



ADMISSIONS POLICY

This policy is applicable to all pupils within the school, including the Early Years Foundation Stage (EYFS). This document is available in written format upon request and a copy can also be located on the school's website.

INTRODUCTION

The school is a co-educational independent pre-preparatory school and nursery for pupils from ages 2 months to 5 years. Deciding on the right school for your child is very important and we believe that a personal visit is invaluable. We very much hope that you and your child will visit us. We hold a number of Open Mornings each term, which give a general introduction to the school. Details are published on our website and social media. We are also very happy to welcome prospective parents and their children at other times. Prospective parents can contact the school office for a copy of the school prospectus and to arrange a visit to the school.

THE ENTRY PROCEDURE

The school is non-selective. A copy of the child's Passport or Birth Certificate must be attached to the Application Form, which is available from the school office or from the school website.

PROCEDURE FOR CHILDREN FROM 2 MONTHS TO 4 YEARS

Parents wishing to register their child will be asked to complete an Application Form and pay a non-refundable £50.00 deposit. Any parent registering their child will be notified of availability, with a start date being confirmed in writing. Places are allocated where vacancies exist.

If no place exists, the child's application is kept on a waiting list until a suitable vacancy arises in the appropriate age group.

EQUAL TREATMENT

The school is committed to equal treatment for all, regardless of a child's age, race, ethnicity, religion or beliefs, sexual orientation or social background, special educational needs or disability.

SPECIAL NEEDS

The school does not discriminate in any way. We admit children with special educational needs, providing that our pastoral care system can offer the child the support that he/she requires. The school welcomes children with physical disabilities provided that our site can make reasonable adjustments to support the child. We will discuss with parents and their medical advisers, the adjustments that could reasonably be made for the child if he/she joins the school. We advise parents of children with special educational needs or physical disabilities to discuss their child's requirements with the Matron before proceeding to register the child to identify whether the child's needs can be adequately met within the school environment. Parents should provide a copy of an Educational Psychologist's report or a medical report to support their request.

Parents of children who are disabled or become disabled in the course of their time at the school should meet with the Matron to discuss 'reasonable adjustments' to the child's classroom environment. Careful consideration will be given to any proposals of this nature and, where reasonable and reasonably practicable, such adjustments will be made. There may, however, be circumstances where it will not be reasonable or reasonably practicable for



the school to accommodate those proposals.

SIBLING POLICY

Most siblings join us at the school. However, admission is not automatic and there may be occasions where we judge that a sibling is likely to thrive better in a different environment.

COMPLAINTS

The school hopes that parents do not have any complaints about our admissions process. A copy of the school's complaints policy can be sent to parents on request and a copy can be located on the school's website. It should be noted that the Parent Complaints Policy is only applicable to parents of pupils already admitted into the school.

- *Please refer to the separate document: Parent Complaints Policy.*

ADDING OR REMOVING CHILDREN FROM THE ADMISSIONS REGISTER

The school adheres to Keeping Children Safe in Education (September 2022). KCSIE recognises that children missing education can be a safeguarding concern, especially where a child leaves the school with no known destination.

Deletions from the Admissions Register:

The school will not delete a child from the Admissions Register.

Additions to the Admissions Register:

The school will notify the local authority within 5 days of entry to the Admissions Register for non-standard admissions to the school.

The Admissions Policy was reviewed in September 2022 and will be reviewed on or before September 2023.