

# SMALLWOOD MANOR PREPARATORY SCHOOL

## ADMISSIONS POLICY

Smallwood Manor operates a non-discriminatory policy on admissions.

Smallwood Manor will not be prejudiced by race, colour, religion or sex. No differentiation is made between the admittance of male or female pupils and there are no fixed numbers for either sex.

Entry into Smallwood Manor is usually through the Nursery, although candidates applying for entry into other years are considered by the Headmaster where places permit.

Smallwood Manor is a non-selective school, which does not require children to sit an entrance test before admission. In the case of children with special educational needs the Headmaster will meet the children and if possible see previous work and school or medical reports and statements. It will be made clear at interview what support the school can or cannot provide. The Special Needs co-ordinator (SENCO) may also meet with the child and the parents to discuss concerns before admission is decided upon.

The Headmaster will make final decisions on all pupil admissions to the school. He will base his decision on the availability of places and on the school's ability to be beneficial to the all round education of the child.

When classes have reached the optimum number Smallwood Manor will take names for a waiting list and places will be allocated to siblings of children already at the school, then on a 'first come first served' basis.

The Admissions Policy will be reviewed by the Headmaster and the School Council every two years.

The Admissions procedure is as follows:-

- i. Initial contact
- ii. Appointment
- iii. Interview visit
- iv. Offer of place
- v. Registration and Acceptance of place
- vi. Visit day
- vii. Joining instructions
- viii. Induction morning
- ix. Reception for new parents

### **i. Initial Contact**

Initial contact can be made by telephone, letter, e-mail or School Open Day. Following a request for a prospectus parents will be asked basic information. This will include the name and address of parent or guardian, the name and date of birth of the prospective pupil and the name of the present school or nursery if applicable.. Additional discussions regarding the pupil's hobbies and interests, special educational or health needs may also take place.

The Prospectus will be sent with a copy of the fees and any additional information.

## **ii. Appointment**

An appointment will be made at the parents' request to view the school.

## **iii. Interview visit**

Parents and their children will have the opportunity to view the school's facilities. They will be escorted on a tour of the site by the Headmaster or a senior member of staff. The parents will have an interview with the Headmaster. The Headmaster may also wish to interview the prospective pupil, especially if above nursery age.

## **iv. Offer of place**

Following the interview the Headmaster will decide whether or not a place can be offered.

## **v. Registration and Acceptance of Place**

The parents will sign and return the Registration and Acceptance of Place Form together with the registration fee, which is non-refundable. The form must be signed by both parents and it constitutes the contract and acceptance of the Terms and Conditions.

## **vi. Visit day**

The pupil is invited to spend a morning or a full day at Smallwood Manor the term before joining. In the case of very young nursery children they are invited for an hour visit during which they may be accompanied by their parents.

A Nursery Open Morning in June is organised for those pupils enrolled for the nursery the following September.

## **vii. Joining instructions**

Full joining instructions will be sent to the parents of new pupils the half term before entry. General information in this pack will include uniform and equipment requirements, school policies and useful contact numbers. There are separate Parent Handbooks for Early Years and Reception Class upwards.

## **viii. Induction morning**

The first morning in September is an induction morning for new pupils. A 'buddy' will be allocated to a new pupil for the first week. The form teacher will meet the parents on the first day and again after a few days to ensure good communication between home and school from the outset.

## **ix. Reception for new parents**

The school will invite all new parents to a social evening early in September where they can meet key members of staff.

Inception of Policy	June 2005
Renewal date of Policy	June 2007
Reviewed	January 2008