

NORFOLK HOUSE SCHOOL: Admissions and Entry Procedure

1. **Policy Statement:** To identify and admit children who will benefit from an academic education and who will contribute to and benefit from the ethos and activities of our school community. We will only admit a child and their family who meet these criteria.
2. **Equal Treatment:** We welcome children from many different ethnic groups, backgrounds and creeds. Human rights and freedoms are respected but must be balanced with the lawful needs and rules of our school community and the rights and freedoms of others. All candidates for admission will be treated equally, irrespective of their, or their parents' race, colour, language, religion, political or other opinion, national or social origin, association with a national minority, orientation, property, birth or other status. We expect all of our pupils to attend all assemblies and outings, and to take full part in all Religious Education lessons.
3. **Disability and Special Educational Needs:** The School has limited facilities for the disabled but will do all that is reasonable to comply with its legal and moral responsibilities under the *Special Educational Needs and Disability Act 2001* in order to accommodate the needs of applicants who have disabilities for which, with reasonable adjustments, the School can cater adequately.

The School needs to be aware of any known disability or special educational need which may affect a child's ability to take full advantage of the education provided at the School. Parents of a child who has any disability or special educational needs should provide the School with full written details at registration, or subsequently before accepting the offer of a place.

The School needs this information so that, in the case of any child with particular needs, we can assess those needs and consult with parents about the adjustments which can reasonably be made to cater adequately for the child's needs both during the admission process and if an offer of a place is made.

Similarly, if special education needs or a disability become apparent after admission, the School will consult with parents about reasonable adjustments that may allow the child to continue at the School.

4. **Application:** When you have read the Prospectus and the Standard Terms and Conditions, please complete and sign the Registration Form. The Registration Form must be signed by a parent and then returned to Norfolk House School together with a registration fee of £50.00. On receipt of the Registration Form for your child, together with the registration fee, the school will place your child's name on the General Waiting List for the term in which they expect to enter Norfolk House School. However, this does not guarantee your child a place. The registration fee will be refunded if the school cannot invite you for an interview and tour.
5. **Interview:** Once your child's name is on the appropriate General Waiting List they can be considered for a place. The school's Admissions Office will contact you to arrange a meeting with the Headmaster of the school where you will be given a tour of the school and provided the opportunity to ask questions.

6. **Assessment:** If you are applying for a place other than Reception your child will undergo an assessment at the school; this involves an academic assessment and a general interview to explore the candidate's interests, attitude to school, personal qualities, ability to contribute to the school community, support available at home and any relevant connection with the school. The school will also require your child's last school report, and a reference form will be sent to your child's existing school requesting further information on your child's academic and social progress.
7. **Offer:** If the school decides to offer your child a place a confirmation letter along with an Acceptance Form will be sent to you. To accept the offered place a completed Acceptance Form along with a copy of your child's birth certificate should be sent. A deposit is also required to secure the place; details of the deposit are outlined within the offer letter. The offer of a definite place is made on the understanding that you intend that your child remains at Norfolk House School until they leave at 11.
8. **Deposit:** Deposits are held against your child's account throughout their time at the school and are refunded, less any outstanding monies, when your child leaves the school, provided the school receives at least one full terms notice of your child leaving. Interest is not paid on any held deposit.
9. **Withdrawal:** If after accepting an offered place you subsequently decide to withdraw your child from entry, the full deposit paid will not be refunded. Deposits are only refunded if notification to withdraw is received in writing by the school at least one term before your child is due to start.
10. **Not Offered:** Should your child not be offered a place following your visit and interview to the school their name may remain on the General Waiting List, in which case your child will be considered for a future place.
11. **Exclusion:** In registering your child for a place at the school you are agreeing to abide by the school's regulations and policies and to ensure, in so far as is reasonably practicable, that if your child is offered a place at the school they will be both diligent in their studies and responsible in their attitude and behaviour. Should this become a problem we will make every effort to counsel your child and yourselves and encourage them to modify their behaviour. However, you must accept that it may become necessary for your child's place at the school to be withdrawn and for them to be educated at a school which is more appropriate to their needs. The Headmaster's decision in this matter will be final.
12. **Sibling Policy:** The school offers siblings priority for entry to the school, but the onus is with parents to inform the school of any siblings they may wish to be considered for entry. Siblings are awarded a fee discount of 10%, provided siblings are at the school at the same time.
13. **Disclosures:** Parents must as soon as possible disclose any particular known or suspected circumstances relating to their child's health, allergies, disabilities or learning difficulties.
14. **Additional factors:** If the School is oversubscribed. If we have to decide between two or more candidates who meet our admission requirements after all appropriate allowances and special consideration has been given, we may give preference to:-



Norfolk House
School

- A child who already has a brother/sister in the school or whose parent is a former pupil here
- A child whose parent is a current member of our staff;
- A child with a particular skill, talent or aptitude.

15. **School's Terms and Conditions:** This admission policy must be read in conjunction with the School's Terms and Conditions

Date: 01 September 2009