



ADMISSION POLICY

Adopted	M. Davies
Committee	September 2024
Review Date	Members
	September 2025

This Admission Policy outlines the procedures and principles guiding admissions at our school, ensuring that we promote equality, inclusivity, and a nurturing educational environment for all prospective students.

The school does not discriminate on the grounds of:

- Disability
- Gender reassignment
- Race
- Religion or belief
- Sex
- Sexual orientation
- Special educational needs or disabilities

Admission Statement

Children are admitted to the Reception class in the September following their fourth birthday. Alternatively, children may be admitted at any time after their fourth birthday, provided there is a vacancy and parental agreement is obtained. Pupils enter Primary Class 1 in the September following their fifth birthday. During the admissions interview, we will discuss entry requirements tailored to the individual needs and circumstances of each child.

Pupils can be admitted at any time during the academic year, contingent upon available vacancies within the appropriate age group. To facilitate the learning and development needs of each pupil, class sizes are kept relatively small. Specifically, the maximum class size is capped at 20 for Year 0 (Reception) to Year 4 in mixed-aged classes, while for Years 5 and above, the limit is set at 24. All teaching groups comprise mixed-age and mixed-ability pupils, promoting an inclusive atmosphere conducive to varied learning experiences.

As part of the application process, all parents will be invited to a meeting with staff. This meeting serves to engage parents personally and gather insights into each child's background.

Selection Process

The school operates with a selective admission policy. All prospective pupils will be interviewed as a component of the application process. In addition, children may be required to attend a taster day, designed to ascertain whether our school is the right fit for them. The interview will provide us with an opportunity to evaluate pupils' readiness for learning, reading and communication skills, as well as their overall attitude towards education.

Prospective parents are strongly encouraged to engage in discussions with the headteacher or proprietor concerning any aspect of their application. Our leadership team is committed to providing tailored guidance to ensure parents have all necessary information at their disposal. Furthermore, we encourage parents to openly declare any special needs or learning difficulties their child may have, as well as to provide any pertinent medical reports if available. This proactive communication ensures that we can adequately discuss any reasonable adjustments that may be required to facilitate a supportive learning environment.

At least one parent will be required to attend a meeting with the headteacher or proprietor. This discussion aims to ascertain that both the educational values of the school and those of the parents align. This alignment is vital to ensure that families fully understand our philosophy and educational principles prior to committing to registering their child for admission.

Parents wishing to apply for a place at the school should make contact with the school office via email or telephone to request a prospectus. It is imperative that applications for the

subsequent academic year are submitted by the end of January. Upon acceptance of a place, a deposit of £500 is required to secure the reservation.

Withdrawal of Admission

Should parents choose to withdraw their child from the school, a full term's notice is required, and this notice must be received on the first day of the term prior to the child's withdrawal. In circumstances where age groups are over-subscribed, the school will maintain a waiting list. Prospective pupils can be offered admission if a spot becomes available in the desired age group, with priority given on a first-come, first-served basis.

Honesty in Admissions

Upon admission to the school, parents are expected to be fully transparent regarding any behavioural issues or Special Educational Needs their child may have. Should the school discover that a child has behavioural problems or special needs beyond those reported by the parents and previously agreed upon with the school, it reserves the right to reevaluate whether the available resources can adequately meet the long-term needs of the pupil. In such instances, parents will be consulted, and a targeted plan will be established within a specified timeframe. This plan will guide discussions about the feasibility of a long-term placement for the pupil.

If, following an agreed-upon time frame—typically a minimum of one month—the school determines that it cannot effectively cater to the pupil's needs, it reserves the right to terminate the pupil's place. This decision aims to prevent disruption for both the school and the family, ultimately serving the best interests of the pupil in the long run.

Guidance for School Staff

- Full name
- Sex (with the birth sex being recorded unless the pupil possesses a gender recognition certificate, which is not available to those under 18)
- Name and address of every individual known to the school as a parent of the pupil, indicating who the pupil ordinarily lives with and which parents hold parental responsibility. Parents with such responsibility are entitled to receive relevant information from the school concerning any significant matters affecting their child unless a court order stipulates otherwise.
- In instances where a parent informs the school that a pupil will reside at an alternate address, this must include the full name of the parent with whom they will be living, alongside the effective date of this arrangement.
- At least one emergency contact number for the primary resident parent.

- Two additional emergency contact numbers.
- Date of birth (day, month, year).
- Admission date (day, month, year).
- Name and address of the last school attended, if applicable.
- Date of departure from the previous school (day, month, year).
- Name of any subsequent school notified by a parent, along with the first day of attendance.

Additional Information

The school will input children's details into the admissions register on the first day that has been agreed upon for their attendance. Furthermore, the school will maintain an accurate and current admissions register, noting any changes to addresses or contact details.

In instances where a child fails to attend on the mutually agreed-upon date without any explanation, the school will take measures to contact the parents. This may involve telephone calls, reaching out to the child's previous school, examining local databases, or conducting home visits. Should every effort to contact the parents prove fruitless, the school will liaise with the local authority within two working days, ensuring that all endeavours to ascertain the child's whereabouts have been undertaken.

If a child is absent from the school without an explanation, the school will contact the parents between 8:45 AM and 9:30 AM to establish the reason for the absence and confirm the child's safety at home. If no explanation is provided, further measures will be taken to contact the local authority, cooperating with external agencies to ascertain the family's circumstances.

When a child registered at the school is absent for ten days without reasonable justification, the school will reach out to the local authority. We will also engage with external agencies as necessary to locate the child and their family. Notably, the school will not remove a pupil from the admissions register until confirmation is received that the child is registered at another institution or their whereabouts have been established.

Should a parent inform the school that their child is leaving outside of the usual transition periods, the school will notify the local authority promptly. Furthermore, the school is obliged to assist the local authority by providing pupil data for those departing during standard transition times, upon request.

The school will diligently monitor pupils' attendance through a daily register, encouraging parents to ensure their children attend school regularly. Students exhibiting poor attendance will receive one-to-one support, as the school endeavors to highlight and resolve any issues acting as barriers to their presence.

In cases where a pupil receives a fixed-term exclusion, we will supply work for the student to complete at home. After the sixth school day of exclusion, the school will facilitate full-time education for the child.

Attendance Registers

To maintain an organised approach to attendance records, the following stipulations shall apply:

- The attendance register must indicate whether a pupil is absent or present each day.
- It must disclose whether a pupil is engaged in an approved educational activity outside of the school.
- It must specify instances where a pupil is unable to attend due to exceptional circumstances, such as school closure.
- The register must differentiate between authorised absence—where a reason is provided and accepted—and unauthorised absence.

Additional Considerations

Attendance registers must be completed at the outset of each morning session and again during afternoon sessions. The school adheres to the standard Department for Education (DfE) absence codes, ensuring consistent application throughout.

Records must be kept in blue or black ink, and any amendments should show both the original and amended entries, along with the reasoning behind the changes and the name of the staff member making them. When the admissions and attendance register is maintained digitally, a backup must be created either electronically or as a printed copy at least once a month. Backup records should be retained for three years following the conclusion of each school year.

Pupils' attendance will be monitored weekly, half-termly, and termly. Class and overall school attendance figures will be compiled on a termly and annual basis. The school aims to foster a culture of regular attendance and expects a minimum attendance threshold of 98%, unless medical conditions or pre-arranged flexible schooling agreements are in place.

Parents are encouraged to notify the school on the first day of any absence.

This Admission Policy is intended to guarantee a transparent and fair process while ensuring that our school remains aligned with our commitment to providing a supportive, inclusive educational environment for every child. We take great pride in our admissions process and aim to foster lasting partnerships with our families to achieve the best possible outcomes for our pupils.

In conclusion, our commitment to inclusivity, respect for diversity, and engagement with families will serve as the foundation upon which we build a dynamic and successful educational community. Each child is valued and embraced, and we are determined to work collaboratively with parents and caregivers to nurture their potential and instill a love for learning.

Date approved: September 2024

Date to be reviewed: September 2025