



Policy on Admissions

1 Introduction

Our Board of Directors applies an admissions policy fairly and equally without regard to religion, race, gender/sexual orientation

The School Standards and Framework Act 1998 introduced a new framework for school admissions as of September 2000. This was later revised in the Education Act of 2002. Our admissions policy conforms to the regulations that are set out in that Act and are further explained in the statutory School Admissions Code of Practice and the statutory Appeals Code of Practice. These were revised in January 2003 and came into force in September 2004.

2 Aims and objectives

- 2.1 We seek to be an inclusive school, welcoming children from all cultural backgrounds.
- 2.2 All applications will be treated in a fair and sensitive manner.
- 2.3 ***The restrictions we place on entry are that of number and, for children registering for Year 2 and above, ability.*** We conduct age appropriate assessments and request a reference, school reports and a small example of current written English work and a few pages of current Maths work in order to ensure compatibility of child and school.
- 2.4. We accept children with mild special needs however we are unable to cater for children with severe physical disabilities. (eg where wheelchairs are required as we have restricted access, and restrictions are placed on us by our listed buildings.)
- 2.5. It is our wish for parents to find a place for their child at the school where they are best suited.

3 How parents can apply for their child to be admitted to our school

- 3.1 Our school is an independent school for children aged 2 ½ - 13+ years. We require parents to submit a registration form, birth certificate and registration fee to enable their children to be registered; this does not guarantee a place. We will then place them on a waiting list. If a place is wanted immediately and there are spaces a child may be offered a place at any time during the year. Offers are obviously subject to assessment, where applicable.
- 3.2 Places are offered in order of date of registration and pending successful assessment results for Year 2 pupils upwards.
- 3.3 To confirm the place parents need to return the completed acceptance form, signed by both parents, and a deposit which is refundable, as long as a full term's notice is given. The parents will receive the deposit after the child leaves the school and all outstanding amounts are paid.
- 3.4 Nursery children start at 2 ½ years either in September or January. The rest of the school has an intake in September although due to the nature of our parent body we do have children starting at other times of the year.

4 Sizes of classes

- 4.1 We endeavour to keep our classes sizes at 20 pupils or below.

5 Monitoring and review

- 5.1 The policy will be reviewed every two years, or earlier in the light of any changed circumstances within our school.

Signed: The Senior Leadership Team

Date : November 2011