



## **ADMISSIONS POLICY**

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| <b>Date Policy Reviewed:</b>             | 10 September 2021            |
| <b>Date of Next Review:</b>              | 10 September 2022            |
| <b>Person(s) Responsible for Review:</b> | SLT (Director of Admissions) |

### **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 from all different faiths, ethnic and racial groups, backgrounds and creeds.
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 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 positive 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:

- Families where all eligible siblings will join the school
- a child who already has a brother/sister in the School or registered to join the School
- a child whose parent was a former pupil here
- a child whose parent is a current member of staff
- a child with a particular skill, talent or aptitude
- 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

## **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 or the other children. In such cases, there will be consultations with the relevant Section Head or Head well in advance and the parents will have been given advice regarding their child's needs.

## **ADMISSION PROCEDURES**

### **Early Years Foundation Stage**

#### **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 will be placed on a waiting list.

#### **Visit and play session**

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 required 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.

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 Autumn Term prior to the year of entry, where early registration has taken place.

For Registrations received after 1 January of the year of entry, informal assessments/visits will normally be carried out within two weeks of registration.

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 written reference from the child's previous/current school/nursery where applicable.

### **Overseas applicants**

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. This will usually take place via video call. 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**

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.

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.

### **Disclosures**

Alongside the Acceptance Form, 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 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 request one full year's fees in advance for pupils requiring a Student Route visa.

## **EQUALITY, DIVERSITY AND DISABILITY**

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 applicants for admission will be treated equally, irrespective of their, or their parents' race, religion or belief, pregnancy or maternity, gender reassignment, sexual orientation or any disability. Applicants will also be treated equally in respect of their parents' age, gender or marital or civil partnership status.

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.

The School is inclusive and welcomes applicants with disabilities and special educational needs. The School currently has limited facilities for the disabled but will do all that is reasonable to comply with its legal and moral responsibilities under the Equality Act 2010 and Special Educational Needs and Disability Act 2001 in order to accommodate the needs of applicants who have disabilities for which, with reasonable adjustments, the School can cater adequately.

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 behavioural, emotional and/or social difficulty the child may have, at registration. The registration form will enable the parents to disclose if their child has any difficulty/ies. 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.

The School will do all that is reasonable to ensure that the information and application procedure are accessible for disabled applicants and will make such reasonable adjustments as necessary.

The School has a Reasonable Adjustments Committee. 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.



Similarly, if special educational needs or a disability become apparent after admission, the School will consult with parents about reasonable adjustments in order to allow the child to continue at the School and may refer this to the Reasonable Adjustments Committee if considered necessary.

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.

The School will 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 adequately cater for the child should they offer a place.

The School will not offer a place if, after all reasonable adjustments have been considered, the School will not be able to provide adequately or appropriately for the child's physical and educational needs, or if attending to the child's needs would, to an unreasonable degree, affect the educational progress and welfare of classmates, or the welfare of staff.

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.

When providing educational services to a pupil, the School is legally required to make 'reasonable adjustments' in order to cater for a pupil's disability.

The School is not legally required to make adjustments which include physical/structural alterations or any adjustment involving 'unreasonable' extra costs/level of provision.

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