

GRANGEWOOD INDEPENDENT GENERAL ADMISSIONS POLICY

1 Introduction

- 1.1** This policy also includes the Early Years Foundation Stage; with a separate policy dealing only with our two-year-old admissions (Nursery Class).
- 1.2** The EYFS requires providers to maintain records and share information on the safe and efficient management of their provision and ensure the needs of all children are met.
- 1.3** Places at our school are allocated in fair and transparent ways through this admissions policy and Grangewood Independent Two-Year-Olds Admissions Policy, which are available to all parents/carers and further information is included in later sections of this document.
- 1.4** Enrolment Forms must be correctly completed and checked.
- 1.5** The Governors and Trustees of Grangewood Independent School make every attempt to offer bursaries however we are a fee-paying school. All fees owed must be paid in advance at the beginning of each term. Parents must give one term's notice should they decide to withdraw their child/ren from the school or pay one term's fees in lieu of notice (see Grangewood Payment Policy).
- 1.6** Termly: at the end of the Summer term, at the beginning of the Autumn term and at the end of the Autumn term or beginning of the Spring term, a Parent Induction/Foundation Meeting is held which all parents must attend.
- 1.7** Parents must ensure that school staff can contact them in an emergency. The school requires a minimum of two emergency contact numbers for each enrolled student, and holds a 'parents list' with addresses etc. to help communication (*this requires the school to register as a holder of information-because of the Data Protection Act and be compliant with GDPR*).
- 1.8** Grangewood Independent School has an equal opportunities and access policy whereby we will not discriminate against anybody regardless of background, colour or race.

Statement of Intent

The governors and staff of Grangewood Independent School fully recognise the contribution it makes to safeguarding and promoting the welfare of children. We recognise that all staff, including volunteers, have a full and active part to play in protecting our pupils from harm.

All staff and governors believe that our school should provide a caring, positive, safe and stimulating environment, which promotes the social, physical, moral and spiritual development of the individual child. The school recognises the importance of working within the EYFS framework and the framework for Every Child Matters: Change for Children and the five outcomes outlined within it:

- To be healthy
- To stay safe
- To enjoy and achieve
- To make a positive contribution
- To achieve economic well-being

2 Aims

2.1 The aims of implementing this policy are:

- to give children and parents as much information as possible about Grangewood Independent School and the education we provide
- to describe the school and its practices in terms which make it clear that it welcomes fathers and mothers, other relations and carers, including child-minders and people from all cultural, ethnic, religious and social groups
- to make each child's start a happy and successful one
- to begin (or continue) a partnership with parents that will be lasting

3 Procedures

3.1 Children are admitted in each year group or combined year groups of usually no more than 20.

3.2 At Grangewood Independent School children start nursery in the term following their second birthday, and school in the term following their third birthday. However, a child can be accepted into the school at any time during the school year and will be placed in the class appropriate to their age/ability (if places are available).

3.3 Parents are invited to make an appointment to see the Admissions Secretary (or Head Teacher) and to look around the school with or without their child.

3.4 Parents are provided with a copy of the School Prospectus, and asked to complete and return the enrolment form to the school office together with a £40.00 non-refundable registration fee. We will make arrangements for their child to be assessed in line with our Entrance Procedure. (see points 4 – 6)

3.5 A request will be made to the applicant's school/nursery for a confidential report on his/her academic progress and social development.

3.6 Once the child has been admitted, parents are asked to keep in close contact with the class teacher to ensure that their child's transition to our school is a smooth one.

3.7 Places for 3-11 year-olds are offered at the Head Teacher's discretion providing that:

- there is a vacancy
- an acceptable report has been received from the child's previous school/nursery (including payment history if applicable)
- parents and child agree to support the school's behaviour policy
- parents agree to support the ethos of the school
- sufficient support is available for the child's needs

3.8 Acceptance of a place offered will be confirmed once the school receives the agreed deposit of £300 for one child (or £150 each for two or more children).

3.9 As soon as the child starts at Grangewood Independent the school secretary will request the formal transfer of records from the previous school/nursery.

4 Entrance Procedure for Early Years (3-5 year-olds)

4.1 Procedure for admission into Pre-Reception and Reception will be selective (*see also Grangewood Independent Two-Year-Olds Admissions Policy*). Children aged 3-5 years are invited to attend for an 'Assessment afternoon' when they will be encouraged to listen to a story and undertake play-style, child-initiated activities.

- 4.2 Children will be assessed on their ability to listen and respond to a story, to mix in a group situation and to follow instructions.
- 4.3 Grangewood Independent accepts children into our Nursery Class in the term following their second birthday (*see Grangewood Independent Two-Year-Olds Admissions Policy*) and into Pre-Reception following their third birthday providing that toilet training is complete and subject to the availability of places.
- 4.4 Children are able to start in the reception class at Grangewood when they are aged four before 1st September of the school academic year that they start in.
- 4.5 It is expected that children in Pre-Reception and Reception will attend school on a full-time basis; whilst children in our Nursery Class will attend for half-day sessions.
- 4.6 At Grangewood Independent we appreciate the need to introduce children into school sensitively. To support transition for September intake, once places have been confirmed for Pre-Reception and Reception, the children are invited into school for an induction 'taster' afternoon during the preceding Summer term. This afternoon allows the child to get to know their teacher and other children in the class and to become familiar with the layout of the building and the daily routines. Parents are welcome to bring their child into the classroom on this occasion, but will be encouraged to leave the child in the care of our EYFS staff after a short while.
- 4.7 Parents/carers are invited to attend a 'Foundation (Induction) Evening' following their child's Induction afternoon. This is an opportunity for school staff to share important information with parents/carers about: school routines, policies and procedures (including our Behaviour Management policies); home-school partnership; and the Learning Journey at Grangewood.
- 4.8 In order to further aid transition and successful settling-in, in the term prior to starting at Grangewood, an appointment will be made for one or more of our EYFS staff to visit each child either in his/her current setting or at home (as appropriate). This visit will be an opportunity for the sharing of information between settings or home and setting, and for the role of the key person to be made clear.

5 Entrance Procedure for Year One

- 5.1 Procedure for admission into Year One will be selective. Parents/Carer and child will be asked to attend an informal interview with the head teacher. The child will then be asked to spend at least an hour of integration with the Year One teacher and pupils. This period should include an outdoor play session. The parents will be invited to wait for the child or to return to collect their child.
- 5.2 Children will be assessed on their ability to listen and respond to the teacher, to mix in a group situation and to follow instructions.

6 General Entrance Procedure

- 6.1 Procedure for admission will be selective. Parents/Carer and child will be asked to attend an informal interview with the head teacher. The child will spend some time integrating with the class and will complete a written assessment to enable us to assess whether we are able to cater for the needs of the child and to prepare appropriate provision should a place be offered and accepted. Parents will be invited to wait or to return at a specified time to collect their child.

6.2 Upon successful admission students will be granted a term's probation. Within the probation period parents may withdraw their children without notice; if the Governing Body conclude that the student is consistently undermining the well-being of their class or the school environment they reserve the right to have the student permanently excluded.

7 Monitoring and Reviewing

7.1 The Governing Body undertakes a review of this policy annually, and monitors the efficiency with which the related duties have been discharged.

7.2 Amendments and/or updates will be made to this policy before the review date should there be any incidents which take place relating to it that give cause for concern.

Last Review Date: Feb 2019

Next Review Date: Feb 2020

Signed:

Member of Governing Body:

Date:

Chair of Governors:

Date: