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**Admissions Policy**

Burton Hathow Preparatory School

Reviewed August 2019

Next review date: August 2020

**Applies to:**

* the whole school including the Early Years Foundation Stage (EYFS), before and after school care and extra-curricular activities, inclusive of those outside of the normal school hours;
* all staff (teaching and support staff), the proprietors and volunteers working in the school

**Other relevant documents:**

* Single Equalities
* Special Educational Needs and Disability Act (SENDA)
* Attendance Policy
* Inclusion Policy
* Bursary and Scholarship Policy
* Burton Hathow Terms and Conditions
* EYFS admission procedures
* SEND Policy

**Available from:**

* School Office and website

**Monitoring and Review:**

* This policy will be subject to continuous monitoring, refinement and audit by the Director responsible for admissions.
* The Director responsible for admissions will undertake a formal review of this policy for the purpose of monitoring the efficiency with which the related duties have been discharged, by no later than three years from the date shown below, or earlier if significant changes to the systems and arrangements take place, or if legislation, regulatory requirements or best practice guidelines so require.

**Admissions at Burton Hathow**

Burton Hathow aims to intake a diverse range of girls and boys each year and encourages applicants from a wide range of backgrounds, treating all applicants with equality. The Admissions Policy does not discriminate on grounds of race, gender or religion.

Pupils may be admitted at any time during the school year although the main intake of new children will occur in September, at the beginning of each academic year.

The Director responsible will ensure that the Admissions Policy is effectively and fairly applied. Pupils are admitted to Burton Hathow Preparatory at all ages from 2 – 11 years.

*~~\*Burton Hathow Nursery will offer places to children who have had their second birthday, although these places are limited. Most places are offered to children who are ‘rising three’ (this means they are in the term prior to their third birthday), or above. This is due to staff ratios and space within the nursery setting.~~*

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| **Admissions** | **Contact** |
| Claire Lyons  *Director responsible for admissions* | [claire.lyons@burtonhathow.co.uk](mailto:claire.lyons@burtonhathow.co.uk)  01522 274616 |
| Victoria Williams  *Admissions Support Officer* | [Victoria.williams@burtonhathow.co.uk](mailto:Victoria.williams@burtonhathow.co.uk)  01522 274616 |

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|  | **Places** | **Entry Requirements\*** |
| **Nursery** | 24 full time places for children aged 3-4 (pre-school year)  12 full time places available for children aged ‘rising three’ upwards.  12 full time places available for children aged two and above. | Report required from previous setting where applicable  Home Visit |
| **Reception** | Maximum per year group 18  ~~1 class per year group~~ | Informal Assessment/Observations  EY Report required from previous setting.  Visit to previous setting where applicable  Home visit |
| **Lower School**  **Years 1 & 2** | Maximum per class 18  ~~1 class per year group~~ | Informal Assessment  Taster session/s  Reports from previous school |
| **Upper School**  **Years 3 - 6** | Maximum per class 18  1 class per year group | Interview & Assessment  Taster session/s  Reports from previous school |

\* Entry requirements can be changed at the discretion of the Directors to suit individual needs and circumstances.

**Visit -** It is expected that potential parents will visit the school prior to a child being invited for a ‘taster day’. It is the responsibility of the Director responsible to set out the ethos and expectations of the school and listen to any particular needs the child or family may have. Following this meeting, the child/children may be invited to spend the day in the relevant year group.

**Taster day –** Prospective pupils are invited to join the relevant year group for a day and participate in a range of activities, with the opportunity to meet teachers and fellow pupils. During this taster day pupils may be required to attend interviews and/or sit assessment. Additional taster days may be recommended.

**Assessment Procedure EYFS**

The assessment procedure for admission into EYFS, including Reception, will consist of a home visit or visit to the child’s previous setting and a taster session for the prospective pupil.

**Assessment Procedure Years 1 - 6**

The assessment procedure for older pupils joining the School will involve a more formal assessment in reading, English and mathematics. This is to assess their current level of learning in order that we can provide an appropriate educational programme.

**Relevant forms and documentation**

Prior to the child’s attendance at the school the parents or guardians must complete/submit the following:

* *Registration Form*
* *Parent and Carer Contact Information Form*
* *Acceptance Form*
* *Health Form*
* *Media consent forms*
* *School trip consent form*
* *Birth certificate for children joining EYFS*
* *Tapestry consent form for children joining EYFS* *or year 1*
* *E-safety agreement*

The following vital information must be on the child’s records prior to them starting at the school:

* Name, home address and date of birth of each child
* Start date
* Name, address, telephone numbers and emails of parents or guardians
* Emergency telephone numbers of parents or guardians and next of kin
* Any dietary requirements
* Arrangements for collection of children that may be different from the norm
* Name, address and telephone number of the child’s doctor
* Details of previous illnesses or current medical conditions
* Details of any allergies
* Parental consent for emergency procedures

Parents or guardians will also be asked to provide the school with any further information which they feel will enable us to take the best possible care of their children. It is essential that parents or guardians communicate any additional need or circumstance that requires the school to make any ‘reasonable adjustment’ in order to be able to provide the best possible care and education for their child.

The admission procedure for the School is as follows:

* On receiving contact from a person considering placing a child at Burton Hathow, the Admissions Support Officer will record the person’s and child’s names, child’s gender and age, address, telephone numbers, other contact information and proposed date of entry. They will then liaise with the Director Responsible for Admissions to arrange a time to visit and send out a prospectus pack and other information they request.
* On visiting the School, the visiting adults should be taken around the school and be given comprehensive information.
* The child may be invited to spend a day (or days) in school.
* The parents choose to register their child at which point a non-refundable registration fee of £100 is payable.
* Before the decision to admit a child is confirmed by the school the parents/guardians are required to complete the “Acceptance Form” and declare any other relevant background information relating to child’s wellbeing. A deposit of £150 is payable at this stage.
* When a child has enrolled, the parents’/guardians’ names should be added to the list to receive information on the school and invitation to events, along with parents already enrolled.
* Once the child has transferred the LEA should be informed of new child on roll
* Those to undertake base-line assessments are to be informed so that these can be done
* A place will be offered based on availability and in accordance with the *Code of Practice for Schools, Disability Discrimination Act 1995 Part 4*.

Parents will also be given a copy of:

* *Burton Hathow’s Terms and Conditions*
* *Parent and Pupil handbooks*
* *A list of available policies*
* *A uniform list*

Both the Parent and Pupil Handbooks outline the expected standards of conduct and behaviour of all members of the Burton Hathow family, including the attitudes to teaching and learning. . If these basic standards are not met during the child’s time at Burton Hathow procedures of discipline may be followed in accordance to the school’s Terms and Conditions and the Behaviour Policy.

**Special Educational Needs and Disabilities (SEND)**

Where a child who has an Education, Health and Care (EHC) Plan joins Burton Hathow Preparatory School, we will always consult with parents and, where appropriate, the Local Authority to ensure that the required curriculum is provided for as set out in the plan, including the full National Curriculum if this is specified. We will also co-operate with the Local Authority to ensure that relevant reviews, including the annual review, are carried out as required by regulation and best practice. The school will make reasonable adjustments to meet the needs of children with an EHC. Any additional services that are needed to meet the requirements of the EHC, or additional services such as dyslexic tuition or additional 1:1 support, will be subject to charge. This will be either directly to the parents or the Local Authority if they are responsible for the fees and Burton Hathow Preparatory is named in the Education, Health and Care (EHC) Plan. Our school has a policy and procedures for children with *Special Educational Needs and Disabilities* (SEND).

**English as an Additional Language (EAL)**

We do not regard pupils as having a ‘learning difficulty’ solely because the ‘language or medium of communication of the home is different from the language in which he or she is or will be taught’ (Education Act 1996, Section 312(1), (2) and (3). However, pupils for whom English is an additional language (EAL) will be provided with appropriate support provided they meet the Burton Hathow academic criteria. They will be assessed to ascertain the support that may be needed in order to ensure equal access to the curriculum along with all other aspects of life at BH. Our school has a policy for pupils requiring *English as an Additional Language* (EAL). Our school will make provision for children who have English as an additional language, (EAL) in the assessment procedure. If an offer is subsequently made and the child takes up his or her place, the school will make provision for appropriate support (subject to a charge).

**Scholarships –** If a child has applied for a scholarship place then they will be assessed in the area for which they have applied. An interview will also take place with the co-ordinator of that subject. This would usually take place on designated scholarship days although scholarships will be considered at any time during the year.

**Reception Class** - Children in nursery have an automatic offer of a place in the Reception class unless there are exceptional reasons. Such cases will have been discussed with parents well in advance of any final decision.

**Learning Difficulties / SEN** – Where a pupil has a recognised learning difficulty or the school has concerns over the assessment results or observations, further assessments may be required, undertaken by the SEN Teacher. This will be communicated accordingly with the parents of the child concerned.

**Behavioural Issues** – Where a child has behavioural issues, further assessments will also be required to ensure that all the needs of the child can be met. If the school feels that it cannot meet the needs of the particular child, this will be discussed with the parent or person with parental responsibility at the first possible opportunity.

**Interview** – All upper school pupils will have an informal interview with the Head. This will provide the Head with an insight into pupil’s academic and extracurricular interests and their character. It also provides an important opportunity for prospective pupils to ask questions.

Admission is finally subject to the following:

* Parents or person with parental responsibility accepting the Terms & Conditions of Burton Hathow Preparatory School Ltd, which are subject to change from time to time.
* When a pupil is transferring from another Independent school, a written reference may be required from the previous school confirming that there are no outstanding debts.
* All relevant forms (medical and consent) must be completed before the child can begin at the school
* A copy of the child’s birth certificate should be taken for the school files at the time of registration

Parents whose children are on the school roll have agreed to abide by all the Terms & Conditions in the document as confirmed by the signing of the Acceptance Form.

**Data Protection –** Burton Hathow will hold details pertinent to you and your child as part of our records that may contain confidential information. It will be handled confidentially and discreetly and in line with our data protection policy.

**Deposit and registration fee –** The registration fee should be paid when the registration form is submitted to the school and deposit should be paid upon acceptance of your child’s place. The deposit is refundable on request at the end of your child’s education at Burton Hathow, please contact the office for a refund form. The registration fee is non-refundable. Both the deposit and registration fee are subject to change and review.

**School fees –** The school fees include all your child’s timetabled lessons and some extracurricular activities (see clubs lists for more details). The fees include lunch and all trips deemed necessary for the effective teaching of the school’s curriculum. The fees also include a term of swimming for each year group from Year 1 to Year 6.

**Nursery Fees** – The nursery fees will include lunch, all enrichment activities, EYFS curriculum delivery and, for children attending afternoon sessions, a light tea. Early morning sessions (8am – 8:30am) are not included in the standard fees and will be charged as an additional extra. The fee structure in nursery is compliant with Birth to Five and offers a combination of EYF options to be discussed at time of entry.

**Extras –** All extra costs (other than school uniform) are optional and will be at your discretion. These will include some school and residential trips, music lessons and some extracurricular activities.

**Removal from School Roll – Reception to Year 6**

Once a full time place has been accepted, a pupil can only be removed from the school roll under the following conditions:

* Until the pupil reaches the end of Year 6, written notice of **no less than 1 full term**, must be received by the Head giving the date of withdrawal. Occasionally provisional notice may be accepted after discussion with the Head, although this remains provisional until a formal date is received in writing. See Terms & Conditions for details on notice periods and further important information.
* If, for any reason, a pupil is permanently excluded from the school and any decision has been upheld by the School’s Advisory Panel.
* If a child is removed from the school before the end of year 6 the LEA will be informed that the child is no longer on roll.

Failure to give the required notice will result in the penalty of a term’s fees being charged without any given bursaries or scholarships applied.

**Removal from Nursery**

Four weeks’ notice is required for children wishing to leave nursery prior to their final term before commencing full time education.

If a child, at this point, is not continuing their education at Burton Hathow Preparatory School a full term’s notice will be required. Any notice should be given in writing to Mrs Victoria Williams.

Failure to give the required notice will result in one term’s fees in lieu of notice.

**Scholarships and Bursaries –** Scholarships and bursary remunerations may be offered at the discretion of the school’s directors.