



Admissions Policy

Policy reviewed by Viv Thompson

Review date: June 2016

Submission: June 2016

Policy actioned from: September 2016 – August 2017

Next review date: June 2017

Reviewer's Signature: *Viv Thompson*

Headmistresses's Signature: *Viv Thompson*

Circulation: This policy has been adopted by the governors, is addressed to all members of staff and volunteers, is available to parents on request. It applies wherever staff or volunteers are working with pupils.

Please note: 'School' refers to The Minors Nursery School; 'parents' refers to parents, guardians and carers.

Admissions Policy & Procedure

In answer to phone queries:-

- If up to 6 months send application pack, wait list application form, brochure letter and brochure
- If up to 7 – 11 months explain wait list's are very full and we can send a pack but there is a low chance of a place.
- 12 months and on – very sorry at the stage but wait list's are full, we can offer an additional w/l form which we occasionally turn to if an unexpected drop out occurs.

Parents call in before or as soon after birth of baby as possible and information is recorded as set out on the enquiry form (stored on clipboards in inner and outer office). The enquiries are logged on the 'record of enquiries' form in the 'Initial Enquiry Forms' pink folder on outer office desk and entered onto SIMS.

An application pack (inclusive of relevant w/l application form, brochure letter and brochure) is sent out.

Sibling applications are sent to past, present and definite place siblings (a sibling to a w/l child gets a normal form but with no pack). Alumni will be treated as sibling (with normal form and pack).

On receipt of completed forms and a registration cheque, an acknowledgement letter is sent informing parents that we will let them know if they have an offer of a place approximately one year to entry and the emphasis is on the parents to visit once the child is over six months and before places are offered (this helps, along with letters to distinguish the 'keen')

Visits – between January and March of the year preceding entry, families are invited to call for a half an hour appointment to view the school and chat individually with the Headmistress. Anything worth noting towards the application goes on the returned w/l form which is then stored in the appropriate dated folder in order of date of birth. Parents are asked to notify us of any changes eg contact details, w/l places to big schools becoming definite.

Lists are looked at from April for entry in 17 months' time, eg April 2015 for entry in Sept 2016 and places are allocated.

Offer / deposit / letters go out at the start of the summer term, AM or PM accordingly with a deposit form and 'Terms and Conditions' as do sibling deposit transfer forms – if a sibling is coming within a year the deposit is transferred and if the gap is longer than a year the deposit is returned and requested again as normal.

Once deposit is received a deposit receipt letter goes out, also informing parents that registration and medical forms, start dates and other information will be sent out in June prior to September entry.

Registration pack – includes registration form (AM – blue sheet, PM – yellow sheet), medical form, childcare agreement, Parent Handbook and dates list.

First term's invoice letter – goes out at the end of May for Sept entry and the end of Nov for Jan entry, subsequent invoices go out at the end of the term for payment on or before the first day of the next term.

On arrival parents receive a 'settling in' pack with form, FAQ's (am/pm), update form to ensure all details are correct, photo permission form and a photo of the class teachers for the children.

Admissions policy for SEND

We are firmly committed to inclusivity and to giving every child the best possible start in life. Irrespective of their special educational needs or disability (SEND), we consider all children for admission to the school/college who have the ability and aptitude to access an academic curriculum. Pupils whose SEND are suited to the curriculum are welcome provided that we have the appropriate resources and facilities to provide them with the support that they require.

Before a place is offered at the school/college (and preferably prior to application):

- Parents must disclose to the school/college any known or suspected circumstances relating to their child's health, development, allergies, disabilities and learning difficulties. The school/college reserves the right to subsequently withdraw any place offered based on incomplete disclosure of known or suspected SEND circumstances.
- Based on such disclosure, the school/college will confirm whether or not it is able to fully meet the needs of the child.

Where a child's SEND is identified, or develops, after the child has started at the school/college, we will endeavour to continue support the child as long as:

- a) we have the appropriate resources and facilities to provide them with the support they require,
and,
- b) we believe it is in the best interest of the child and of the school/college community to remain at the school/college

Where, in our judgement, either of these conditions no longer apply, we reserve the right to withdraw a place at the school/college. In such circumstances, we will use our reasonable endeavours to support parents in finding alternative arrangements.