



# PARK SCHOOL

## ADMISSIONS POLICY

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# ADMISSIONS POLICY

## INTRODUCTION

Park School applies the regulations on admissions fairly and equally to all those who wish to attend this school. The Admissions policy has been kept simple, with regards to meeting the educational needs and wellbeing of children, the provision for an appropriate level of acceptable behaviour and the availability of space within class groups and year cohorts.

Park School is a non-selective school that welcomes children from all backgrounds and abilities.

If the number of children applying for entry exceeds the places available in the class or year cohort that is regarded by the Headteacher as the most appropriate, considering both the child's age and their academic ability, we apply the procedure set out below to determine whether a child can be allocated a place or not.

Applicants for admission to the school are assessed **by application form, interview, and practice days**. We do not undertake any formal testing of ability in the admission process.

This policy paper should be read in conjunction with the Behaviour Policy and the Accessibility Policy. The term 'parent(s)' in this policy refers to one or more people with parental responsibility, and may be taken to include a child's legal guardian.

## EQUALITY STATEMENT

Park School is committed to ensuring that all children, colleagues, parents, members of the public and wider school community are treated with fairness and equality and are not be discriminated against.

Our aim is to encourage applications from candidates with as diverse a range of backgrounds as possible. We believe that diversity is a strength which should be respected and celebrated by all those who learn, teach, and visit us.

We have written our admissions policy in line with the principals of the Equality Act 2020; they are fair and transparent and do not discriminate on the grounds of disability, gender and or gender-reassignment, race, religion or belief, sex; and sexual orientation.

We will apply this principle throughout our admissions process.

## ADMISSION TO MAIN SCHOOL

Children can attend the main school between the ages of 5 to 11 years.

When a prospective parent first visits the school, a place may be offered on the following basis:

1. **That a place is available in the class** that the Headteacher's view as most suited to the child's age *and* academic ability, i.e., the number of children already enrolled in the class is below the maximum number set by the Headteacher for that specific class:

Places are offered within one of three class groups as follows:

- Squirrels: age 5 – 7      maximum 18 places
- Rabbits: age 7 – 9      maximum 20 places
- Foxes: age 9 – 11      maximum 20 places

Within each class, it is planned that there will be approximately 8-10 children within each year cohort

*The exceptions to this are:*

when a child is summer born and the parent requests that the child delays entry into school and is to progress through school within the year group below their chronological age;

where the school considers that the child's needs would best be met in a different class group.

2. That the admission will be accepted on the understanding that the school must, at the time of admission, feel that it will be able to meet the academic needs of a child, i.e., that the child will be able to access a Park School education.

This decision is made based on the information provided by the parents in the application form, including any relevant medical or educational reports and observations made on a trial or practice

3. That a child's behaviour is of such an acceptable and appropriate level such that, at the time of entry, the child will not disrupt their own education, cause the long-term disruption of the education of other children, or present a safeguarding risk to themselves or others.

## **CRITERIA FOR PRIORITISING ADMISSIONS**

If admissions exceed the number of places available it becomes necessary to differentiate between applications by using the following sole criteria (not necessarily in order of priority)

1. The availability and suitability (including year group) of a place in the class appropriate to the applicant
2. Children who have a sibling (or other close family member) attending the school at the pupil's proposed admission
3. Date application made
4. Children of staff who work in the school
5. The capacity of the school to meet the applicant's child's academic, behavioural, or special educational needs, and the impact of admitting the child on the children already in the class.

*When the school considers that it can meet an applicant's educational needs in Early Years it does not automatically follow that it will be able to do so in the main school. The progression from Early Years to the main school is therefore subject to an individual assessment of the school's capacity to meet the child's continuing educational needs.*

The school seeks to provide an inclusive learning environment that welcomes children with a broad range of learning needs. Every child's application will be considered on its individual merit subject to the criteria above.

Where a child may require extra tuition or further assessment. This will be discussed during the admissions process.

6. Low-income families - The school seeks to be inclusive and to be accessible to a broad range of families;

The school can offer a limited number of subsidised places to families with lower incomes. Families who might otherwise not consider a place for their child at Park School can apply for a Fee bands A or B.

The school cannot guarantee to offer a place for all families who apply for a subsidised place and consideration will be given based the availability of funds in the school when considering the final offer of a place.

See fee band leaflet for more information on our fees policy

## **NON-FINANCIAL CONTRIBUTION AND COMMITMENT TO THE SCHOOL**

The school values community and parents are vital to the ongoing success and inclusivity of the school.

Prospective families are expected to be aware of the school's need for non-financial contributions in terms of gifting voluntary hours to the school.

More information on volunteering at Park School is set out in the Parents Handbook.

## **PUPILS WITH SPECIAL EDUCATIONAL NEEDS**

We do not discriminate in any way regarding entry. We welcome pupils with special educational needs, providing that Park School can offer them the support that they require.

We welcome pupils with physical disabilities, provided that our site can cope with them. However, we advise parents of children with special educational needs or physical disabilities to discuss their child's requirements with the school before booking a 'Trial Week.'

If we are uncertain whether the school can meet the child's needs without compromising the education of other pupils, we may recommend a longer probationary period (up to half a term). The fee for the probationary period will be agreed upon with parents in advance.

If the probationary period is terminated early by the school, a proportion of the fee paid for this period may be refunded at the discretion of the Headteacher. If, on the other hand, the probationary period is terminated early by the parents, the fee is not normally refundable.

We reserve the right to decline admission either (a) at the point of application, (b) after a 'Practice Day,' or (c) after a probationary period, on the grounds that the school is unable to meet the child's needs and/or we feel that the child will be unable to access the education that Park School provides.

Parents should provide a copy of an Educational Psychologist's report or an Education, Health, and Care Plan to support their request, for example for a Learning Support Assistant or other special arrangements.

We will discuss thoroughly with parents and their medical advisers the adjustments that can reasonably be made for the child if they become a pupil at the school.

Please read our Special Educational Needs and Disabilities (SEND) Policy for further information.

## **PROCEDURE FOR ADMISSION – MAIN SCHOOL**

1. Parents complete an application which places the child on the waiting list.
2. Permission will be sought to obtain information / records from the child's previous or current school/s.
3. Parents are invited to visit the school, with or without their child, to look around and meet the headteacher or their representative if they have not previously visited. If parents are not local to the school, they will be offered a video-meeting with the Headteacher.
4. When space is available in the child's year cohort and relevant class group, the child will be invited to attend a 3-day practice visit to determine the suitability of admission. In exceptional circumstances, this may be extended by mutual agreement to a maximum of four days.
5. A meeting will be arranged with the headteacher and class teacher to discuss the child's learning needs prior to the start of the practice placement.
6. Prior to the start of the practice, a consent form for hospital emergencies, medical information and all contact numbers must be completed by the parents and held in the school office.
7. Assessment is by observation of a child by the class teacher in the class context(s) with reference to their academic work, the impact of admitting the child on the class group and in the whole school context.
8. Assessment is made on
  - a. The school's ability to meet the child's educational, social, emotional and wellbeing needs;
  - b. The effect the proposed new child is likely to have on the educational, social, emotional and wellbeing needs of the group they will be joining and on the school as a whole;
9. A final interview is held on the last day of the practice between the parents, child, class teacher and headteacher to confirm admission and to ensure any requirements for the child.
10. Confirmation of an offer will be made in writing within five working days taking into consideration advice from other staff members and agreement of financial arrangements including fee band.
11. On the formal offer of a place, a start date will be agreed.
12. Prior to the child starting at the school, parents are required to complete an enrolment form (see Appendix A), pay a deposit and an initial fee payment, and commit to a payment plan.

## **MISLEADING, INACCURATE, OR INCOMPLETE INFORMATION**

Parents are required to sign the application form to state that all the information provided in the form is true and complete.

If, after an offer of a place has been made and accepted, the school subsequently becomes aware that the information provided in the application form was misleading, inaccurate, or incomplete, the headteacher will review the offer of a placement made.

If the headteacher determines that the school is unable to meet the child's academic, behavioural, or special educational needs, i.e., that the offer would not have been made if correct and accurate information had been provided at the time of application, the school reserves the right to withdraw the place by giving half a term's notice.

#### **WHERE AN APPLICATION IS REJECTED**

Park School reserves the right to refuse entry and progress into any group if the school's structure, in the opinion of the headteacher and teachers, does not meet the educational, social, emotional and wellbeing needs of the child or will have a detrimental effect on the educational, social, emotional and wellbeing needs of other children in the school.

In the event of a request for admission being declined after the above process the Headteacher or their representative should confirm the decision with the Chair of Council or their representative.

Admissions in Year 6 - children are not normally admitted in their final year of primary school unless they can complete three full terms and, in this case, ideally their practice days should be completed in the summer term, or the first four days of the Autumn term; Exceptions to this will be considered on individual merit.

#### **RIGHT OF APPEAL**

Any applicant to the school who is not offered a place for any reason has a right to appeal against the decision, following the framework set down in the school Complaints Policy.

#### **DEFERRED ENTRY**

Once a place has been formally offered, following a successful practice, if parents want to defer entry to an agreed place, they will be asked to pay a fee payment of Band C minus 20%.

#### **SHORT TERM ADMISSIONS**

There are occasions when short term admissions can be beneficial to the child and to the class group. Careful consideration is given to each individual case with the final decision being reached between the class teacher and the headteacher.

#### **STAYING ON AFTER 11 YEARS**

Children who are already in the school may request a further academic year when they reach the normal leaving age. Parents should request this in writing by the end of the Autumn term at the latest.

It is for the headteacher to decide if this is appropriate, taking into consideration the views of the parents, advice from the class teacher and any other professionals involved with the child's education. The individual child's needs and best interests will be paramount in making the decision. If agreed, the Department of Education must be informed so that it can give permission for the school to hold the correct licence to do this.

#### **OVERSEAS STUDENTS**

A child must be eligible to be educated in the UK as we do not hold a Tier 4 Sponsor Licence.

## **ADMISSION TO THE EARLY YEARS GROUP:**

Early Years can accommodate up to 20 children, depending on staff availability and the number of days that each child attends.

**The early year's provision is primarily available to families who intend for their child to progress through the school** however, some limited places may be available for families who wish their child to only attend the early year's provision.

Children can start in the school immediately after their third birthday subject to space and the ability of the child to manage personal care (toileting) with a level of independence.

**Please note**, children are only eligible for the Early Years Entitlement Funding from the term beginning **after** their third birthday.

The school can offer up to 15 hours per week free early education for all 3–5-year-olds under the Early Years Universal Entitlement Funding scheme.

We are unable to offer families the 30 hours extended entitlement.

## **CRITERIA FOR ADMISSION TO EARLY YEARS**

1. Children are offered a place within Early Years based on the following criteria:
  - a. The child will be aged between three and five years old at the proposed start date;
  - b. The availability of a place within the group and year cohort.
  - c. The ability of the **school to meet the child's educational and wellbeing needs and the impact of the child of the education and wellbeing of other children in the group** within the reasonable resources available to the school.
  - d. The ability of the school to ensure the safety of the child given the open nature of the provision.
2. Priority will be given based on the following criteria:
  - a. Children who have a sibling (or other close family member) attending the school at the child's proposed admission
  - b. Date application made;
  - c. Children of staff working in the school;
  - d. Children, whose parents commit to a place in the main school by paying a deposit.
  - e. The capacity of the school to meet the applicant's educational and wellbeing needs and the impact of the child of the education and wellbeing of other children in the group within the resources available to the school.

## EARLY YEARS - PROCEDURE FOR ADMISSION

1. Parents should attend one of our open days in the first instance.
2. Parents/Carers make an appointment to visit the school – with or without their child – to look around and meet the Early Years Lead Educator or their representative. Parents must complete an application form in order that the child is considered for an offer of a place.
3. When a place is available, a meeting will be arranged with the Early Years Educator and the parent(s) to arrange three introductory half-days for observation and assessment purposes, usually in the term before the child is due to start. The introductory half-days may be extended by mutual agreement. Observation and assessment involve the observation of the child in the Early Years context, usually with their parent(s) in attendance.
4. Criteria considered in the assessment are:
  - a. The school's ability to meet the new **child's academic, pastoral, and social needs**;
  - b. The **impact the new child is likely to have on the wellbeing and learning of the other children** in the group they will be joining and on the school within the reasonable resources available to the school;
  - c. The ability of the school to **ensure the safety of the child** given the open nature of the provision.
5. If both the school and parent agree that a place is appropriate, a formal offer is made by the school at which point the parent must complete an enrolment form.
6. A start date and attendance pattern will then be arranged through the school administrator in discussion with the Early Years Educator. Sessions will be available dependant on the numbers already enrolled and in accordance with legal staff/child ratios.

## PATTERNS OF ATTENDANCE IN EARLY YEARS

The Early Years provision is primarily planned as a preparation for children to enter classes in the main school at Park School. Our aim is to build a sense of belonging and cohesion for children within the group that we hope they will continue their education with whilst at the school. Because of this, we do not offer the same degree of flexibility as many other 'child-care providers' where parents select morning and/or afternoon sessions at different points through the week.

Attendance in the Early Years' group is usually a minimum of 9 hours per week, over three consecutive mornings extending to 5 mornings, for children aged 3-4, with the opportunity to extend this to whole days as the child becomes settled and confident.

Children in their 'Reception' Year are expected to increase their hours to be attending full time by the beginning of the summer term, or the term following their 5<sup>th</sup> birthday, whichever comes first. This will ensure full and equal access to the whole Early Years Foundation Stage Curriculum for all the children, which is essential in preparation for their transition to the next group.

## COMPULSORY SCHOOL AGE

The majority of children who come to our Early Years group will continue their education at Park School until age 11.



The law states that, **‘Your child must start full-time education once they reach compulsory school age. This is on 31 December, 31 March or 31 August following their fifth birthday - whichever comes first.** If your child’s fifth birthday is on one of those dates then they reach compulsory school age on that date’. For example, if your child reaches compulsory school age on 31 March, they must start full-time education at the beginning of the next term (summer term that year).

Children of compulsory school age who are no longer entitled to the 15 hours Early Years Childcare funding are required to pay full-fees according to the fees stated in our current Fee policy when in the Early Years group (Hedgehogs). This applies even if the headteacher has agreed a ‘delayed entry’.

### **PROGRESSION FROM THE EARLY YEARS TO THE MAIN SCHOOL CLASSES**

Transition into the main school classes at Park School usually happens in September of the school year following the child’s fifth birthday.

Transition to the main school is not automatic and should not be assumed.

**Parents of children in the early years are required to apply for a place in the main school.**

The progression from Early Years to the main school is subject to an individual assessment of the school’s capacity to meet the child’s continuing educational needs. We will comply with the principles of the Equality Act in considering any ‘reasonable adjustments’ that can be made to meet the child’s needs.

At the point at which parents are invited to confirm their wish for their child to move into the main school, a meeting will be held with the parents, the headteacher and squirrels class teacher to discuss any specific issues that might be evident regarding the child being able to access education in the main school.

Where a child may require additional support, this will be discussed with the parents at interview. The cost of any additional support, where agreed, must be met by the parent in addition to the agreed fee band.

### **SUMMER BORN CHILDREN AND ‘DELAYED ENTRY’**

Children born from 1 April to 31 August - summer born children - do not need to start school until the September after their 5th birthday, a full year after they could first have started school.

Where a parent **delays** their child’s start until the September after their 5th birthday, they may request their child is admitted out of their normal age group in order to start in reception (Hedgehogs group) rather than in year 1 (Squirrels class).

Where a parent **requests delayed entry** and for the child to be educated out of their ‘normal year group’, it is for the headteacher to decide if this is appropriate, considering the views of the parents and advice from the teaching staff and any other professionals involved with the child.

*Date*

*Parent  
Address*

Dear *Salutation*,

*Child* will be five during the *Term* and is therefore eligible to continue to receive the Early Years Entitlement of fifteen hours of free provision until the end of that term.

We very much hope that [*Child\_Name*] will continue with us after the Early Years Entitlement has ended, which will either be in our Early Years setting, or in Main School.

It is not assumed that all children will move from our Early Years provision to the main school. Should you wish for your child to progress into the main school, you must apply for a place.

We cannot guarantee that a place will be available in the main school for all children in our Early Years provision and the criteria laid out in our Admissions Policy will be applied to any application made.

**To secure a place in the main school** you need to complete an enrolment form, and pay the enrolment fee and deposit.

Final confirmation of a place in the main school will be given following a discussion with the Squirrels class teacher and the headteacher.

Please complete and return the attached form to let us know your wishes. If you have any questions, please do not hesitate to speak to the early years' educator, the headteacher or myself.

With best wishes,

**Zoe Garcia-Breton  
School Administrator**

Parent\_Name  
Address

Date

### **Placement after the Early Years Entitlement expires and Transition to Main School**

[[Child\_Name]

[Child\_Name] will no longer be eligible for the Early Years Childcare Entitlement in the term after their fifth birthday. After this point, you will need to make payment based on the school's fee-band structure (**see attached fees leaflet**).

If you intend for [Child\_Name] to remain in the early years group you are required to complete an enrolment form, pay a deposit, and agree payment on one of our fee bands by [Date].

It is not assumed that all children will move from our Early Years provision to the main school. Should you wish for your child to progress into the main school, you must apply for a place.

We cannot guarantee that a place will be available in the main school for all children in our Early Years provision and the criteria laid out in our Admissions Policy will be applied to any application made.

**To secure a place in the main school** you need to complete an enrolment form and pay the enrolment fee and deposit.

Final confirmation of a place in the main school will be given following a discussion with the Squirrels class teacher and the headteacher.

**Zoe Garcia-Breton**  
**School Administrator**

Parent\_Name  
Address

[Child\_Name]

I wish for [Child\_Name] to remain in the Early Years provision at Park School and to access **full-time education** after the Early Years Entitlement is no longer applicable.

I understand that I will need to complete an Enrolment Form and pay an enrolment fee of £50 and a deposit of £804. \*

I have previously paid the enrolment and deposit. \*

I wish to **secure a place for [Child\_Name] in the main school.**

I understand that I will need to complete an Enrolment Form and pay an enrolment fee of £50 and a deposit of £804. \*

I have previously paid the enrolment and deposit. \*

\*Delete as appropriate

I understand that:

a place in the Main School will be subject to confirmation following a discussion with the Squirrels class teacher and the headteacher

Should a later decide that I do not wish for [Child\_Name]

I do not intend for [Child\_Name] to remain in the Early Years group at Park School after the Early Years Entitlement expires. I understand that this formally gives notice that [Child\_Name] will leave Park School at the end of the [Term] and understand that I need to give at least half a term's notice of when he/she will leave in writing.

**Signed**

**Date:**

**Parent**