

# COGNITA

## Admissions Policy

### Salcombe Preparatory School



## September 2018

*This policy applies to Salcombe Preschool (EYFS), Pre-Preparatory School and Preparatory School*

## Admissions Policy

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<b>Contact names</b>	
Executive Head	Sarah Davies
School Business Manager	Sarah Riddle
Registrar	Karolyn Muzzlewhite
Deputy Head (Prep)	Tushi Gorasia
Deputy Head (Pre-Prep)	Karen Catlin
Head's PA	Emma Olakisan
Assistant Director of Education and Chair of governance panel	Robin Davies
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### Policy statement

We welcome applications for admission from pupils of all backgrounds. This Policy applies to all pupils, including those in our Early Years Foundation Stage. We admit pupils with an additional educational need and/or disability provided both parents and school conclude that we can provide appropriately for the child's specific needs.

### Enquiries

All enquiries and applications should be made to the Registrar. The Registrar will ensure that you have all the information you need.

### Visits

Prospective parents are encouraged to visit to see the school in action and to meet the Executive Head. Open Days are held termly and are an opportunity to tour the school on an informal basis. Alternatively you might like to make an appointment for a personal tour following registration. Please contact the Registrar to arrange this.

### Registration

Following a visit, parents wishing to register their child should complete a Registration Form and return it with a payment for the registration fee. The registration fee covers the cost of administering the registration procedure, including the waiting lists and is non-refundable. Registration is an indication of interest and is not a guarantee of a place.

The school will respond by confirming that the child's name has been placed on the admission list for the relevant term and year. If the year group is fully subscribed, they will be placed on a waiting list. A place is confirmed once a formal offer has been made by the school and a deposit has been received in return.

### Admission to Nursery

Children are welcomed into the Nursery from 3 years old. A formal assessment of children is undertaken during a Taster Day. The school administers assessments 1-2-1 with the child and assesses the child's abilities in age related literacy and numeracy tasks. Observations are also made throughout the sessions looking at social and pastoral needs. In some rare cases a place will not be offered if we judge that a child's development is below expectation or that they will not flourish in the environment we offer.

### Taster Days

We offer Taster Days as an opportunity for children to experience a day in the Salcombe family and meet their potential future class mates. They take part in a school day and join in with all the activities taking place. For Preschool and Reception admissions the Taster Day is shorter than for older children and takes place in the morning or afternoon only.

### Transition from Nursery to Reception

Transition from Nursery (age 3-4) to Reception (age 4-5) is automatic. Children are assessed based on an ongoing observation of their learning and development. In some rare cases where we judge that a child's development is below expectation or that they will not flourish in the environment we offer, transition may not be automatic.

### Transition through year groups

It is anticipated that all pupils will transition through the school and reap the rewards of the education on offer. Should this prove not to be the case, parents will be informed of any concerns at the earliest opportunity and at the latest before the end of the Spring Term if there appears to be any reason why the pupil may be refused a place in the subsequent year groups. In rare cases it may be that a pupils' progress or behaviour means that transfer to the next stage of the school is not deemed appropriate.

### Admission to other year groups

Children joining the school are assessed during the Taster Day. All children must complete NFER assessments in Maths and English which are based on the National Curriculum. They are also observed during lessons and throughout the Taster Day by teachers and staff.

### Allocation of places

In the event that the number of children registered for any year group exceeds the places available, the following procedure will be applied.

Places will be offered the following priority order -

- Siblings in the school
- Children of Alumnae
- Length of time the child has been registered
- Results obtained in standardised tests

### Offer

The parents of each applicant will normally be informed at the Admissions Meeting which takes place on the same day as the Taster Day, whether a place is available. The school will not be obliged to state its reasons for declining a request for admission. In some cases, where a place cannot be offered at the Admissions Meeting, and second Taster Day may be recommended.

### Waiting list

If no place is available, parents may place their child's name on the waiting list for the school. The school cannot guarantee when a place may become available. The waiting list will be transferred automatically to the following academic year, should a place not become available in the academic year the child was placed on the list.

### Appeal

There is no appeal process for admission to the school. The decision of the Executive Head is final.

### False information

Where the school has made an offer of a place on the basis of a fraudulent or intentionally misleading application, which has effectively denied a place to a child with a stronger claim, the offer of a place will be withdrawn.

### Overseas pupils/Pupils with English as an additional language

We welcome pupils from a wide variety of cultural backgrounds, including overseas pupils and those with English as an additional language (EAL). Children entering the School must have an appropriate

working knowledge of English and parents must be committed to supporting further English study at their cost, if necessary.

Overseas students are required to have a guardian who is resident in the UK and who can act on behalf of the parents, if required.

### **Special educational needs and disabilities**

Subject to our entry requirements being met, we welcome pupils with special educational needs or physical disabilities. We advise parents of children with special educational needs and/or physical disabilities to discuss their child's requirements with the school before registering for a place. This will enable the school to determine whether the school can make reasonable adjustments to ensure that the child can flourish as a learner. Where necessary, parents will be asked to provide a copy of an Educational Psychologist's report or a medical report and the school may need to discuss provision with external agencies. The cost of such reports is the responsibility of the parent. Where specific provision is required, parents may be asked to pay an additional charge to meet these needs (staffing and/or resources). In some cases, the school may receive funding from the local authority to provide additional support.

### **Admissions Register**

The school maintains an Admissions Register in line with regulatory requirements. See Admissions, Attendance and Children Missing from Education Policy for further detail of statutory requirements.