



# GRITTLETON HOUSE SCHOOL

FOUNDED 1951

## ADMISSIONS POLICY

### Legal Status:

Complies with), Part 6, Paragraph 24 (3)(a) of The Education (Independent School Standards) (England) Regulations 2010, as amended 2013.

### Applies to:

- the whole school including the Early Years Foundation Stage (EYFS), out of school care, the breakfast club, the afterschool clubs, the holiday club and all other activities provided by the school, inclusive of those outside of the normal school hours;
- all staff (teaching and support staff), the proprietor and volunteers working in the school.

### Related documents:

- Equality and Diversity Policy
- Special Educational Needs and Disability Act (SENDA)
- Attendance Policy
- Inclusion Policy

### Availability

This policy is made available to parents, staff and pupils in the following ways: via the School website, and on request a copy may be obtained from the School Office.

### Monitoring and Review:

- This policy will be subject to continuous monitoring, refinement and audit by the Headmaster.
- The Proprietor undertakes an annual review of this policy and of the efficiency with which the related duties have been discharged, by no later than one year from the date shown below, or earlier if changes in legislation, regulatory requirements or best practice guidelines so require.

Signed:

Date: February 2016

**Nathan Dawes**  
Headmaster

**Julian Shipp**  
Proprietor

## **Admission Policy**

### **Grittleton House School**

All applications for admission to Grittleton House School require the completion of the Application Form and payment of the Registration Fee (which is non-refundable). The forms are available from the school and should be returned to the School Office. At Grittleton House School we are registered to care for and educate children from the age of two years to sixteen years. To register, a parent completes the Registration Form (which requests details of the child's full name, date of birth, the name and address of every parent), there is a registration fee of £150.00. The child will then be placed on the waiting list for the desired entry date, and a letter to this effect sent to the parents.

We meet all children before they start the school, so that we can get an idea of the group most appropriate for the child to join. We ask that the child comes into school and they spend a day with a group, during which time a teacher will spend time getting to know the child. When a place becomes available a starting date will be offered. This is fully refunded if the required notice of three months is given.

### **Assessment Procedure**

The assessment procedure for admission into EYFS, including Reception will consist of a play session and a focus activity for the prospective pupil. The assessment procedure for older pupils seeking to join the School will involve a more formal written assessment. This is to assess their current level of learning in order that we can provide an appropriate educational programme.

### *Prep and Senior Departments*

Prior to the child's attendance at the school the parents or guardians must complete and sign the:

- *Registration Form*
- *Acceptance/Health Form*
- *Parent-School Contract Standard Terms and Conditions.*

This provides Grittleton House School with the following vital information, and informs the parents of the basic standards of behaviour and the attitude towards teaching and learning that the school expects and requires.

- Name, home address and date of birth of each child
- Starting date
- Name, address, telephone numbers and emails of parents or guardians
- Emergency telephone numbers of parents or guardians
- Special Diets
- Arrangements for collection for younger children or those with special needs that makes collection by an adult essential
- Name, address and telephone number of the child's doctor
- Illness and inoculation details
- Details of any allergies
- Parental consent on 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 that best possible care of their children.

The admission procedure for Grittleton House School is as follows:

- On receiving a contact from a person considering placing a child here, record the person's and child's names, child's gender and age, address, telephone numbers, other contact information and proposed date of entry. Arrange a time to visit and/or send out a prospectus pack and other information they request.

- At this point if the child's parents are convinced the school is appropriate for their child they will complete the registration form, which in this case should be sent out with the Prospectus Pack, at this time.
- On visiting the School, the visiting adults, ideally accompanied by the child, should be taken around the school and be given comprehensive information. Key personnel should speak to them.
- At this time if the registration form has not been completed and the parents wish the child to be considered for a place it must be completed at the end of the visit. Information regarding uniform can be given at this time.
- Reports from previous schools, educational psychologists or other relevant experts are to be requested.
- The child may be invited to spend a day (or days) in school.
- Before the decision to admit a child is confirmed by the School the parents/guardians are required to complete the "Acceptance Form" and sign the "Parent-School Contract – Standard Terms and Conditions."
- 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.
- 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* and Schedule 10 of the Equality Act 2010

For more details please see the *Prospectus, website* and the following *Registration form, Acceptance form* and *Parent-School Contract - Standard Terms and Conditions*

### **Equal Treatment**

Grittleton House School's aim is to encourage applications from candidates with as diverse a range of backgrounds as possible. This enriches our community and is vital in preparing our pupils for today's world. We are committed to equal treatment for all, regardless of a candidate's sex, race, ethnicity, religion, disability, or social background. Grittleton House School has no specific catchment area and welcome all children. There are limited places available for children under three years of age.

### **Special Educational Needs**

Grittleton House School does not discriminate in any way regarding entry. The school welcomes pupils with special educational needs providing that its learning support staff can offer them the support that they require. We welcome pupils with disabilities if our site can accommodate them. However, we strongly advise parents of children with special educational needs or physical or mental disabilities to discuss their child's requirements with the school. Parents should provide a copy of an educational psychologist's report or a medical report if they have one.

Each pupil with a disability and/or SEN requires special consideration and treatment. If appropriate adjustments need to be put in place, they will be discussed thoroughly with parents and their medical advisers, including adjustments that can reasonably be made to the curricular and extra-curricular activities before their child becomes a pupil at the school. 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). In the case of candidates holding a Statement of Special Educational Need Grittleton House School will meet the provisions of the Statement (subject to a charge).

### **English as an Additional Language**

Our school will make provision for children who have English as an additional language, (EAL) in the assessment procedure.

The Proprietors of the school are Mr Julian Shipp (Principal & Bursar), Mr Adrian Shipp and Mr Matthew Shipp whose address for correspondence during both term-times and holidays is the school address. The telephone number on which the proprietor may be contacted at all times is 01249 782434 the email address [bursar@grittletonhouseschool.org](mailto:bursar@grittletonhouseschool.org)