

RAMILLIES HALL SCHOOL AND NURSERY

ADMISSIONS POLICY



At Ramillies Hall School and Nursery, we are committed to safeguarding and promoting the welfare of all children, in line with the duty placed on us by Sections 157 and 175 of the Education Act, 2002. We expect and require all staff and volunteers to share this commitment. We strongly believe that all children have the right to feel safe and to be protected from physical, sexual or emotional abuse and neglect.

Policy Statement

Ramillies Hall School and Nursery welcomes children from many different ethnic groups, backgrounds and creeds. All prospective pupils are admitted providing both parents and school conclude that we are able to provide appropriately for the child's specific needs. The school seeks to ensure that prospective pupils with Special Educational Needs and Disabilities (SEND) are not treated less favourably or unfairly in the admissions process and will endeavour to take reasonable steps to ensure children with SEND are not placed at a substantial disadvantage in matters of admission.

Ramillies Hall School and Nursery welcomes applications for admission from all sections of society and is non-discriminatory in line with the Equality Act (2010) and the School's Equal Opportunities and Diversity Policy. This applies to all pupils, and includes inappropriate discrimination on the grounds of: gender, age, religion or belief, physical ability or disability (including HIV status), learning ability, other special educational needs or academic or sporting ability, race (including colour, nationality, and ethnicity), family, cultural or linguistic background.

We welcome children from within a wide ability range, and all our pupils access the national curriculum within a supportive environment, in small classes in which multi-sensory teaching methods are used. When deciding whether to admit a child into a year group, we take account of the staff to pupil ratios, the number of children already in that group, and their needs, in order to ensure effective Teaching and Learning and that statutory requirements are met.

Ramillies Hall School is committed to ensuring that the Admissions Register is maintained in accordance with Education (Pupil Registration) (England) Regulations 2006.

Nursery Admissions Procedure:

- After an initial enquiry, parents are invited for a tour of the nursery departments and to speak to a senior member of staff.
- Places are reserved only on the receipt of a completed Entrance Form, along with the registration fee of £50.
- A letter is then sent to parents to confirm their child's place.
- Places in the Nursery are filled as parents enquire and register, irrespective of the distance between their home and Ramillies.
- Places are available for children on a termly basis or all year around. For those wishing to attend during term time only, a minimum of 25 hours a week is required.
- Parents may register for the first available place but request that if any vacancy arises beforehand, they be allowed to bring forward the child's start date. This arrangement is applied on a 'first come, first served' basis, except that younger siblings of children already at Ramillies are given priority.

- Parents who wish to defer their place will have to pay a retainer of £50 per month.
- Before the child starts, a Pre-Entry visit will be arranged for the child/children and parent(s)/guardians. This is an informal occasion, usually lasting about one hour, during which a supervisor will go through the necessary paperwork, daily routine, and obtain details about the child's daily needs and the sessions required.
- The Nursery staff will work in partnership with parents to settle the child into the nursery, (see Settling In Policy).
- The Nursery offers the Free Early Education Funding for 2, 3 and 4 year olds.
- The Nursery accepts Childcare Vouchers from all major providers.
- All fees must be paid in advance at the beginning of the month or term.

School Admissions Procedure:

- An initial telephone enquiry to ascertain background information, such as child's name, date of birth, previous schooling, SEN, etc is undertaken.
- A tour of the school conducted by the School Administrator is then arranged. Parents/Guardians are asked to bring in any report from the prospective pupil's previous school, a Statement of SEN /EHCP for those children with SEND and any all other relevant documents.
- Once the Joint Headteachers and the SENCO have read all the reports received, a meeting with the parent/guardians will be scheduled.
- If after meeting with the parents, the Joint Headteachers and SENCO believe that the school may be able to meet the child's individual needs, then the prospective pupil will be asked to complete a number of taster days.
- At the start of the taster days, the School Administrator will ensure that a medical form is completed and that the parents contact details are up to date. The taster days are an opportunity for the prospective pupil to experience the daily routines and environment of Ramillies whilst also allowing staff to assess their needs and abilities, See below in Assessment prior to Admission into the School.
- On completion of the taster days, a meeting will be conducted with the parents to determine whether a place will be offered. In certain circumstances a probationary period may be set to allow for further assessment.
- Offers will be made verbally by the Joint Headteachers and will be confirmed in writing. Offer of a start date is subject to parents of new pupils having been discharged of all obligations at their existing School.
- Ramillies Hall School reserves the right to refuse entry into any year if the school's structure, in the opinion of the relevant Joint Headteachers and teachers, does not meet the educational, pastoral and social needs of the pupil concerned.
- Parents have the right to appeal against an unsuccessful application using the school's Complaints Procedure.
- Places are reserved only on the receipt of a completed Entrance Form, along with the registration fee of £50.

Children with Special Educational Needs

In the School we specialise in supporting children with Specific Learning Difficulties, Social and Communication and Speech and Language Difficulties. An offer of a place at school is made based on best endeavours to ensure that School has the expertise and resources available to meet pupil need and to enable pupils both to access their curriculum and make progress. On occasions it may be necessary to

extend the taster sessions to ensure that appropriate information is gathered in order to make a decision. Consultation with current placement providers, parents, external specialist etc. may be required as part of this process.

All admissions are considered on an individual basis to ensure due consideration is given as to whether or not the needs of the pupil can be met prior to entry.

Assessment prior to Admission into the School

If a child is moving through from Ramillies Hall Nursery to the Junior School, full records will be available for use in the initial assessment.

In other cases, assessment will be by one or more of the following:

- previous school reports or permission to contact the previous school;
- the COPs, LASS 8–10 and LASS 11–15 diagnostic tests as appropriate;
- the WRAT 4 Test (reading, spelling, comprehension and mathematical ability);
- Educational Psychologist’s Report if available (if not, admission would be on the understanding that parents would agree to have assessment after admission).

In addition, the child would spend at least one full day in the school prior to admission, to allow observation both in and outside the classroom. This enables us to assess attainment levels, social ability, response to instructions and concentration span.

Pre-Admission Planning

Once a child has been accepted for a place at Ramillies, a provision map is drawn up and discussed with parents. This details the child’s needs and the provision required to meet need. This is reviewed and if necessary, adjusted on a termly basis to ensure that the provision remains appropriate. This review takes place by the SENCO in discussion with the Learning Support Team, Teachers and External agencies where relevant.

POLICY AND REVIEW

This policy will be reviewed bi-annually by the Joint Headteachers and Nursery Manager. They will also scrutinise the procedures and the efficiency with which duties have been discharged. Any deficiencies or weaknesses in the policy, procedures or arrangements will be remedied without delay.

Written By	Denise Anthony, Charlotte Poole and Clare Thomas
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