

Rastrick Independent School



Admissions Policy

Reviewed July 2018



Rastrick Independent School

Admissions Policy

This policy applies to all pupils in school, including Early Years Foundation Stage.

This policy takes account of the following documents and guidance:-

- Education (Pupil Registration) (England) Regulations 2006 and Education (Pupil Registration) (England) (Amendment) Regulations 2016
- The Independent School Standards Commentary on the Regulatory Requirements September 2018
- Education Act 2002 and Education and Inspection Act 2006
- School Standards and Framework Act 1998

S1 2003/1910

- Documents from the Department for Education
- The Equality Act 2010

This policy is to be read in conjunction with all other school policies. Please particularly cross refer to the following policies:

- Safeguarding
- Attendance
- Behaviour and Discipline
- Complaints Procedure
- Special Education Needs Policy
- Data Protection Policy
- Partnership with Parents
- Equal Opportunities

AIMS

1. To provide full and clear information to parents which they can use to make an informed decision
2. To be consistent in approach and in the application of The Rastrick entry criteria.

When parents wish a child to come to the school they must complete a registration form and pay the £25 registration fee, together with a preferred starting date.

At this point parents will be sent the remaining forms for completion and the Acceptance Agreement forms. This is legal and binding and must be completed before the child can be admitted. Two months prior to the starting date the school will contact parents confirming the starting arrangements. Parents will also be sent the parents "starting pack" including information on school rules, pupil dress, school times, delivery and collection of children etc.

Prior to a child's attendance at the school the parent/s or carers must complete and sign the contract or registration form. This provides the school with the following vital

information:

- Name in full, sex, and day, month and year of birth of each child.
- The full name and address of the parent(s) with whom the child will normally reside
- Any other specified address where the child may reside in the future
- Day, month and year of admission
- Name and address of the school last attended
- Arrangements for payment of fees if applicable
- Name, address and telephone numbers of parents or carers. Occupation and place of work of both parents with contact address and telephone number
- Emergency telephone numbers for both parents (or at least 2 responsible adults)
- Special diets
- Arrangements for collection
- Name, address and telephone number of the child's doctor
- Illness and inoculation details
- Details of any allergies
- Parental consents on emergency procedures
- Religion and Ethnic Origin

Parents or carers will also be asked to provide the school with any further information which they feel will enable the school to take the best care of their child. This should include particular problems that worry the parents, and any medical conditions which need to be noted.

- We admit children at anytime not just at the beginning of a school term. We always ensure, however, if a term's notice is to be given to their present school and if those fees will be honoured. We always inform the child's present school of the registration at our school.
- We ask for records and reference form to be completed. Criteria for entry to Phoenix House, Close Lea House, The Preparatory School and the Grammar School are printed in the relevant Prospectus.
- We always assess every child on entry. This enables us to consult the records from their previous school along with our own assessment. This enables us to plan appropriately for that individual child.
- Fees and Payment, suitability of pupils who have disability and special educational needs will be discussed. If a child would require help from a support teacher lessons it is explained to parents that this cost would need to be paid for by parents. The school cannot provide for any specialist tuition over and above those of all other children in school. Meals, trips and visits, extracurricular, fruit are also paid for separately.
- The liability to pay the fees, any extra is the joint responsibility of each person who has signed the Acceptance Agreement. Each invoice is to be paid in full on or before the first day of term. We also accept monthly standing order mandates and monthly tax voucher payments. We reserve the right to refuse to allow children to attend school whilst the fees remain unpaid. A full term's notice, to be received no later than the first day of term in which the child is to be withdrawn, is required. This applies to all-the-year round attendance where the notice period would include the holiday period.
- The school works in close contact with parents. The Headmistress, at her discretion, may require parents to remove, or may suspend or expel a child from school if she believes a child's attendance progress or behaviour is unsatisfactory in anyway. This decision is reached if, in her opinion, the removal of the child, is in the best interests of the school or those of a child or other children.
- The Headmistress has the right and requires parents to support all disciplinary procedures employed by the school if their child or their behaviour during school activities or those organised outside the premises is such that it brings the school into disrepute or interferes with the safety or progress of another child.
- Disciplinary Procedures would be (see Behaviour and Sanctions Policy) those applied by the school to help the child to behave acceptably. This would be through positive behaviour management and consequences. If these failed, the school would expect parents to work with them in trying to make their child see that their behaviours were unacceptable and must improve. Internal isolation would be used if the situation worsened.
- Followed by unofficial days/periods at home, followed by fixed term exclusions and possibly the need to expel the child.
- The Headmistress may, in her absolute discretion, ask a parent to remove their child(ren) from school if the behaviour of either parent is unreasonable and effects or is likely to affect adversely their child(ren) or other children's progress, safety or welfare.

Criteria for Entry (as outline in all Prospectuses)

We are a non-selective school. Children are admitted regardless of their gender, race, religion, belief, colour, disability or sexual status and respect is encouraged for

other people paying attention to the protected characteristics of the Equalities Act. We do, however, carry out a diagnostic assessment from Kindergarten upwards.

Phoenix House Nursery (0 - 2 years)

Priority to registered pupils as dated, or by a balance of boys/girls.
Admission is by interview only.

Pupils from Phoenix House have a confirmed place in Close Lea House and will have first preference when they turn two.

Close Lea House (2 – 4 years)

Admission is by informal screening by the staff and Headmistress.
Priority of places will be given to children already attending Phoenix House Nursery or registered pupils.

Pupils from Close Lea House have a confirmed place in the Main School and will have first preference when they turn school age. There are some places allocated for nursery education only (2 - 4 year olds).

We are registered with the Government Funded Scheme for Nursery Education. We are registered with Ofsted, but inspected by ISI. We are registered for 2 year, 3 Years and 4 years old nursery education funding. This could be for 15 or 30 free hours for eligible parents.

For Admission to Main School

5 - 11 years old

Depends upon availability of places.
Registered pupils would undergo a diagnostic assessment, by arrangement, to enter at any time during the school year or during the Lent term for entry in September. If a child enters mid-term we would carry out the assessment after the child commences at Rastrick.

The conditions are that of entry at 4 years old.

In that we offer education to pupils from birth to 16 years and it is expected pupils will continue through school, we do not have a 'normal' yearly intake. We do accept pupils at anytime during the school year. We are very experienced in accepting children into school. Our successful induction procedures has meant we have never had a child who has not settled in.

For Admission to the Grammar School

11 - 16 years old

Entry to the Grammar School is non-selective, however an assessment date in January is offered. We welcome pupil at any time of the year and bursaries are available. There are three entry requirements. Academic, vocational or a mixture of

both. These criteria are reviewed annually. An acceptance agreement must be signed prior to the child's entry. Entry is at any time during the school year. We do not discriminate in any child's ability, disability, race, creed, colour and respect is encouraged for other people paying attention to the protected characteristics of the Equalities Act. We admit all children to an Academic or Vocational Course or usually a mixture of both. This depends on our knowledge of the child entering from Year 6, the child's previous school records and the results of the entrance examination.

There would be a commitment and intent that the accepted child/young person would remain at the school until 16+. There is an expectation that this is part of our acceptance agreement.

Procedures for Application to Request a Place at Rastrick

Complete registration form with the required fee to be sent to school. It is essential that the intended date of entry is completed.

After interview, a school place could be offered.

An acceptance agreement must be signed prior to the child's entry.

Attendance for all departments

A unique continuous education from Birth to 16 years.

The normal school day 8.30 a.m. - 3.30 p.m. - Term-time (Pre-Preparatory and The Preparatory Department)

The normal school day 8.30 a.m. – 3.30 p.m. – Term time (Grammar School Department)

The school also operates an Early Bird (before school) and Night Owl (after school) facility for all ages.

The normal school day 8.30 a.m.- 3.30 p.m. - All-Year-Round (as above)

All-Year-Round (closing one week at Christmas and Bank Holidays) 7.30 a.m. - 6.30 p.m.

All-Year-Round attendance and/or extended day/term-time only. The school day is offered to all ages.

Flexible part-time attendance is also offered from birth to four year olds. Full-time attendance is from Kindergarten (compulsory school age).

The Early Years Foundation Stage of staff ratio to children is:-

0 - 2 years : 1:3

2 – 3 years : 1:4

3 years and over : 1:8

Classes with a qualified teacher : 1:13

Maximum class size throughout school from Kindergarten upwards is 22.

Complaints

Hopefully parents will not have any complaints about the admissions process but copies of the school's procedure can be sent on request.

This policy was reviewed in July 2018

Next review date July 2019