

## ADMISSIONS POLICY

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Reviewed – February 2022 | Next review – February 2023

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### 1. INTRODUCTION

Our admissions policy is set out as follows.

### 2. ADMISSIONS CRITERIA:

- 2.1. Support the ethos and aims of the school
- 2.2. Siblings attending the school at the time of admission
- 2.3. Mode of travel/Car sharing
- 2.4. Borough/Distance from school
- 2.5. Commitment through support given to the school
- 2.6. Staff working on an on-going basis at the school
- 2.7. Compliance to Park and Walk Policy.

Being a school with small class sizes we require active support from our Parents in:

- 1) Supporting their child and
- 2) Supporting the School.

By default Parents/Guardians form part of the Parents committee. The level of involvement required will be for each individual to decide. By support we mean time, effort, assistance, expertise, participation and/or organisation of community cohesion, fundraising and school events and assisting the school in it's development.

### 3. APPLICATION PROCESS

- 3.1. To register your child on the waiting list parents/guardians must complete the Registration form and with a registration processing (non refundable) fee of £20.
- 3.2. The application will be placed on the waiting list and awarded points using the criteria above.

### 4. INTERVIEW PROCESS

- 4.1. If a place becomes available during intake periods applicants on the waiting list will be contacted for an interview.
- 4.2. Both Parents and their child are required to attend the interview and will be given a school tour.
- 4.3. Each child's need is assessed.
- 4.4. Parents will be contacted and informed of the school's decision.

## **5. ADMISSIONS PROCESS**

- 5.1. Parents will be called in to complete the Admissions form, given a brief induction (Early Years only) including signing the home school agreement and given a start date for their child.
- 5.2. Parents are emailed relevant information prior admission.

## **6. REQUESTED INFORMATION**

All admissions to the school are subject to receiving satisfactory information in regards to:

- 6.1. Proof of address.
- 6.2. Child's birth certificate.
- 6.3. Most recent school report (Current attainment level and Attendance and Punctuality history).
- 6.4. Records from previous school.

## **7. CHILDREN WHO REQUIRE SUPPORT WITH EAL**

- 7.1. We accept children for whom English is a second language. We ask parents to inform us of this during the application process.
- 7.2. Parents will be required to provide extra support at home.
- 7.3. If a child's need is such that the school is required to provide extra support, Parents will be asked to meet any additional costs that are directly related to cater for the child's need in whole or proportion such as additional after school tuition or resources required by the child.

## **8. CHILDREN WITH SPECIAL EDUCATIONAL NEEDS**

- 8.1. The curriculum in our school is designed to provide access and opportunity for all children who attend the school. We adapt the curriculum to meet the needs of individual pupils.
- 8.2. We accept children with special education needs and our priority is to cater for their needs through consultation and in partnership with parents.
- 8.3. During the application process we ask parents to inform us of their child's special educational needs, allowing the school to assess the availability of provision required and parental support.
- 8.4. Additional school fees are charged to cover additional costs for SEN provision and these may vary according to the need.
- 8.5. Please refer to our SEN policy.

## **9. TERMS AND CONDITIONS FOR ADMISSIONS**

- 9.1. Admission is subject to receiving the information stated in section 6.
- 9.2. All admissions are subject to a minimum of a two week trial period.
- 9.3. Signing of the home school agreement.
- 9.4. Pupils are placed in the year group appropriate to their age. However the school will consult parents if deemed otherwise.
- 9.5. All children must be fully toilet trained when starting school.
  - Out of pull ups/nappies
  - Able to clearly communicate to an adult when they need to use the WC
  - Able to use the toilet correctly and independently
  - Demonstrate bladder control during the day and any nap times during the settling period.

## **10. RE – ADMISSION PROCESS**

- 10.1. Re-admission will be secured by the payment of fees by 15th March for the following academic year.

## **11. RETENTION**

11.1. If for any reason the need for downsizing classes arises, in addition to the admissions criteria the school may refer to the home school agreement basis to shortlist pupils. (Attendance & Punctuality, adherence to the Park & Walk, School support and other policies).

## **12. WITHDRAWAL OF CHILDREN**

12.1 At any point in time Parents can give the school 1 full terms notice to remove their child from Apex Primary school. The fees for the whole term will be chargeable regardless of attendance.

12.2 The school can give notice of termination to Parents. The notice period will be dependent on individual circumstances.

## **13. TERMINATION**

The school can terminate the contract with Parents for the following reasons:

- Unauthorised Absence,
- Unsatisfactory Attendance and Punctuality and failure to improve,
- Non adherence to the Park and Walk policy,
- Not following the School's Concerns & Complaints procedure,
- Lack of cooperation/partnership in supporting the school ethos or addressing school concerns,
- Non disclosure of the required information at admission stage,
- Exclusions Policy.

This is not an exhaustive list.