

ADMISSIONS POLICY

Date Policy Reviewed:	24 March 2023
Date of Next Review:	24 March 2025
Person(s) Responsible for Review:	SLT (DCAM)

AIMS

The aims of this policy are:

1. To ensure compliance with the School's charitable purposes. The Manor Preparatory School is a mainstream, largely non-selective co-educational school for Pre-Nursery, Nursery, Reception and Years 1-6. The School has a sound Christian and moral ethos. We welcome children with as diverse a range of backgrounds as possible irrespective of, for instance, their faith (or where they have no faith).
2. To identify and admit children who will benefit from an academic education and who will contribute to and benefit from the ethos and activities of our School Community. We will only admit a child, once the admissions procedures have been followed, when there is a vacancy and the relevant admissions criteria have been met.

ADMISSIONS CRITERIA

The admissions criteria are:

- a) a successful informal assessment/visit (age appropriate)
- b) a satisfactory confidential reference from the applicant's current/last school or nursery
- c) commitment to the School's ethos.

We reserve the right to restrict the offer of places to children whom we feel can benefit from the broad and varied curriculum offered and make a positive contribution to the School community.

All applicants must have the legal right to live and study in the UK.

Pupils are considered in registration date order but if we need to decide between two or more applicants who meet our admission requirements we may give preference to:

- A child who already has a brother/sister in the School or registered to join the School
- Families where all eligible siblings will join the school
- A child whose parents wish the child to progress to Year 6
- A child who either requires an immediate place or who is able to proceed immediately with the admissions process
- A child whose parent is a current member of staff

REGISTRATION

In order for the School to consider a child for a place at The Manor, the parents or legal guardian of the child must submit a completed registration form and pay the non-returnable registration fee. If one parent registers a child, the School may reasonably request details of any other person with parental responsibility of the child. Permission is required by all people with parental responsibility for a child to enter the School. The registration of a child does not guarantee a place at the School. Admission will be subject to the availability of a place and the child satisfying the admission requirements.

Progression from one year group to the next is usually automatic, unless it is felt that this would not be in the best interest of the child and/or the other children. In such cases, there will be consultations with the relevant Section Head, SENCo and Head (as appropriate) in advance of the year end and the parents will have been given advice and assistance regarding their child's needs.

ADMISSION PROCEDURES

Pre-Nursery and Nursery Entry

Where space in the Pre-Nursery and Nursery classes is limited, places will first be offered to parents intending their child to progress to Reception and beyond at the School. Parents who do not intend their child to enter Reception may be placed on a waiting list.

Taster Visits - Parents of Pre-Nursery and Nursery children are required to come for at least one visit with their child who will attend a play session before a formal offer is made. This is to ensure that the child has the ability and potential to benefit fully from what the School offers.

Before children join the Pre-Nursery and Nursery, parents must bring children in for at least two settling-in visits prior to their start date.

Reception

For Reception applicants for the forthcoming academic year, parents are asked to leave their child with us for an hour's visit. We observe their social interaction and their language, numeracy and concentration skills within the play session to ensure that the child has the ability and potential to benefit fully from what the School offers. In some cases, applicants will be asked to visit the School for a second visit.

For Reception applicants for the current year group, the procedure is as for Years 1-6 below.

Years 1-6

In all cases there will be an informal assessment/visit day to explore the applicant's interests, attitude to school, personal qualities and ability to contribute to the school community. In some cases, applicants will be asked to visit the school for a second visit day.

PROCEDURES FOR ALL APPLICANTS

Informal Assessment/Visits

Informal assessments/visits are held during the year prior to the year of entry, where early registration has taken place. The timing of Taster Visits will vary depending on the age and entry point of the child.

After the offer of a place has been made, parents have a specified amount of time to accept the place and pay an Acceptance Deposit.

Families wishing to delay informal assessments/visits for any reason need to consult the Director of Admissions, Communications and Marketing. This may result in forfeiting their child's place on the waiting list.

Offers of places will not be made to children who have not visited the school, unless there are exceptional circumstances.

References

The Head of the applicant's current school/nursery will be asked to provide a written reference as to the applicant's academic ability, attitude and behaviour, involvement in the school community, talents and interests, and any other special circumstances such as special educational needs, or a disability.

An offer of a place will be made subject to a satisfactory written reference from the child's previous/current school/nursery where applicable.

Overseas applicants

We welcome overseas pupils, who can study at The Manor provided that they have the legal right to enter and study in the UK.

We may be able to make alternative arrangements for applicants wishing to join us from overseas, who are unable to attend an informal assessment/visit. These may involve an online or remote assessment and/or video meeting. A verbal and/or written report will be requested from the current school. If an offer of a place is made an Acceptance Deposit will be collected. Should the School decide not to offer a place to the pupil, the registration fee will be retained, but no further fees will be due.

English as an Additional Language (EAL)

Children for whom English is an additional language who wish to join the Early Years provision will be offered a settling-in programme to suit the needs of the individual child.

All children joining the School in Years 1-6, for whom English is an additional language, may be required to attend the School for two visits prior to entry to the School. If this cannot be achieved in the term immediately prior to entry, then visits must be made at the start of the Term of entry, and entry will be slightly delayed.

All Children for whom English is an additional language are required to learn in English but support will be made available wherever possible. Parents should be mindful that such support may incur additional charges which will be charged to parents as an extra. Please see the Fees list on our website.

SPECIAL CIRCUMSTANCES

We recognise that an applicant's performance may be affected by particular circumstances, for example:

- if he/she is unwell during the visit or has had a lengthy absence from school;
- if there are particular family circumstances such as a recent bereavement;
- if there is a relevant educational history, for example education outside the British system;
- if the applicant has a disability or specific learning difficulties;
- if English is not the applicant's first language.

In any of these cases, we may request further information such as a medical certificate or educational psychologist's report and any associated correspondence or details from the pupil's current school (including samples of work), as we consider necessary to make a fair assessment.

If we consider as a matter of professional judgement that this would be in the best interests of the pupil, we may offer places to pupils one year ahead or behind their standard year group.

Disclosures

Alongside the completed Acceptance Form, where they indicate their agreement to the Parent Contract (Terms and Conditions), parents must return the Confidential Information Form which will be sent to them as a part of the offer package. This must include details of any medical condition, health problem or allergy affecting the child; any learning difficulty, disability or special educational need of the child, as well as any behavioural, emotional and/or social difficulty of the child.

Deferrals

The School cannot guarantee to accept requests to defer accepted places for a term or more, beyond the date on which it was originally agreed that the child would enter the School. The place may be forfeited and is subject to the usual notice requirements as detailed in the School's Terms and Conditions. Please contact the Director of Admissions, Communications and Marketing to discuss any deferral requirements.

Child Student Route Applicants

Any pupil requiring admission under the Child Student Route visa entry will be required to produce passport and visa documentation, as well as proof of parents/legal guardians, one of whom must be resident in the UK, before the visit and must satisfy all Student Route requirements before a Confirmation of

Acceptance for Studies (CAS) will be allocated by the School. The School may require one full year's fees in advance for pupils requiring a Student Route visa.

EQUALITY AND DIVERSITY

In line with the Equality Act 2010, the School is committed to equal treatment for all, regardless of an applicant's sex, race, ethnicity, religion, disability, gender reassignment, sexual orientation or social background.

We expect all of our pupils to attend our school assemblies which are fundamental to our Christian ethos. However, parents may withdraw their children from collective worship such as the Year 3-6 Chapel visits and the Carol Service by providing written notice to the Head.

SPECIAL EDUCATIONAL NEEDS

The School does not unlawfully discriminate in any way regarding entry. The School is inclusive and welcomes applicants with disabilities and/or special educational needs, provided we can offer them any support that they require and that our site can accommodate them.

We aim to ensure that all our pupils, including those with disabilities and/or special educational needs, are provided with a safe and inclusive environment in which to learn.

The School needs to be aware of any disability or special educational need which may affect a child's ability to participate in the admissions procedure and take full advantage of the education provided at the School. Parents of a child who has any disability or special educational needs must provide the School with full details as well as details of any difficulty/ies within the four broad areas of SEND - communication and interaction, cognition, social, emotional and mental health and sensory and/or physical needs.

The registration form will enable the parents to disclose if their child has any difficulty/ies and further information may be requested ahead of the child's Taster Day / Visit. The School needs this information so that, in the case of any child with particular needs, the School can assess those needs and consult with parents about the adjustments which can reasonably be made to ensure that the application procedure is accessible for the child and that the School can cater adequately for the pupil should an offer of a place be made.

Where a prospective pupil is disabled, the School will discuss with parents (and their child's medical advisers, if appropriate) the adjustments that can reasonably be made for the child during the application process, to ensure that the prospective pupil is not put at a substantial disadvantage compared to a pupil who is not disadvantaged because of a disability.

The School has a Reasonable Adjustments Committee which is made up of a selection of Governors, SLT members, Learning Support and teaching staff, depending on the age and needs of the child. Where considered necessary, the Committee meets with the parents, together with any relevant representatives or experts they or the School may wish to bring, so that both parties are fully aware of

any adjustments, financial or otherwise that may need to be made prior to a formal offer of a place.

Sometimes, the situation of pupils with disabilities and/or special educational needs changes between an offer of a place being made and the pupil starting at the School. The School requires parents to be pro-active in updating the School as to any significant changes which mean that the information provided during the application process is out of date or incomplete. In the vast majority of cases, this will not affect a pupil's place at the School. However, the School may, in exceptional circumstances, need to reconsider the offer of a place if a pupil's circumstances change materially. It is in the pupil's interests that any such decision is made as early as possible to avoid any disruption to their education, so parents are urged to be forthcoming in their communications with the School about any material change to their child's circumstances.

The School will, if appropriate, request from the parents or previous school with the parents' consent, full details in the form of medical reports, educational psychologist reports and any other report which assesses the child's disability so that the School can determine the reasonable adjustments that would be needed in order to provide adequately for the child in accordance with the School's obligations under equality legislation should they be offered a place.

There may be exceptional circumstances in which we are not able to offer a place for reasons relating to a child's disability. For example, if, despite reasonable adjustments, we feel that a prospective pupil is not going to be able to access the education offered, or that their health and safety or those of other pupils or staff may be put at risk, we may not be able to offer a place at the School.

The School will inform the parents of their decision and give details of the reasonable adjustments they are prepared to make or give reasons why the offer of a place will not be made.

Please also see our Disability Policy, available on our website.

COMPLAINTS

Any complaints in relation to this policy should be addressed to the Head who will consider and respond without undue delay.

RECORDS AND REVIEW

Applicants' details will be held on file with due regard to data protection legislation and the School's Privacy Notice.

The School will not hold the personal data of you or your child for longer than is necessary for a lawful purpose.