

ADMISSIONS POLICY

Legal Status:

- Complies with Part 6, Paragraph 24 (3)(a) of the Education (Independent School Standards) (England) (Amendment) Regulations 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), students on placement, the proprietor and volunteers working in the school.

Other relevant documents:

- Terms and Conditions
- Admissions Policy
- Single Equalities Policy
- Special Educational Needs and Disability Act (SENDA)
- Inclusion Policy

Availability

This policy is made available to parents, staff and pupils in the following ways: via the School website, within the Parents Policies Folder on both sites in the reception area, 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 Principal.
- The Principal will undertake a formal annual review of this policy for the purpose of monitoring 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 significant changes to the systems and arrangements take place, or if legislation, regulatory requirements or best practice guidelines so require.

Signed:

Date: April 2018

A handwritten signature in blue ink that reads 'Emma Gowers'.

Miss Emma Gowers

Principal and Proprietor

The Gower School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. It is our aim that all pupils fulfil their potential.

Admission Policy

The Gower School

All applications for admission to the Gower School require the completion of the Registration Form and payment of the Registration Fee (which is non-refundable). The forms are available on the website and from the school and should be returned to the School Office. Although there is no official sibling policy, in practice, pupils who have an elder sibling who attends the school are given priority in the application process.

At The Gower School we are registered to care for and educate children from the age of three months to eleven years. To register for either the nursery (3 months to 5 years) or the primary (4 to 11 years) the parent completes the relevant 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 £50.00, and 2 photos of each child are requested. The child will then be placed on the waiting list for the desired entry date, and a letter to this effect emailed to the parents.

Nursery Admissions – places are allocated on a first come, first served basis.

Primary Admissions –we invite everyone who registers to a group assessment session in the November prior to the reception year, children are invited with groups of the same birthday month. Following this initial assessment round, a number of children are invited to return in the January for an individual assessment with a teacher. At the same time, the Principal meets with the parents, and decisions are made by the end of January for places the following academic year. Most children are offered Primary places starting in September but each year a handful of children start in the January of the reception year if this will benefit the child.

When a place becomes available then parents are emailed an offer letter, with the parents Terms and Conditions and the Acceptance of Place Form. Parents need to return the signed Acceptance of Place Form together with the deposit to secure the place within the stated timescale. For the Primary School the non-refundable deposit is £2000.

In the nursery, places are offered each term, usually 2 terms ahead, but sooner for ad hoc places. When a nursery place becomes available a starting date will be offered, based around that requested by the parent and availability. For the Nursery the deposit is £1000. This is fully refunded if the required notice of three months is given (nursery).

Following receipt of the deposit and Acceptance of Place form, the place is confirmed in writing by the school office.

For the nursery, children are invited to visit their new group in advance. Following this, a home visit date is arranged and times for settling in offered. Parents are issued with a Home Visit sheet and asked to provide parents' names and who the child lives with, nationality, ethnic origin, languages spoken, religious beliefs, medical and dietary details, special needs, prescribed medicines, G.P and Health visitor, immunisation details, names of carers and collectors, emergency contacts. They are given an opportunity to ask questions and are issued with policies, staff photographs, permission slips and a Parent's Handbook, as well as a kit list.

They are asked to ensure the return of all permission slips with photographs of those authorised to collect their child by the time the child is left at the nursery.

For the Primary, the children visit in the term prior to starting school, are invited to a class picnic, parents attend the Principals' Welcome Meeting, and all new families are invited to the school's Annual Exhibition Evening.

Assessment Procedure

The assessment procedure for admission into EYFS, including Reception and Year 1 will consist of a playbased assessment session and a focus activity for the prospective pupil. The assessment procedure for older pupils seeking to join the School will involve a two day visit to experience school life, and we carry out more formal assessments in Reading, English, Mathematics, and Reasoning. This is to assess their current level of learning in order that we can

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provide an appropriate educational programme. Following these assessments, parents are invited to meet the Principal to discuss further.

Each primary school class is selected on being as mixed as possible – mixed ability, ethnicity, religion, gender. We select families who live within green travel of the school as a priority – we have a small school community.

The final decision as to whether to offer a place to a child rests with the Principal.

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

- *Registration Form*
- *Acceptance of Place Form*

This provides the Gower 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.

English as an Additional Language

Our school will make provision for children who have English as an additional language, (EAL) in the assessment procedure. 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). We do not regard children as having a 'learning difficulty' solely because the 'language or medium of communication of the home is different from the language in which he or she is or will be taught' (Education Act 1996, Section 312(1), (2) and (3)). However, pupils for whom English is an additional language (EAL) will be provided with appropriate support provided they meet The Gower School Academic criteria. They will be assessed to gauge the support that may be needed in order to ensure equal access to the curriculum along with all other aspects of life at our School. Our school has a policy and procedures for students requiring *English as an Additional Language* (EAL). We use multi-lingual staff in order to facilitate this provision.

Special Educational Needs

Where a child who has an EHCP (Education Health Care Plan) joins The Gower School, we will always consult with parents and, where appropriate, the Local Authority to ensure that the required curriculum is provided for as set out in the EHCP, including the full National Curriculum if this is specified. We will also co-operate with the Local Authority to ensure that relevant reviews, including the annual review, are carried out as required by regulation and best practice. The school will make reasonable adjustments to meet the needs of children with special educational needs. Any additional services that are needed to meet the requirements of the EHCP or additional services such as ELS (Eureka Learning System – one to one therapy) will be subject to charge. This will be either directly to the parents, or the Local Authority if they are responsible for the fees and The Gower School is named in the EHCP. Our school has a policy and procedures for children with *Special Educational Needs and Disabilities* (SEND).

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