

THE GLEDDINGS PREPARATORY SCHOOL

Admissions Policy

This policy applies to all pupils in school, including Early Years Foundation Stage.

This policy takes account of the following documents and guidance:

- The Education (Independent School Standards) Regulations April 2014
- The Independent School Standards Regulatory Requirements September 2015
- Education Act 2002 and Education and Inspection Act 2006
- School Standards and Framework Act 1998
S1 2003/1910
- Documents from the Department for Children, Schools and Families (now DfE)
- The Equality Act 2010

This policy is to be read in conjunction with all other school policies. Please particularly cross refer to the following policies:

- Attendance
- Behaviour and Discipline
- Complaints Procedure
- Children with Special Education Needs, Learning Difficulties or Disabilities and Inclusion
- Partnership with Parents
- Equal Opportunities

1. INTRODUCTION

Academic tests are not used to determine entry to The Gleddings. Children are admitted regardless of race, ability, religious belief, or social status. As many of our families register interest before children are born, a significant gender imbalance may be addressed. Priority is given to children who already have a family member in the school. We do not admit children to school based on a particular catchment area. Where there are no current places available parents will be invited to place their child's name on the waiting list and they will be informed as soon as a place becomes vacant. (We ask parents who do not wish their child to remain on the waiting list to inform school immediately).

2. AIMS

1. To provide full and clear information to parents which they can use to make an informed decision
2. To be consistent in approach and in the application of The Gleddings entry criteria.

3. ADMISSIONS AND ENROLMENT

1. Enquiries for places are received by telephone or e-mail and as a result of parents viewing the school web site. Most enrolments are the result of personal recommendation.
2. If parents wish to visit the school they are invited to arrange a mutually convenient time. An appointment is made with the Admissions and Enrolment Manager.
3. The Admissions and Enrolment Manager explains admissions procedures and provides information about the school and any available places. Parents will be invited to look around school.
4. Meeting with the Headteacher and other members of staff can be arranged if required.
5. Parents are asked to complete a registration form and sign any necessary consent forms. They will also be asked to pay a registration fee to initiate formal entry procedures.
6. There are no scholarships or bursaries offered by the school, but children attending the Nursery and Reception Class (before the age of 5) qualify for Early Years Funding and Childcare Vouchers for Late and Early School and appropriate Extra Curricular Activities.
7. Where appropriate, the Administration staff will request records from any previous schools as soon as entry to the school has been arranged.

ENTRY TO THE NURSERY

Children are usually admitted into Nursery in the September following their third birthday. They must be independent in their use of the bathroom and ready for the Nursery environment. Children will be required to attend preferably a full day but at least five consecutive morning sessions are recommended. Most children attend full time.

ENTRY TO THE RECEPTION CLASS (LOWER 1)

Children are admitted into the Reception Class (Lower 1) in the September of the year in which they will be aged five. Priority is given to children who have already attended The Gleddings Nursery and therefore places only rarely become available. Parents are welcome to enquire at the school so that children may be included on the waiting list in case a place becomes available.

ENTRY TO CLASSES FROM YEAR 1 TO YEAR 6.

Children are admitted into all year groups if places become available

Terms and Conditions

- An offer of a place for your child at The Gleddings will be confirmed in writing when the Enrolment Form has been received accompanied by an enrolment fee, subject to places being available.
- The enrolment fee is not refundable if your child does not take up the place at the school.
- The school has the right to refuse entry if the school is unable to educate your child.
- Once a place has been accepted at the school, parents are requested to ensure that their children attend school punctually and regularly and conform with the rules of appearance, dress and behaviour issued by the school.

EQUAL OPPORTUNITIES

Pupils with disabilities and special educational needs will be treated no less favourably than any other applicants for admission. As with any prospective pupil, admission may not be possible if, in the opinion of the Headteacher, the school cannot provide adequately for the particular needs of the individual. It is vital that parents of prospective pupils with any physical disability should visit the school and satisfy themselves that their child could access all the necessary parts of the building and hence the full curriculum offered, on the school site.

N.B. The school is willing to make some adaptations to the school building where this is considered feasible.

4. FEES

- Fees cover the school's normal curriculum. Other items such as trips and visits for which you consent to your child's participation, after school and holiday care and other extra curricular activities will incur additional charges.
- The liability to pay fees and any extras is the joint liability of each person who has signed the Enrolment Form.
- Each invoice should be paid either in full during the first two weeks of term or in monthly instalments, with additional charges being collected at the start of each term as required.
- We reserve the right to refuse to allow your child to attend school while the fees remain unpaid.
- You must give a whole terms' written notice (or payment in lieu) where your child is to be withdrawn from the school other than at the end of Year 6.

5. EXCLUSION

- The Headteacher may, at her discretion, require parents to remove, or may suspend or permanently exclude a child from school if she considers that a child's attendance, progress or behaviour is unsatisfactory in any way, and in her opinion the removal is in the best interests of the school or those of a child or other children.

- The Headteacher may in her absolute discretion require parents to remove or may suspend or permanently exclude a child if his or her behaviour during school activities organised outside the premises is such that it brings the school into disrepute.
- The Headteacher may in her absolute discretion ask a parent to remove their child/children from school if the behaviour of either parent is unreasonable and affects or is likely to affect adversely their child/children's or other children's progress in school.
- The Headteacher may, at her discretion, ask parents to remove their child/children from school if the action of either parent, verbal or written, brings the good name of The Gleddings into disrepute.

6. COMPLAINTS

Hopefully parents will not have any complaints about the admissions process but copies of the school's complaints procedure can be sent on request.

This policy was reviewed in February 2016

Signed:
Headteacher

Next review date: February 2019