

ADMISSION POLICY

Reception:

The school has a reception class of maximum size 24.

Places are offered in strict accordance with the date of registration, that is, "a first come, first served" basis.

In the event of the first 24 definite offers not being taken up, then offers are made to those on the waiting list in strict accordance with date of application and registration. The one exception is that the school endeavours to keep families together. In the event of more than one family being on the waiting list and the school unable to offer a place to every family, then the places will be allocated accordingly:

1. The number of siblings.
2. The length of time the sibling has been in the school.
3. Historical connections to the school (e.g. children of past pupils).

There is no form of selection. No reference is made to gender, race or religion.

Year 3

At this stage, up to an extra 14 places are made available. The increased number of pupils in year 3 allows two classes, with a maximum size of 18 pupils, in years 3-6 inclusive.

Places are offered in strict accordance with date of registration. There is one exception whereby, if parents already have children in the school, they are given preference. In the event of more than one family being on the waiting list and the school unable to offer a place to every family, then the places will be allocated accordingly:

1. The number of siblings.
2. The length of time the sibling has been in the school.
3. Historical connections to the school (e.g. children of past pupils).

There is no form of selection. No reference is made to gender, race or religion.

Occasional Vacancies

If during the academic year a place becomes available, then parents whose child is on the waiting list will be contacted to enquire whether they are still interested. Parents are contacted in strict accordance with date of registration.

Procedures

- Every prospective parent will receive a prospectus, either from the school or forwarded by post.
- Any prospective parent may make an appointment with the headteacher to be shown around the school. The headteacher will then discuss the whole school ethos, policies and procedures and answer any questions.
- Should the parent wish to accept the place, a registration form will be completed and returned to the school along with a £10.00 administration fee. On receipt of the form, the parents will receive a letter informing them whether their child has a definite place or is on the waiting list. A number of parents complete the registration form without visiting the school having had the school recommended or having knowledge of the school.
- Approximately eighteen months before their child is due to start school, parents with a definite place are asked whether they wish to take up the definite offer. If they still wish the place, they are required to complete an agreement form committing them to a term's fees if their decision is changed before their child starts school and a deposit of £500, refundable when the child joins the school, is required. At this point, offers are made to those on the waiting list in the event of places having become available.
- One afternoon in the summer term prior a child starting school, all reception children are invited to attend an afternoon in school. Whilst the children spend time in the classroom with the reception teacher, the head speaks to the parents discussing the curriculum and ways of the school.
- Pupils joining the school in year 3 are invited into the school one Saturday morning in June. The two form teachers for year 3 speak to the children and show them round the school. At the same time, the head will have a meeting with the parents, outlining the school's organisation, curriculum and answering any queries parents might have.

Misbehaviour and Exclusion

Please see the behaviour policy.