



# ADMISSIONS POLICY

<b>Whole School</b>	<b>Website</b>
<b>Statutory?</b>	<b>Yes</b>
<b>Responsible:</b>	<b>Head &amp; Registrar</b>
<b>Reviewed:</b>	<b>January 2020</b>
<b>Next Review:</b>	<b>January 2021</b>

# Fairstead House

## ADMISSIONS POLICY

### **Incorporating the Early Years Foundation Stage**

#### **Introduction**

Fairstead House School & Nursery is a coeducational independent day nursery and school for children aged between 3 months and 11 years old. This policy is authorised by the Governors and it is addressed to prospective parents and pupils and to all members of Fairstead House's staff.

The aims of this policy are to ensure compliance with Fairstead House's charitable purposes and to identify and admit applicants to the school whose academic and other abilities appear to match the ethos and standards of Fairstead House, and who will contribute to and benefit from the ethos and activities of our community. We strive to ensure that all children will flourish in an environment of high yet realistic expectation and will be able to benefit from the broad and balanced education provided.

#### **Admission to School**

Fairstead House is committed to a policy of equal opportunities and equal treatment for all pupils and parents and we do not discriminate on grounds of issues such as disability, diversity, race, religion, sexuality or gender.

Fairstead House must also feel reasonably sure that it will be able to educate and develop the prospective pupil to the best of his or her potential and in line with the general standards achieved by the pupil's peers, so that there is every chance that the pupil will have a complete, happy and successful school career and emerge a confident, well-educated and well-rounded child. These criteria must continue to be met throughout the pupil's time at Fairstead House.

Details of any disability, special educational needs or learning difficulty must be declared. We also require parents to undertake a continuing contractual obligation to disclose any learning difficulties, SEN or disability and any other relevant reports. A failure to disclose may, in some circumstances, amount to a breach of contract by the parents allowing the school to terminate the agreement with immediate effect.

As detailed in our Disability Policy – Accessibility Plan, Fairstead House is fully committed to making any reasonable adjustments, including the provision of additional support and aids that will allow a child with additional needs entry to Fairstead House and to access its curriculum. We would request that if your child has need of any adjustments in relation to the entrance procedure or visiting the school, these requirements are put in writing to the Head, who will schedule a meeting with the prospective pupil and their parents to discuss the request for special arrangements. However, Fairstead House would not accept a pupil for whom the environment or curriculum available would be inappropriate and therefore likely to cause the pupil distress.

Fairstead House employs qualified and experienced learning support teachers whose responsibility it is to help children who need support. We reserve the right to withdraw an offer of a place, even if

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such an offer has been accepted and a deposit received, if we subsequently judge that children's educational needs are such that specialist help beyond that which is available at Fairstead House will be required, or if we judge that they are not ready for the structured environment of the classroom they would be joining.

If special educational needs or a disability become apparent to the School after admission, Fairstead House will consult with the child's parents.

Fairstead House will admit new children into any Year Group throughout the school year, providing a place is available and using the criteria stipulated above. In exceptional circumstances we may offer places to pupils one year ahead or behind their standard year group, if in our professional judgement this would be in the best interests of the child.

Children will be invited to spend a day in school and will be asked to complete various informal assessments to ensure that we admit children whose academic potential is appropriate to that of the children already in that Year Group. A satisfactory report from a child's current school will be required. The Head of the applicant's current school will typically be asked to comment on academic ability, attitude and behaviour, and talents and interests.

## **Nursery and Early Years Admissions**

Fairstead House School is part of the Suffolk County Council Early Years Funding Scheme and meets the requirements of the Statutory Framework for the EYFS as confirmed by D of E, from September 2012.

The Nursery accepts children from three months old up to four years of age into the Nursery.

As a member of the Suffolk County Council List of Providers, we offer up to 15 hours of universal funded early education entitlement for 3 and 4 year olds. These funded hours are available during the afternoon sessions only (12.30pm – 3.30pm), during Fairstead House's term time.

We do not offer the additional 15 hours of extended entitlement.

We do not offer Suffolk County Council funded hours to two year olds except in exceptional circumstances (such as to access high needs funding to allow a child with additional needs to attend the Nursery).

If a child attends Fairstead House Nursery using their funded entitlement only, neither the Registration Fee nor the Deposit are payable and the uniform does not have to be worn.

In the event that there is no space in the Nursery or the School, children are placed on a waiting list. We reserve the right, in our absolute discretion, to give preference for places to children who have siblings already at Fairstead House or (in the case of the Nursery) to children who have made a firm commitment to joining Fairstead House School or to any others we see fit.

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## **Acceptance of a Place and Deposit**

Payment of the non-refundable Registration Fee is required at the beginning of the admission process for both the Nursery and the School.

An offer of a place for your child at Fairstead House is secured following the completion and return of the Parent Contract and payment of the deposit.

Each person who has signed the Parent Contract agrees to be bound by our Terms & Conditions and is liable for the whole of the fees and any supplementary charges, unless a Fees Liability Waiver has been agreed and signed.