



Admission Policy

Titel	Admission Policy
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Owner	Sudbrook Director
Validity	Sudbrook Community/ prospective parents
Next Review Date	July 2027

1. Introduction

This Admission Policy sets out the principles and procedures for the admission of children to Sudbrook Kinderhaus. Our school is committed to providing an inclusive, welcoming, and diverse environment for all pupils. This policy ensures that our admission process is fair, transparent, and aligned with the schools' ethos and values.

2. General Principles

Inclusivity and Diversity - We welcome pupils from all backgrounds, abilities, and needs, and we strive to create a diverse and inclusive community.

Equal Opportunity - We do not discriminate based on race, ethnicity, gender, religion, disability or socio-economic background.

Holistic Assessment - We consider a wide range of factors in our admission process.

3. General Admission Criteria

- **Age** – Children can join after their first birthday and can stay until they reach compulsory school age.
- **Start date** - children may start at any time subject to availability, however we reserve the right to postpone a start date to make sure we can ensure the best settling period for your child.
- **Special Educational Needs and Disabilities (Send)** – We welcome pupils with SEND and make reasonable adjustments to support their learning and participation in school life. Parents are obliged to disclose any information if they are aware of or suspect that their child has a need that may need the school's special consideration. Any access arrangements will be agreed upon by the Nursery Lead following consideration of any supporting evidence provided. The school aims to make reasonable adjustments to accommodate the needs of such candidates in accordance with the Equality Act 2010.

4. Application Process

4.1 Initial Enquiry and Visit

Prospective parents and pupils are encouraged to visit the school, meet staff, and tour the facilities. Individual visits can be arranged through the Office. Open Day dates are also available from the Office.

4.2 Application

To register your child to Sudbrook Kinderhaus we ask you to

- complete the registration form, providing personal details as well as medical history and any special needs and sending this in by email
- send a copy of the pupil's birth certificate
- provide copies of medical records and other assessments available.

Upon receiving the registration form you will be invoiced with a non-refundable registration fee of £250 and

a refundable deposit of £500.

Should your child transfer from Sudbrook Kinderhaus to DSL Kinderhaus without any gap we will waive the registration fee.

4.3 Assessment/ Interview

If deemed necessary applicants are invited to an informal interview.

4.4 Offer and Acceptance

Successful applicants will receive a formal offer of a place. The acceptance offer must be confirmed by the parents/ guardians within a specified time frame along with the deposit. By signing the acceptance form you acknowledge our Terms & Conditions.

4.5 Applications exceeding places available

Priority is given in the following order:

1. Children with siblings who are already at Sudbrook Kinderhaus
2. Children with siblings who are at the German School
3. In chronological order of the date of receipt of their application

You will be offered the opportunity to join a waiting list in cases where places are not available. Should a place be available you will be contacted to see if you wish to receive a formal offer to accept the place.

4.6 Deferred entry

Prior to accepting the place offered it is possible to defer entry once (for a term) without further cost. Once the place offered has been accepted, a deferred entry can only be granted in special circumstances, the registration fee will not be reimbursed, and the deposit is payable in full to keep the application active.

4.7 Appeals

There is no right to appeal against a decision. The registration fee will be returned.

5. International (overseas) applicants and visa requirements

We welcome applications from candidates who live overseas.
Applicants are fully responsible for fulfilling their visa requirements.

6. Anti-corruption and bribery prevention policy

Our admission process is subject to the School's Anti-corruption and bribery policy which is available upon request from the Office.

7. Review and Monitoring

This Admission Policy is reviewed annually to ensure it remains fair, transparent and in line with best practice.

