LOCHINVER HOUSE

Admissions Policy for Entry from September 2026

Aims

This policy aims to ensure:

- that the way in which the School makes decisions about admission are clearly stated
- affirmation that Lochinver House is academically selective, and through its admissions procedures, the School seeks to ensure every child admitted can benefit from the learning environment offered
- admissions are administered in line with the Equality Act 2010 and the Children and Families Act 2015 with regard to access.

Rationale

Lochinver House is a selective prep school, where every member is considered and respected. In September 2025, the School became co-educational, from Nursery to Year 2 inclusive. From September 2026 girls and boys can be admitted into Year 3. This will be built year on year, with the School becoming fully co-educational by September 2031. The School is currently unable to admit girls outside of the schedule below:

Sep-25	Nursery	Reception	Year 1	Year 2						
Sep-26	Nursery	Reception	Year 1	Year 2	Year 3					
Sep-27	Nursery	Reception	Year 1	Year 2	Year 3	Year 4				
Sep-28	Nursery	Reception	Year 1	Year 2	Year 3	Year 4	Year 5			
Sep-29	Nursery	Reception	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6		
Sep-30	Nursery	Reception	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	
Sep-31	Nursery	Reception	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8

All applications for admission to the School are treated equally, keeping the needs of the prospective pupil uppermost. The usual points of entry into the School are Nursery (age 3+), Reception (age 4+),, although applications are accepted for any year group where spaces are available. Should the latter be the case, girls will only be eligible for registration in line with the above schedule.

For entry to the School at all points, the applicant's age on 1st September determines qualification into the relevant year group. At the discretion of the Head, exceptions may be made. The School's aim is to maintain the social cohesion of each year group and to ensure ease of transition to senior schools.

For pupils attending our Nursery setting, transition to Reception, is automatic, unless it becomes apparent the environment is not in the best interest of the child or other children. If this is the case parents will be informed by 1st March of the Nursery year.

Assessment
All pupils are required to complete an assessment process appropriate to their age.

Assessments for nursery children are conducted on a 1:1 basis and for Reception in small groups of children. The assessment process at all ages consists of a combination of measuring academic potential or attainment , as well as gauging the extent to which the prospective pupil will benefit from joining the School, both socially and in terms of the wide range of additional opportunities the School has to offer.

For pupils entering Years 1 and above, a child must receive a satisfactory reference from their current school, as well as meeting the School's entrance requirements.

Assessments for Nursery and Reception are held in the Autumn term preceding the September of entry, with offers being shared by the close of each October. Should places be available after the initial round, further assessments will be organised at a mutually agreed time.

Given the young age of pupils joining the Nursery setting there are a number of minimum requirements beyond those sought through our 1:1 assessment process. Pupils must be:

- able to use the toilet and wash/dry their hands independently (children must be out of nappies and pull-ups)
- able to listen and respond to instructions appropriately
- able to speak in short sentences
- able to enjoy playing and mixing with other children
- able to eat independently, sitting at a table, using a knife and fork
- able to hold a pencil or crayon and demonstrate an interest in 'mark making'.

Children in Nursery are taught in a classroom setting with a pre-school approach; a more formalised learning environment than day care provision. Consequently, children who enter into Reception from our Nursery are able to take advantage of the School's fast pace of learning and will generally make rapid progress.

It is expected that children joining the School in Nursery and Reception will remain at Lochinver House through to the end of Year 6.

In the event of oversubscription, admission to the School is prioritised, as below. All offers of places are subject to successful assessment:

1. Children of staff employed by Lochinver House School
2. Children with a sibling attending Lochinver House School.
3. Date of registration order

Assessments do not guarantee an offer of a place, and this includes siblings.

The decision to defer or refuse entry to the School rests with the Head. The Head's decision relating to all matters of admissions is final.

Siblings
Whilst in the event of oversubscription, siblings are given priority, there is no sibling policy. If the School believes a younger sibling will not thrive in Lochinver's selective environment, a place will not be offered.

Occasional Entry
If parents are interested in a place at short notice, the School will give details of availability.

Scholarships
Lochinver House School does not offer any scholarships.

Bursaries
The Governors recognise that School fees may restrict parents from applying for a place at Lochinver House School and are committed to widening access to the education offered at the School. Funds are provided each year from the School's resources to assist such families, where parental means would be insufficient to meet the fees in part or in their entirety. Bursaries are awarded to pupils who will gain from a Lochinver House education and who will contribute to the life of the School.

Bursaries are offered at the start of each academic year and are reviewed annually. Awards for pupils up to and including Year 6 whose parents satisfy the rigorous means tested criteria, are on the recommendation of the Head.

A Bursary application will not be accepted if a Registration Form has not been submitted. The process of application commences once a pupil has completed a satisfactory assessment, and a place has been offered. To discuss the application process further, contact bursar@lochinverhouse.com, or refer to the Bursary policy available on the School's website or on request.

Government 15 Hour Scheme
The School participates in the 15 hour government scheme, with eligibility for all pupils throughout their time in Little Lochies. The School does not partake in the 30 hour programme.

Applications from Overseas
Lochinver House School is a day school and is therefore only able to accept pupils who will be resident and eligible to live in the United Kingdom at the time that they attend the school.

Equal Opportunities
The School is committed to equal opportunity for all its pupils, regardless of an individual's race, gender, ethnicity, sex, disability, religion or belief and sexual orientation. The School aims to encourage applications from pupils with as diverse a range of backgrounds as possible. This enriches the School's community and is crucial in preparing our pupils for today's world and their future education. Accessibility to the School is explained in more detail in the School's Equal Opportunities, SEND and Accessibility policies and Accessibility Plan. Copies are available from the School's website or on request.

Religious Beliefs
All children are expected to participate in educational visits to other religious settings, as part of our Religious Studies curriculum, as well as join assemblies. Whilst the School has a Christian tradition, assemblies cover wide-ranging themes, including reference to world religions and celebrations, and incorporate a reflective prayer. The School celebrates Christmas through productions, concerts and carol services, portraying the Christmas story. Parents are expected to be supportive.

The School offers a vegetarian menu, but not a specifically religious one, such as Halal or Kosher.

Special Educational Needs and Disabilities
We welcome pupils with special educational needs, provided our teaching staff can offer the necessary support, and the academic entry requirements of our selective School are met. We welcome pupils with physical disabilities on the condition our site is able to meet their needs. However, we advise parents of children with special educational needs or physical disabilities to discuss their child's requirements with the Head before commencing the registration process. We require parents to notify the School in advance of any other outside agencies supporting a child. Parents should provide a copy of any Educational Psychologist or medical report to support their application. We will discuss thoroughly with parents and the medical professional involved, the adjustments that can reasonably be made for the child if they become a pupil at the School. If required, suitable adjustments and provision will be made to enable a child to participate in formal assessments. Whilst reasonable adjustments can be made, all places are offered on the basis that children are academically, physically, socially, and emotionally ready to begin school and will benefit from the School's fast pace of learning.

Admissions Procedures
The Head is happy to meet with prospective parents. Parents should allow 90 minutes for the tour and relevant discussions.

Parents considering Lochinver House as the school for their child will need to complete the online Registration Form, and make payment of the registration fee of £120. This can be before or after a visit to the School, but in advance of an assessment visit.

Upon receipt of the Registration Form, the prospective pupil's name is added to the list for the appropriate year. An acknowledgement is sent by return, stating the next stage of the admission process.

For pupils seeking admission to Nursery and Reception, prospective parents will be contacted before the start of the Autumn term prior to the year of entry, to arrange a time for the assessment.

A place will be offered in writing to each prospective pupil who attends the assessment if it is felt they will benefit from the opportunities at the School and that the School can cater for their needs academically, physically, socially, and emotionally.

Parents are given up to two weeks in which to return the Acceptance Form, together with the deposit. The School then writes to acknowledge receipt of the Acceptance Form and deposit.

Following final decisions from those offered places, further assessment visits are arranged for any boys on the Waiting List and the procedure above is followed until all places are filled.

School's Contractual Terms & Conditions
The terms and conditions are intended to promote the education and welfare of pupils and the stability, forward planning, proper resourcing, and development of the School. Copies of terms and conditions are shared with parents as part of the admissions process. The terms and conditions may be amended or altered from time to time, an updated version will be sent to parents and uploaded to the School's website.

Reviewed By	Director of Marketing and Admissions
Approval Body/ Committee	Education
Last Review	Autumn 2026
Next Review	Autumn 2027
Policy Linked To	Admissions and Attendance Policy

Any data held in relation to the content of this policy will be managed in accordance with our Data Protection Policy and Privacy Notice.