

ADMISSIONS POLICY
DUKES EDUCATION APPLICANTS

Owner: LPS GROUP HEAD OF ADMISSIONS & MARKETING	September 2025
Current version no:	1
Next review:	September 2026

AVAILABILITY

This policy is made available to parents, staff, and students in the following ways: via the school website, within the Parent Policies Folder in the reception area, and on request from the school office.

Monitoring and Review:

This policy is subject to regular monitoring, refinement, and audit by London Park Schools, who undertake a formal annual review of this policy.

INTRODUCTION

London Park Schools is an independent senior school group providing education for boys and girls aged 11 to 18. London Park School group comprises London Park School Clapham, London Park School Mayfair, London Park School Hybrid (operating at LPS Mayfair) and London Park School Sixth and is part of Dukes Education. Students at Dukes Education prep schools receive priority entry and in certain circumstances, assured places into London Park Schools. The policy is detailed below.

EQUAL TREATMENT

We are inclusive schools, welcoming applications from students from as diverse a range of backgrounds as possible. This enriches our community and helps our students' understanding of the world. Human rights and freedoms are respected but must be balanced with the lawful needs and rules of our school community and the rights and freedoms of others. We are committed to equal treatment for all students, regardless of gender, race, religion or belief, sexual orientation, gender reassignment, pregnancy, maternity, or disability in accordance with our obligations under the Equality Act 2010.

SPECIAL EDUCATIONAL NEEDS AND DISABILITIES

We welcome all students who can make the most of the opportunities on offer and flourish in our community. We welcome applications from candidates with special educational needs, providing that we can offer them the support they need, and they are able to independently access the curriculum. We do not have the facilities to offer highly specialised support. However, the school will do all that is reasonable to comply with its legal and moral responsibilities under the Act and the Special Educational Needs and Disability Act 2001, to accommodate the needs of candidates with disabilities or needs for which, with reasonable adjustments, the school can cater adequately.

We welcome applications from candidates with disabilities. While at present our facilities for students with disabilities are limited, we will discuss thoroughly with Parents (in consultation with their medical advisers) the adjustments that can reasonably be made to ensure that any student who has fulfilled our entry requirements can access the school's culture, curriculum, policies, and procedures.

We meet with parents to discuss possible support for individual pupils once an application has been made to the school.

ADMISSIONS PROCESS

For entry at 11+ or 13+

Our admission procedure for candidates applying from a Dukes Education prep school is as follows:

Our intention is that all students who attend a Dukes prep school should have the opportunity to move through to a Dukes senior school. Our philosophy at London Park Schools is that the entry process should not be stressful or over tested. We know that every student in a Dukes Prep School has been constantly monitored and assessed and that their school has a full understanding of their students' profiles. As a result, for those students who register for a London Park School group school, the process should be seamless, simple, and straightforward. We do this by asking for data from the Dukes prep schools and inviting the students to one of our LPS Discovery Days (or 'D' Days).

Assured Access Route

The following prep schools have particularly strong and historic links with London Park Schools and students from these schools are offered assured places in the relevant London Park School.

Prep School	Assured Place at:
• Broomwood Prep - Boys	LPS Clapham
• Broomwood Prep - Girls	LPS Clapham
• Eaton House the Manor – Boys	LPS Clapham OR LPS Mayfair*
• Eaton House the Manor - Girls	LPS Clapham OR LPS Mayfair*
• Eaton Square Prep School	LPS Mayfair

**NB while EHTM parents may apply to either/both LPS schools, they may only choose assured place status at one)*

For our Assured Place Programme, we ask for families of the above schools to register their students **by the end of September** of their Year 6, for Year 7 entry; or Year 8 for Year 9 entry, so that we can invite these students into their first choice London Park School for a Discovery Day thereafter.

By registering each student, we can ensure that we have the contact details of each family and have been granted permission to collect data from, and liaise with, their current school. Please note that registration includes a **£180** administrative fee to cover the costs of this process.

Priority Access Route

All other Dukes schools will have a priority access route for entry. This means that a certain number of places in London Park Schools will be allocated exclusively for those currently in Dukes prep schools. Should this be oversubscribed, a pool system will operate, widening priority access within the London Park Schools. Families will benefit from early offers and an early acceptance deadline.

As for the Assured Places route, our priority admissions process is intended to be seamless, simple, and straightforward and we do this by asking for a reference from the current Dukes' prep school – including any digital data and a sample of creative writing - and inviting the students to one of our LPS Discovery Days.

Again, we ask for families to register their children fully in the normal way, so that their children are in our system, and we have been granted permission to liaise with their current school. Please note that registration includes a **£180** administrative fee to cover the costs of this process.

London Park Schools will liaise with each child's current school to access and understand each applicant's profile, strengths, and suitability for the education that LPS offers. The offer is at the discretion of London Park Schools.

Autumn Entry and beyond

Dukes Education students in Year 6 or Year 8 who apply to join a London Park School in the Autumn term will follow the priority route above.

Entry to LPS Sixth – 16+

At the end of Year 11 – i.e. after GCSEs are taken, some students will leave London Park Schools for other forms of study or to study A Levels at other establishments, but it is our hope and intention that all students who wish to move on to study A Levels at London Park Schools, will have the opportunity to do so.

At the end of Year 10 / beginning of Year 11, each London Park School setting will discuss potential subject choices and pathways for sixth form entry. We recommend a predicted grade of at least Level 6 (7 for those wanting to study Maths) to make the most of A Level study.

We take students from LPS Clapham, LPS Mayfair and LPS Hybrid – as well as offering places to external candidates (subject to places being available).

There are approximately 50 places per year group.

Priority is given to students who:

- are current students at London Park Schools (with equal quotas being given to students from each school)
- are current students at another Dukes senior school

Acceptance

London Park Schools require all parents to sign an acceptance form and to pay an acceptance deposit as stated by the school. **To make the transfer process as smooth as possible, parents can use their existing deposit from their Dukes prep school to cover this cost, only needing to top up if it is less than the required amount.** Permission will be sought from parents to ensure the transfer of funds from the prep school. Any balance of funds is required to be made by the published deadline.

The first term's fees will be invoiced in July and payable prior to entry in September.

Please note: It may be that an automatic move to London Park Schools or on to the Sixth Form is not appropriate. **This will be rare and will always be discussed in detail between the Prep School Head (or in the case of Sixth Form entry, the LPS Head) and the Parents.**

Normally these discussions would be held in Year 5 for 11+ and Year 7 for 13+ and Year 10 or 11 for 16+ to enable parents to seek an alternative school route. As such, students who join any Dukes Prep school within one year of entry to London Park School will be required to follow the normal procedure for external candidates.

OCCASIONAL PLACES

These may be available from time to time and are limited to the fulfilment of student numbers in each year group.

All applicants wishing to gain a place are required to complete a registration form in the normal way. Should there more than one applicant for one place, priority will be given firstly to siblings and secondly to those already in a Dukes school, while mindful of the point below.

In the filling of occasional places, the school aims to improve or at least maintain the gender balance where achievable and ensure a 'best fit' for the form in which the vacancy has arisen.

CANCELLATION OF A PLACE

If a parent cancels a place for their child after the acceptance form has been received and the deposit already paid, the full deposit will be retained by London Park Schools.

DISCLOSURES

Parents must, as soon as possible, and in advance of the school's decision, disclose any known or suspected special circumstances relating to their child's health, allergies, disabilities, learning difficulties, special educational needs or other circumstances which may affect their child's performance or ability to engage with the school curriculum. The school needs this information so that, in the case of any student with a disability or special educational need, staff can assess these and where possible take reasonable steps to make sure the school can provide adequately for them wherever possible.

Disclosures must be made at the point of application within the 'confidential information' section of the application form so that we can establish whether the school can reasonably meet their needs.

ENGLISH AS AN ADDITIONAL LANGUAGE

Students for whom English is an additional language (EAL) will be provided with appropriate support if accepted at London Park Schools. Students may be assessed to gauge the support that may be needed to ensure equal access to the curriculum along with all other aspects of life at a London Park School.

For full details regarding the school's policy and procedures for students requiring English as an Additional Language (EAL), please see the school's policy on SEND and EAL which is available on the school website.

OVERSEAS APPLICANTS

The school can only make offers to students who are UK or EU nationals with the right to remain in the UK or those who have the relevant visa to enable them to live in the UK for the duration of their education here. In some circumstances London Park Schools can sponsor Tier 4 visa applications.

DECISIONS

The Principal's decision is final, and there is no right of appeal.

SCHOLARSHIPS & BURSARIES

PRINCIPAL'S AWARDS

Principal's Scholarships are awarded to those students who we believe will offer an outstanding contribution to London Park Schools across a range of school areas. They are awarded at the Head's discretion to pupils who demonstrate a particular strength or aptitude in a certain area, which may or may not be covered in school, but will contribute broadly to the life of the school.

Prospective students should submit three pieces of evidence as part of the standard admissions process – these could be a photograph together with a reference from a coach mentor or teacher, physical work like a portfolio, or certificates. These are considered alongside and as part of the Discovery (D) Day and other admissions criteria. Principal's Awards can be worth up to 10% of fees.

BURSARIES

We would like all children who fulfil our admissions criteria to benefit from a London Park School education and know that some families may require assistance. Bursary assistance is limited and will be assessed on a case-by-case basis. For existing students in London Park Schools, limited bursary assistance may be available in exceptional circumstances, to provide short-term help. All enquiries about bursaries should be made to the relevant school Head in the first instance.

Additional bursary funding may be provided by the Dukes Foundation. Applications in the first instance are made by completing a Statement of Financial Circumstances form, after speaking first to the Principal. The trustees of the Dukes Foundation consider each application on an individual basis and awards are made in writing to the applicant following the successful completion of the admissions procedure.

September 2025