THE ROWANS SCHOOL

ADMISSIONS POLICY

General

The Rowans School is a high achieving, co-educational independent school for children following their third birthday to age 7. The school has c.105 pupils. We offer weekly tours of the school. These intimate tours will give you an introduction to us and the family atmosphere within the school. Please contact our Registrar on 020 8946 8220 or email: registrar@rowans.org.uk to arrange a visit.

Children can be registered on the school waiting list any time after birth. The registration form is available on our website, www.rowans.org.uk or sent to parents when they request a copy of our prospectus.

Places onto the school waiting list are subject to the following requirements being fulfilled:

- Completed registration form submitted, the fee being paid and a copy of the birth certificate provided;
- Parents must have toured the school.

The Entry Procedure

Current siblings will be given priority, with each application treated as a stand-alone application.

Children can join the school:

- At Kindergarten: each September following the child's third birthday (3+):
  - Places are allocated on a 'first come first served' basis.

OR

  - Places are offered approximately 18 months prior to entry.

- At Reception: each September following the child's fourth birthday (4+) :
  - Places are offered following an informal observation session and a report from the child's current setting, should they attend one.
  - Places are offered approximately 18 months prior to entry.

Any other vacancies in Reception, Year 1 or Year 2 are considered to be occasional vacancies, and these places will be offered, following an informal assessment morning and a report from the child's current school.

Equal Treatment

The Rowans School is committed to equal treatment for all, regardless of a child's gender, gender reassignment, race, ethnicity, religion or belief, sexual orientation, linguistic background, SEN, disability or cultural and social background.

Special Needs
We do not discriminate in any way regarding entry. We accept applications for children with special educational needs and/or physical disabilities, providing that our learning support teacher can offer the support required. However, we advise parents to discuss their child's requirements with us before they apply for a place so that appropriate reasonable adjustments can be made for the child if s/he becomes a pupil at the school.

Sibling Policy
Priority is given to siblings of children already in the school, with each application treated as a stand-alone application. Places cannot be created for them. Each child is assessed on his/her own merits. In the unlikely event of applications being received for siblings in sufficient numbers to fill all available places, no further places will be offered.

Data Protection

During the admissions process, you will be sharing personal data, about you and your child with us. The Rowans is committed to the highest standards of data protection of all personal data. Please refer to the School's Parent and Pupil Privacy Notices which can be found within the 'About Us' section of the School Website: https://www.rowans.org.uk/

School's Contractual Terms & Conditions
Copies of the Terms and Conditions are available to parents as part of the admissions process.

Complaints
We trust that you will not have any complaints regarding the admissions process, but in the unlikely event that you do, a copy of the School's Complaints Procedure can be sent to you on request.

This policy will be reviewed annually
Policy Owner: TR Head
Approved: Governors' Education Committee
Date of last review: July 2026
Next review: July 2027