

Burton Hathow Preparatory School



Admissions Policy

Reviewed August 2021

Next review date: August 2022

Statement of intent

At Burton Hathow we welcome all pupils, and places at the school are offered in an open and fair way. Our admissions process is delivered in line with the Equality Act 2010 and the Human Rights Act 1998.

The number of places available is determined by the capacity of the school and the ability for the school to offer an education that effectively meets the needs of each individual child.

The Admissions Policy 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 and 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 board
- 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 procedures

The school will offer open events and school visits to all potential applicants, irrespective of any protected characteristics. Where necessary, the school will make reasonable adjustments for disabled applicants or disabled parents.

The school may assess its ability to cater to the applicant's needs by:

- Inviting the applicant to attend the school for a day, or more where necessary
- Visiting the applicant's home

- Visiting the applicant’s current education provision

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 board 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.

Key Staff

Admissions	Contact
Claire Lyons <i>Director responsible for admissions</i>	claire.lyons@burtonhathow.co.uk 01522 274616
Victoria Williams <i>Admissions Support Officer</i>	Victoria.williams@burtonhathow.co.uk 01522 274616
Jessica South <i>Head of EYFS</i>	Jessica.south@burtonhathow.co.uk 01522 274616

Current Capacity and Entry Requirements

Stage/Year Group	Places available in each age group	Entry Requirements*
Nursery (Caterpillars) Half and full days available.	20 full time equivalent places available for children aged 2 – 3	Report required from previous setting where applicable Home Visit
Nursery (Butterflies) (pre-school year) Full day places only	16 full time equivalent places available for children aged 3-4	Report required from previous setting where applicable Home Visit
Reception	18	Informal Assessment/Observations EY Report required from previous setting. Visit to previous setting where applicable

		Home visit
Years 1 – 6**	18 combined places for Years 1 and 2	Informal Assessment Taster session/s Reports from previous school

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

** Numbers dependent on school's total full capacity

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 SLT 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.

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.

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. This information must be communicated to the school prior to any taster session to ensure that staff can cater for the children's needs accordingly.

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 SLT to arrange a time to visit and send out any other relevant information they request.
- On visiting the School, parents or carers 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 £250 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. They also include standards of behaviour expected at any events that may take place outside of the normal working hours. 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.

Parents whose children are on the school roll have agreed to abide by all the Terms & Conditions either upon submission of a signed Acceptance Form or upon their child’s first day of attendance at school (exclusive of taster sessions), whichever is the earlier.

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. Any offer made will be at the discretion of the directors and failure to comply with the school's Terms and Conditions and Code of Conduct may result in the scholarship being withdrawn.

Bursaries

Bursaries may be offered if a family face financial hardship, or if a family feel that their child would benefit from an education at BH as opposed to another academic setting but payment of full fees is beyond their financial means. Bursary applications will be considered on completion of a bursary application pack which will be assessed by the business manager and the board. Any bursary offer will be reviewed every 12 months and the amount offered as discount is subject to change on an annual basis.

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.

Where a child has SEMH 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.

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:

- Once a full time place has been accepted, you may only remove your child from the school roll under the conditions detailed in the Terms and Conditions. In particular, 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.

Admissions appeals

When informing a parent of their unsuccessful admissions application, a letter will be sent which includes the reason why admission was refused; information about the right to appeal; the deadline for lodging an appeal and the contact details for making an appeal.

Parents will be informed in the letter that, if they wish to appeal, they must make the appeal in writing.

Grounds for appeal are not limited.

The school will ensure any appeals made on the grounds of discrimination against disability will be handled by a tribunal.