

## **ADMISSIONS POLICY**

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### **INTRODUCTION**

The school is a co-educational independent school and nursery for children from ages 2 months to 5 years. Deciding on the right school for your child is very important and we believe that a personal visit is invaluable. We very much hope that you and your child will visit us. We hold a number of Open Mornings each term, which give a general introduction to the school. Details are published on our website. We are also very happy to welcome prospective parents and their children at other times. Prospective parents can contact the school's Registrar for a copy of the school prospectus and to arrange a visit to the school.

### **PROCEDURE FOR CHILDREN FROM 2 MONTHS TO 5 YEARS**

Parents wishing to register their child will be asked to complete an application form and pay a non-refundable £50.00 deposit. Any parent registering their child will be notified of availability, with a start date being confirmed in writing. Places are allocated where vacancies exist.

A copy of the child's Passport or Birth Certificate must be attached to the Application Form.

If no place exists, the child's application is kept on a waiting list until a suitable vacancy arises in the appropriate age group.

Parents of children with special needs are invited to meet the Head and/or Matron to identify whether the child's needs can be adequately met within the school's environment.

Parents of children who are disabled or become disabled in the course of their time at the school should meet the Head and/or Matron to discuss 'reasonable adjustments' to the child's classroom environment. Careful consideration will be given to any proposals of this nature and, where reasonable and reasonably practicable, such adjustments will be made. There may, however, be circumstances where it will not be reasonable or reasonably practicable for the school to accommodate those proposals.

### **EQUAL TREATMENT**

The school is committed to equal treatment for all, regardless of a child's race, ethnicity, religion, sexual orientation or social background, special educational needs or disability.

### **SPECIAL NEEDS**

The school does not discriminate in any way. We admit children with special educational needs, providing that our pastoral care system can offer the child the support that he/she requires. The school welcomes children with physical disabilities provided that our site can make reasonable adjustments to support the child. However, we advise parents of children with special educational needs or physical disabilities to discuss their child's requirements with Matron and the Head before proceeding to register the child. Parents should provide a copy of a medical report to support their request.

We will discuss with parents and their medical advisers, the adjustments that could reasonably be made for the child if he/she becomes a pupil at the school.

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### **NOTICE**

The school requires one month's notice in writing to Matron for the removal of a child from the Nursery Department. In the Pre-Preparatory Department, the school requires one full term's notice, in writing to Matron, to expire at the end of the term. Once notice has been given by a parent and confirmed in writing by the school, no return to the school will be accepted after the end of the current term. This will include the school's play scheme other than those who pay an All Inclusive fee, in which case it will run to the end of the period.

### **COMPLAINTS**

The school hopes that parents do not have any complaints about our admissions process. A copy of the school's complaints policy can be sent to parents on request.

**The Admissions policy and procedure has been reviewed in September 2018. It will be reviewed, on or before 31 September 2019.**