

# **1-3 Admissions Policy**

*This Policy applies to the entire setting including the EYFS.*

## **General**

The Mead School is a co-educational independent school for pupils from the term in which the child is 3 to 11 years of age (academic year 6). Deciding on the right school for your child is a very important decision and we believe that a personal visit is invaluable. We very much hope that you and your child will visit The Mead School. We hold three open day events, one each term, which give a general introduction to the school and details of these days are published on our website. We are also very happy to welcome prospective parents and their children at other times. Please contact the school's registrar, Elizabeth Winter on 01892 525 837 or email [office@themeadschool.co.uk](mailto:office@themeadschool.co.uk).

## **Introduction**

This Policy applies to the entire setting including the EYFS. It should be read in conjunction with the school's Equal Opportunities Policy and Terms and Conditions of the school.

It is the policy of The Mead School to admit children who will benefit from a broad 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. The offer of a place is based on the date of registration. Siblings are given priority.

## **Equal Treatment**

We are a Christian School and welcome children from many different ethnic and racial groups, backgrounds, creeds from all religions and none. 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, 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.

## **Admission Procedure**

### **Initial Enquiry**

Prospective parents initially contact the school, request a prospectus and visit the school.

### **Application Process**

Parents wishing to make an application for a place for their child at the Mead should complete a registration form which can be obtained from the registrar. The registration form must be signed by adults with contractual responsibility for the child being registered. This should be returned to the school together with the non-refundable registration fee £50 and an acceptance deposit £250. The Deposit is refundable should the Mead not be able to meet the education needs of the child or on the child's last day at The Mead School, less any expenses incurred during their last term.

Parents are asked to declare information about any known learning difficulties or disabilities on the registration form in order to help the school to anticipate and plan for the child's needs in advance

of their arrival at the school. Should a child have additional educational needs, before a child can be offered a place at The Mead, open discussion between the parents, the Head and the school SENCO is required to ensure The Mead can meet the needs of that individual and that the child can fully access and benefit from a Mead education.

In assessing any prospective pupil, the school may take such advice and require such assessments as it deems appropriate. It is a policy of the school to contact the Head of the pupil's current school before an offer of a place at The Mead School is made. Last available reports and key stage / school assessments will also be requested.

The school will advise parents of the reasonable adjustments it can make based upon the information given and advice received, to enable a prospective pupil to take up a place at The Mead School and to satisfy the admissions criteria.

Wherever practicable the school will make reasonable adjustments to the timetable to allow children with restricted mobility to attend accessible parts of the school. The school may not be able to provide auxiliary aids and services or to make physical alterations to existing buildings. A pupil with restricted mobility may be unable to access some or all of the educational and recreational facilities that the school offers. It must be remembered that The Mead is on four floors with no lift access.

## **Taster Sessions**

All prospective pupils must attend a taster morning or day in the term prior to entry to help the school and the parents decide whether The Mead is the right environment for them and their child. If the period of registration is over a school holiday, this can be waived. If a child does not attend a taster day prior to starting at The Mead and is found on starting to have additional needs then the Head will contact the parents and the aforementioned procedures will come into immediate operation.

## **Next Steps**

An acknowledgement letter is then sent to the parents, explaining the next steps.

For those commencing in September, an invoice for the commitment fee (which is half the first term's fees) is sent out during the Summer Term (for new Reception Infant children this is sent out in the February preceding the September they wish to join) and is due within 2 weeks of presentation (to be deducted from the fees for the child's first term at The Mead). This is non-refundable should the child not start at the school.

An invitation is sent to prospective parents inviting their child to attend New Children's Morning (for those in Reception Infants and above) which is held at the end of June beginning of July and at which all the existing and new children will spend the morning with their new teacher. Parents too have the opportunity to briefly meet their child's prospective teacher. Parents are also given the parents' handbook which includes useful information on the life of the school together with policies on complaints, bullying, safeguarding, child protection, internet safety and discipline.

In addition, Reception Infants and Pre-Reception children will be invited to a playgroup session once a week during the Summer Term. This gives the child a chance to familiarise themselves with the school environment. Those joining Kindergarten can also attend a playgroup session once a week, during the term before they are due to commence.

For those children commencing in September, all parents are written to again during the Summer holidays and are sent the key dates for the Autumn Term, reading lists for children in years 3 to 6,

term dates, uniform price list and any other paperwork that the current children received in the end of term pack, i.e. information about upcoming events. At the same time they can try on some of the sample school uniform the school keeps in stock for this purpose. The school uniform shop is online, with regular deliveries to the School.

The remaining half of the fees is payable on or before the first day of the child's first term at The Mead School.

Year group meetings are held in the half term before children 'move up,' in which teachers can outline the class timetables and parents have the chance to ask any questions.

Movement from Pre-Reception to Reception and Year 2 to Year 3 is expected and usually automatic. However, the school reserves the right in exceptional circumstances to refuse a place to a child whose SEND needs have changed and a further professional assessment indicates that The Mead School cannot make reasonable adjustment to meet their educational needs. In this instance a term's notice will be given to parents.

## **Administration**

The Mead School informs KCC of any pupil who is going to be deleted from the admission register for any of the 15 reasons as soon as the grounds for deletion are met, but no later than deleting the pupil's name from the register.

The Mead School informs KCC of any pupil who fails to attend school regularly, or has been absent without the school's permission for a continuous period of 10 school days following on from a period of approved leave or is absent for 20 consecutive days without approved leave.

The Mead School informs KCC of new pupils entered onto the Admissions Register by the end of the fifth day after the day on which the particulars of the pupil are entered on the Admissions Register.

For full details of children missing in education view the register policy (1.4).

## **Role and Responsibilities**

The Head is ultimately responsible for all entries to the school and has absolute discretion in this matter.

The Registrar keeps an up-to-date register of all entries to the school and liaises with the Head.

The Registrar and the Business Manager control registration fees and deposits.

The school requires parents, guardians and pupils to agree to the rules and regulations of the school.

## **Monitoring and Evaluation**

The whole Admissions process is monitored and evaluated by the Head and Directors.

## **Complaints**

The School hopes that parents and pupils do not have any complaints about the school's admissions process; but copies of the school's complaints procedure can be sent to parents on request.

STAFF: Andrew Webster (Head), R Hall (Business Manager), E Winter (Registrar)

AMENDED: September 2017

NEXT REVIEW: September 2018