invaluable. Prospective pupils are invited to visit the School with their parents so that they can view the facilities, and meet relevant staff.

Children are offered places in the school based on:

- Results of an educational assessment visit.
- Reference to the latest reports from the current school attended.

Where places are oversubscribed, priority is given on the following basis:

- Prospective pupil with siblings who are already pupils in the Regent Primary or Secondary Schools.
- Date of submission of application forms.

Pupils should normally be the correct age for the year group, based on 31st August cut off, with a pupil expecting to attain the age of eleven in his/her last primary school year.

Children born after the 31st August will be put into the year Group below, so they go through as the oldest in their year, rather than the youngest.

Prior to an offer being made, parents or guardians must declare any specific learning support requirement, medical condition or disability so that we can ensure we can meet the pupil's individual needs.

Entry Assessment

The prospective pupil will be invited to spend a day at school for the primary years and 3 hours for the Early Years.

During the course of the day, the child will work and play alongside the other children in the class, and through specific assessments and activities, the assessor will be able to reach a judgement as to whether the child will be able to cope with the level of academic work at The Regent Primary School.

If a concern is raised by the assessor, this does not mean that the pupil will not be admitted, however follow up meetings will be held with the parents to discuss any additional needs and support that she/he may need and to explain the academic expectations we have as a school. Further meetings and assessments with the Additional Needs Coordinator may take place and she may refer the child for external assessment before granting a place.

In addition to the formal assessment, reference is made to their most recent school reports and any other available information from their current school, for example, a confidential reference and samples of their work.

E-assessments are available for primary years students who are unable to attend in-school assessments. No specific preparation for an assessment is needed.

Children joining our Nursery classes and older must be toilet trained, clean and dry.

Result of Assessment

After the assessment visit, the Head of Department will make a recommendation to the Headmaster.

The Headmaster will then decide whether or not to offer a place. This process will be completed within 3 working days.

Although the Headmaster's decision is final, he is always prepared to meet the parents of unsuccessful candidates to explain the reasons for not offering a place and to offer advice about other schooling options.

If the candidate is successful, a formal offer letter will be issued by the Registrar for the parents to sign and return, along with their payment of the Development Levy. This acts as a deposit to secure the school place.

Full payment of the first term's fees must then be received before the child is able to start school.

The Regent School is usually oversubscribed and any place offer will have a limited validity period (usually fourteen days), after which the offer will be automatically rescinded and the place offered to another prospective pupil.

No offer is considered to have been accepted until all the administrative matters have been completed and all the necessary fees have been paid.

All communications between the Registrar and prospective parents will be in person, by phone or by e-mail. Text messages are unreliable and will not be used at any point during the admissions process.

Information about fees and sibling discounts does not form part of this policy, but is available from the Registrar.

Conclusion

This Policy Document both guides and reflects current practice in Admissions at The Regent School. It is up to date and current at the time of writing (January 2026) and will be due for review in January 2028

Equal Opportunities

There is no discrimination at entry on grounds of race, religion, disability, socio-economic background or gender and no preference is given to a particular parental occupation.

Our 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.

Children with Additional Needs

The Regent School does not discriminate in any way regarding entry. We welcome pupils with additional needs, provided that we are confident that we can offer the support they require. We welcome pupils with physical disabilities as long as our site can cope with them.

However, we advise parents of children with additional educational needs or physical disabilities to discuss their child's requirements with the Headmaster and Head of Additional Needs before registering their child.

Parents should provide a copy of an Educational Psychologist's report or a medical report to support their request, for example, for extra time or other special arrangements.

The Regent reserves the right to withdraw or withhold a place for any child displaying needs which cannot be adequately met, or if there are safety concerns, at the Headmaster's discretion.

Religious Beliefs

The Regent does not select for entry based on religious belief. The Regent Primary is a secular school and whilst we celebrate diversity, we do not give religious instruction.

The Regent's Contractual Terms and Conditions

These are clearly laid out on the Admission Form and parents are advised to read the terms carefully.

The Regent School reserves the right to refuse or terminate the place of any pupil on the grounds of non-observance of all school rules by either the pupil or the parent, or whereby the school feels that the pupil's needs cannot be met for any reason and an alternative school position is required.