

# Farrowdale House

INDEPENDENT PREPARATORY SCHOOL



## Admissions Policy

**This policy applies to the whole school including the EYFS**

### Policy Statement

Farrowdale House welcomes 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 via the school office, who will ensure that you have all the information you need.

### Visits

Prospective parents are encouraged to visit to see the school in action. Farrowdale House takes the approach that 'Every Day is an Open Day', so parents can make an appointment for a personal tour on any appropriate school day. Please contact the school office 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 Early Years**

Children are welcomed into our Early Years from three years of age as long as they are toilet trained. An informal assessment of Early Years-aged children is undertaken, and parents will be asked about their child's general development and any identified special educational needs prior to a place being offered. Places are not automatic, and, 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 will require a number of Taster Days as an opportunity for all prospective pupils to experience a typical school day. On these days, the school will make a general assessment of the child's suitability to attend the school. The parents of each applicant will be informed at the end of the Taster Days whether a place is available. The school will not be obliged to state its reasons for declining a request for admission.

## **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 pupil's 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 in other year groups are assessed in the core subjects of English and Mathematics. Parents will be asked about their child's general development and any identified special educational needs prior to a place being offered. Further, it is likely that the school will ask to see past school reports and the Headteacher may wish to contact the Headteacher at the child's current school prior to confirming the offer of a place.

## **Allocation of Places**

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

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

## **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.

## **Appeal**

There is no appeal process for admission to the school. The decision of the Headteacher and Proprietor 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.

## **Pupils with English as an Additional Language**

We welcome pupils from a wide variety of cultural backgrounds, including pupils 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.

## **Equality**

The school pays due regard to the Equality Act 2010 and reasonable adjustments are made for pupils with special educational needs and/or 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:

### **Admissions Register**

The school keeps an Admissions Register which contains details of all the pupils at the school. This includes

- The pupil's name in full
- The sex of the pupil

- The name and address of every person known to be a parent/carer of the pupil (and an indication of which parent that pupil normally lives with and which parents hold parental responsibility as defined by Section 3 Children Act 1989). Where a parent notifies us of a change in address, we will find out the new address, who they will be living with and the date from which the change will occur.
- More than one telephone number of main carer/s
- The day, month and year of birth
- The day, month and year of admission
- The name and address of the last school attended
- The name of the destination school, where it is reasonably practicable for us to ascertain this information

Reviewed February 2022