

NORFOLK HOUSE SCHOOL & MONTESSORI HOUSE NURSERY

Admissions and Equal Opportunities Policy

This policy applies all pupils in the school, including those in the EYFS



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Checked by

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Admissions and Entry Procedure – Norfolk House School & Montessori House Nursery

Norfolk House School & Montessori House Nursery and its EYFS setting is a community which recognises each individual's needs and in which the talents and abilities of children and adults are encouraged. The care for each child is central to the school's aims and provision and as a caring and welcoming community. Our curriculum and pastoral approach fosters the individual's sense of identity and awareness, alongside the important role they play as part of the community. This recognition and appreciation of individuality is central to the school's ethos and is reflected in the procedures through which we welcome, admit and induct children and their families into our community.

The purpose of this policy is to enable the school to welcome, identify and admit children who will benefit from the education offered at Norfolk House School and/or Montessori House Nursery 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.

Equal Opportunities

We welcome children from many different ethnic and racial 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. The School is committed to being an Equal Opportunities Education provider and is committed to equality of opportunity for all members of the school community. The school recognises and accepts its responsibilities under the law, in line with the 1976 Race Relations Act and in line with the Equality Act 2010; all candidates for admission will be treated equally, irrespective of their, or their parents' age, gender, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race or ethnicity, language, religion or belief, national or social origin, sexual 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.

Special Education Needs and Disability (SEND)

The School currently has limited facilities for SEND pupils but will do all that is reasonable to comply with its legal and moral responsibilities under equality legislation in order to accommodate the needs of SEND applicants for which, with reasonable adjustments, the School can cater adequately.

The physical layout of the site and buildings may restrict the movement of individuals with particular difficulties with mobility. The school has a three year plan in compliance with the Special Educational Needs and Disability Act.

The school defines a reasonable adjustment as one which can reasonably be undertaken within the normal staffing, facilities and resources of the school. Where the school needs to draw on additional expertise or resources, the cost will be passed on to parents. The School needs to be aware of any known SEND which may affect a child's ability to participate in the admissions procedure and take full advantage of the education provided at the School.

Parents of a child who has any SEND should provide the School with full details prior to the admissions procedure. The School needs this information so that, in the case of any child with particular needs, the School can assess those needs and consult with parents about the adjustments which can reasonably be made to ensure that the application procedure is accessible for the child and the School can cater adequately for the child's needs should an offer of a place be made.

The School will do all that is reasonable to ensure that the information and application procedure is accessible for SEND candidates and will make such reasonable adjustments as necessary. For example, the School may be able to provide an examination paper in large font for a visually impaired pupil. Similarly, if SEND become apparent after admission, the School will consult with parents about reasonable adjustments that may allow the child to continue at the School.

Where specific needs are identified and can be met with 'reasonable adjustment' by the school there will be no additional costs for support. Where it is deemed most appropriate for there to be intervention from an outside resource, the cost for these services will be the responsibility of the parent.

Application: To apply for a place, please read the terms and conditions and complete and sign the Registration Form. The Registration Form must be signed by both parents and then returned together with a registration fee of £50. 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 & Montessori House Nursery. 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 and you chose to withdraw.

Points of Entry: There are 3 main points of entry to the school.

- Infant Community age 2+ mornings only
- Nursery age 2 years, 7 months +
- Reception starting school age. Priority is given to children who attend Montessori House Nursery who are registered for Reception at Norfolk House School. These families will be invited to an interview and tour before families of external children registered for the same class.

Waiting Lists: Once a child is registered they are added to the waiting list for that year; usually positions on the list are allocated on a first come first served basis, subject to the following criteria being given precedence

- A child with an existing sibling within the school/nursery wishes to join
- A member of staff wishes that their child join the school/nursery
- A child who has previously attended the school/nursery wishes to re-join

Admissions Process: Parents applying to IC and Nursery will be contacted by the Admissions officer to arrange a tour.

Parents applying for Reception will receive a formal acknowledgement. A tour of the school and meeting with the Head Teacher will be arranged if a full or reserve place is available.

Chance Vacancy: If you are applying for a place outside of the main entry points your child will undergo an assessment at the school; this involves

- an academic assessment
- 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, Early Years Profile information and a reference form will be sent to your child's existing school requesting further information on your child's academic and social progress.

Pupils Applying from Abroad: Individual arrangements will be made for families applying to join the school from abroad.

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.

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.

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.

Oversubscription: 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:-

A child who already has a brother/sister in the school/nursery 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.

Offer and Acceptance: If the school offers 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, signed by both parents, along with a copy of your child's birth certificate should be sent to the School Office. A deposit is also required to secure the place; details of the deposit are outlined within the offer letter.

Deposit and Cancellation: Please refer to the School's Terms and Conditions for information as to how the Deposit will be held and in what circumstances it will be refunded. Further information is also provided in the Terms and Conditions about cancellation of a place that has been accepted.

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 Headteacher's decision in this matter will be final. See the School's Exclusions Policy.

School's Terms and Conditions: This admission policy must be read in conjunction with the School's Terms and Conditions by which all parents and pupils must abide in relation to treatment of staff and pupils particularly at the school.

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