

St. Joseph's In The Park



Policy Title Admissions

**Owner
Head
Bursar
Registrar**

**Date
Autumn 2020**

Approved By Governors

Date for review

**Autumn 2022
(Education Committee)**

This policy is for whole school including EYFS.

1. Aims & Objectives

- We seek to be an inclusive school, welcoming children from all backgrounds and abilities.
- We believe in the whole child, developing pupils academically, physically and socially.
- The School will ensure that it has the necessary capability to provide effective learning experiences for all children.
- The School does all that is reasonable in order to accommodate the needs of pupils who have disabilities for which, after reasonable adjustments, we can cater adequately and to comply with our legal and moral responsibilities under The Equality Act 2010.
- All applications will be treated on merit, and in a sensitive manner.

2. Guiding Principles

- To meet with all prospective parents prior to their child's enrolment
- In the Junior classes there are two parallel streams: the main cohort and the Woodlands cohort.
- The school reserves the right not to accept any child with a record of disruptive or challenging behaviour.

3. Admission Process

The process of admission begins with an initial enquiry about the school from prospective parents. A visit and tour is then arranged. The tour is normally conducted by the Headmaster and Registrar.

3.1 Registration

Once parents have visited the school, they have the option of formally registering for a place. The School's Registration form must be completed and the non-returnable registration fee submitted.

3.2 Waiting Lists

Waiting lists are prepared by the Registrar. A child may join the relevant waiting list only on receipt of a completed Registration form, accompanied by the non-returnable registration fee. Waiting lists apply to each class. It is the policy of the School to keep family groups together and therefore siblings of current and future pupils are, wherever possible, prioritised on their relevant waiting list. However, it is the Guiding Principles, above, which dictate to whom offers of a place will be made.

3.4 Vacancies

When a vacancy arises, it is the Registrar's responsibility to advise the Headmaster as to the most eligible child to be considered for the place, using the criteria detailed above.

3.5 Pre School Department

If a vacancy arises within the Pre School Department, the Headmaster will not generally need to see the child before admission.

The Pre School fee is based on the number of weekly sessions attended. A session is one half day, morning or afternoon. On joining the Kindergarten Class a child should attend a minimum of 5 sessions in a week. In Nursery, this increases to a minimum of 7 sessions. The number of weekly sessions and their timings can be increased or altered at each half term.

A child is eligible to join the Pre School at the beginning of the term in which they turn three. If a birthday falls in the summer holidays, a child may start in the preceding Summer term. With birthdays falling during the holidays, we may ask that parents stagger starting dates to ensure that each child receives individual attention on their first day at school.

The children's welfare is of paramount importance and we wish the transition into school to be as smooth and effective as possible. Therefore the following proviso may apply:

- Summer Term Birthdays. Children whose 3rd birthday falls in our Summer term may be allowed to continue to attend for a minimum of 5 sessions in the first half term of the Autumn term in Kindergarten, rising to 7 sessions after half term.

3.6 Infant & Junior Department

All prospective pupils and their parents meet with the Headmaster. Pupils generally attend a two taster days within the relevant class which will include assessment.

During the current Covid pandemic, this will not be possible and therefore an online assessment will take place and a tour will be offered in place of trial days. Copies of previous reports from the current school are required before a place can be offered. If it is deemed necessary, we will contact the school currently attended by the child to obtain a recent update. The Headmaster or sometimes the Registrar will either meet with the parents or telephone them to discuss the results of the assessment and taster days. In the case of vacancies arising within Woodlands, the Head of Learning Support meets and assesses the child before a place is offered.

4. The role of assessment

We wish to ensure that the school provides the optimum learning experience for each individual pupil. Prior to the offer of a place in either Infants or Juniors, all prospective pupils attend two taster days and are assessed. Please note, due to the current Covid pandemic, this will not be possible and therefore a a tour will be offered in place of trial days. In the Infants, this assessment and testing is informal and consists of observation of the child and how they relate to the other pupils, staff and the school's routines in general. In the Juniors, the assessment entails informal observation and more formal testing by our Academic Director, covering both maths and English skills. These assessments allow us to gauge the level of academic ability of each child and provide more effective learning opportunities should a place be offered and accepted.

5. Formal Offer & Acceptance of a Place

When a place is offered to a child in any part of the school, the Registrar will send out a formal offer letter with an Acceptance Form and Parent Contract, for the parents to complete and return with a deposit to secure the child's place. The deposit is refundable when the child's time at the school ends, provided all fees are paid up to date. Thereafter the Registrar arranges a suitable start date, sends out the welcome package of information and organises for the relevant fee invoice to be prepared.

6. Monitoring and review

This policy will be monitored by the Headmaster who provides feedback to the governing body. The policy will be reviewed every two years, or earlier in the light of any changed circumstances.