

# **Admissions Policy**

## **Introduction**

Our school is an independent fee paying school. We give preference to those children who already have siblings within the school, or who attend our pre-school nursery class, and as far as possible we try to ensure an even mix of boys and girls.

## **Aims and objectives**

We are an inclusive school that welcomes children from different backgrounds and abilities. All applications will be treated on merit and in a sensitive manner.

We are keen to encourage children from different ethnic backgrounds and will look favourably upon their application. We do not have an entrance exam, but do take account of a child's abilities. We do not discriminate against children with disabilities or SEN, but we have limited facilities, so we will work with parents to see if we can provide for the child's needs.

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

Application forms, web address and details of fees are available from the school office on application. A small charge is made for registration and fees are charged on a termly basis. Additional charges are made for pre and post school care and holiday play schemes. Fees are published on the school website.

We recommend that parents view the school before applying for place. We feel that it is important that parents share our approach towards education, and a viewing provides a good opportunity to see how we do things.

Children generally enter the school in the academic year in which they become five. There is one admissions date per year, in early September (i.e. at the start of the school year). Children applying for entry in-year, or in year groups above Reception Class, will be required to attend a 'taster' session, after which the Headteacher will decide if a place is to be offered.

Parents who would like their child to be admitted to this school during the year their child is five should ensure that they complete the necessary application form before the beginning of the Autumn term. All places are on the basis of 5 days a week.

We require a deposit, the terms and conditions of which can be found on our website, and will be shared again upon offer of a place.

## **Nursery Class**

In addition to the primary school, there is a pre-school nursery class in the school. Attendance is on a 12 months basis and fees are charged monthly. Children are required to attend a minimum of 2 days a week and can do a short (10am-4pm) or long (8am-6pm) day.

## **Admission appeals**

If parents wish to appeal against a decision to refuse entry, they can do so by applying to the head teacher who will review the individual circumstances. The Board of Directors will consider any further appeals.

**December 2020**