

Roxeth Mead School
Admissions Policy and Procedures

To be reviewed by the Directors and the Head Teacher on an annual basis.

September 2016

Roxeth Mead School

Admissions Policy and Procedures

For Key Stage One and Early Years Foundation Stage

To be reviewed in June 2017

Children are able to enter Roxeth Mead School depending on the availability of places between the ages of 3 and 7. For the nursery class children are admitted at three points in the year when the child is rising three. Four-plus applicants will enter the reception class. Older children may be admitted at Five-plus and Six-plus where there is a place available. Occasionally, an applicant may have fallen behind in his/her education due to illness or time spent abroad, etc. In such a case, Roxeth Mead School may offer a place in a year lower than the applicants age would normally imply.

In admitting children to Roxeth Mead School the Head Teacher will identify applicants who appear to benefit from the ethos of the School and who will take advantage of the opportunities that are offered here. There is a strong tradition of sibling entry and preference will be given to families whose children are likely to stay until seven-plus.

In each case pupils are interviewed and references may be taken, as appropriate, from previous schools or play groups. At Roxeth Mead we understand that mass assessments can be intimidating and frightening occasions to a small child so admission is by an informal individual session with a parent/carer. Older children will be assessed on the literacy and numeracy skills they have acquired.

This policy should be read in conjunction with our policies on pupil equality and diversity, curriculum and SEN and disability.

Special Educational Needs and Disability

Roxeth Mead School has limited facilities for the disabled but will do all that is reasonable to comply with its legal and moral responsibilities under the *Equality Act 2010*. Parents or carers of an applicant who has any disability or special educational need should provide the Head Teacher with full written details when applying for admission so that we can assess these needs and make sure that the School can provide adequately for them during the admission process and later as a pupil.

Admission Procedure

Process

Parents who are interested in their child attending Roxeth Mead School are sent a prospectus and are encouraged to arrange a visit to meet the Head Teacher and see the school in operation prior to registration. After this initial appointment, if the parents want to continue the process, they will complete a registration form and submit a registration fee in order to reserve a place subject to interview.

Entry to Nursery

Applicants will be requested to attend an informal assessment where the child's early development will be discussed with the parent or carer. This will take place by negotiation with the Head Teacher and subject to any notice to be given to another establishment. The child will be then invited to spend a 'settling-in' session with the nursery class.

Entry to Reception

Applicants will be requested to attend an informal assessment where the child's early development will be discussed with parent or carer.

Pupils entering other Year Groups

Children entering other year groups will be given age-appropriate assessments in English and Maths as well as taking part in normal classroom lessons. Reports from the Head Teacher of the previous school are requested. Parents are encouraged to discuss anything that would be relevant to their child's education and potential entry to the school.

Acceptance of Offer, Registration and Deposit

When places are offered, parents will be asked to return the acceptance form and pay the reservation fee which will be repaid when the pupil leaves at either 4 + or 7+.

If no response has been received within the time specified in the offer letter, Roxeth Mead School will assume that the offer has been declined and the place will be offered to another applicant.

Once a place has been taken, a full term's notice must be given in writing to the Head Teacher if the pupil is to be withdrawn. Failure to do this will result in the parent being charged a full term's fees in lieu of notice.

Parents expressing an interest in Roxeth Mead, who have a child currently attending another independent fee paying school, are asked to inform that school of their intention to leave and ensure that their contractual obligations have been met with that school.

Letters will also be sent to those parents whose applicant has not gained a place and to those whose name has been placed on a waiting list.

Selection

The preconditions for admission are that:

- The applicant is of the appropriate age and maturity
- The School is able to provide adequately for any special educational need (if any) the applicant may have.
- The School, having made reasonable adjustment, has the capacity to cope with any disability the applicant may have.
- A satisfactory assessment
- A positive recommendation from the applicant's present school (if applicable)

The Head Teacher will take into consideration any special circumstances, but her decision is final regarding a child's application to Roxeth Mead School and will admit a pupil at her discretion taking account of this policy's guidelines.

Roxeth Mead is an Equal Opportunities school and all admissions procedures follow our Equality and Diversity policy. Factors which **will not** be taken into account in the assessment of a pupil are the applicant's:

- Race
- Nationality
- Ethnic or national origin
- Religious faith
- Socio-economic group.

Future Policy Changes

The policy may be amended by the Board of Directors' discretion who will review the Admissions arrangements on an annual basis.