



## Policy on Admissions

### 1 Introduction

- 1.1 Our Council of Management applies the regulations on admissions fairly and equally to all those who wish to attend this school.

### 2 Aims and objectives

- 2.1 We seek to be an inclusive, non-selective school, welcoming children from all backgrounds and abilities.
- 2.2 All applications will be treated on merit, and in a sensitive manner.
- 2.3 Admission will likely be refused if respective year group/s is at capacity. Currently, the Council of Management have set an upper limit of 16 pupils per junior class (KS2) and 18 pupils per infant class (EYFS and KS1).
- 2.4 A child's level of ability, or any special needs that s/he may have, may influence the admission decision-making process if it is felt the school is unable to meet those specific needs of the child.

Pupils can be admitted to the Nursery from the age of three years. Children must be out of nappies and able to use the toilet on their own.

### 3 How parents and carers can apply for their child to be admitted to our school

- 3.1 Parents / carers are invited to study our prospectus and visit the school to ascertain whether, in their opinion, it is the right educational establishment for the child.
- 3.2 Parents / carers will be invited to meet with the Headteacher to discuss the educational requirements of their child, and to gain a greater understanding of the academic, sporting, and pastoral provision of the school.
- 3.3 Should both parties wish to proceed, a taster day will be arranged for the child to attend the school. During this day the child's suitability will be assessed by the classteacher and/or the Director of Studies, and/or the SENCO. Dependent on the outcome of this assessment an offer of a place may or may not be made by the Headteacher to the parents.
- 3.4 On the acceptance of a place the parents must complete the school registration documents and pay a one-off non-refundable registration fee of £150.

### 4 Admission appeals

- 4.1 If we do not offer a child a place at this school, this will be because to do so would prejudice the education of other children by allowing the number of children in the school to increase too much, or that the school believes that to do so would not be in the best educational interests of the child.
- 4.2 If parents and carers wish to appeal against a decision to refuse entry, they can do so by applying to the Council of Management. An independent panel considers all such appeals, and its decision is binding for all parties concerned. If the appeals panel decides that we should admit a child to whom we had refused a place, then we will accept this decision and continue to do all we can to provide the best education for all the children at our school.

**5 Sizes of classes for infants**

- 5.1 We teach children (aged 3 to 11) in classes that have a maximum number of 16 / 18 children as outlined at 2.3.

**6 Monitoring and review**

- 6.1 This policy will be monitored by the Council of Management,.
- 6.2 The policy will be reviewed every two years, or earlier in the light of any changed circumstances.

**Ratified by the Council of Management on 2.3.2010**