



Carleton House

Preparatory School

ADMISSIONS POLICY

DATE OF POLICY

June 2016



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MISSION STATEMENT

We live, love and learn with Jesus.

Principles

Carleton House School is an independent Roman Catholic day preparatory school for children aged 3-11 for boys and girls. The School does not discriminate on the basis of race, disability, national or ethnic origin in its admissions procedures.

Our aim is to provide each and every child with a sound academic education in a caring supportive environment based on Christianity where discipline and care go hand-in-hand. It is important for the attainment of this aim that parents, as well as pupils, understand and follow this ethos.

The school welcomes applications from pupils of all social and cultural backgrounds regardless of ethnicity, culture or religion, home language, family background, disability, or other attributes, as stated in the Equality Act 2010, who would benefit from an academic education and would contribute fully to the wider life of school.

In line with the Equality Act 2010, the school seeks to ensure that pupils with special educational needs and/or disabilities (SEND) are not treated less favourably or put at a substantial disadvantage in matters of admission. The school will always take reasonable measures to support a child with physical difficulties and where possible will make adjustments for accessibility where required.

It is a condition of entry that parents provide the school with any details of any SEND, with copies of all written reports and other relevant information before their child attends an introductory session. Should such a diagnosis be made after a place has been offered and accepted, or after a child has started at the school, parents are still under an obligation to provide the school with any relevant diagnosis of medical or educational need.

The school will consider admitting children known to have special educational needs provided that the school feels that it can adequately meet the child's needs without unduly prejudicing the education and welfare of other pupils.

EAL: Pupils whose first language is not English may be required to undertake an EAL assessment prior to entry.

NON EEC nationals must provide evidence of entry visas and right to reside in the UK according to UK Border Authority regulations which apply to all UK schools

We endeavour to ensure that class sizes do not exceed 23 pupils.

Admission Eligibility

Children can enter the school from the September following their fourth birthday providing there is a place available and passing through:

Foundation Stage 1 at 3+
Reception at 4+
Year 1 at 5+
Year 2 at 6+
Year 3 at 7+

Year 4 at 8+
Year 5 at 9+
Year 6 at 10+

Children attend fulltime from Reception onwards.

Admission Criteria

Carleton House School is a Roman Catholic school. Places are allocated considering the following factors:

- 1 Where there is a vacancy
- 2 An Ability, in the opinion of the Headteacher following interview with the child and parents, to meet the school's academic standards
- 3 Siblings attending or having attended the School
- 4 Baptised members of the Roman Catholic Church
- 5 Any other circumstances which the school may consider.

All prospective pupils, and at least one parent, will be interviewed by the Headteacher. The Headteacher's decision in accepting or refusing a candidate into the School is final.

Application Procedure

Parents are advised to complete an application form for admission as soon as possible as places are in demand and are over-subscribed.

The application form must be fully completed to include details of the child's parish and must be returned to the Headteacher.

It is of great importance that a parent informs the School on the application form should a prospective pupil be disabled under the definition of the Disability Discrimination Act 1995 and thereby is likely to require special assistance or reasonable adjustments under the Act.

Applicants will receive acknowledgement of their application as soon as is reasonably practicable together with a date for their interview.

Following the interview the Headteacher shall write to the parents indicating whether their child has been accepted for a place at the School.

Parents will be requested to indicate their acceptance of a place within 7 days of receiving the offer of a place. They will be required to pay a non-refundable deposit the amount of which will be stipulated in the offer letter and will then be set off against the first term's fees. In addition parents will be asked to complete a registration form providing details about their child to enable the School to prepare for the child's entry.

The registration procedure involves parents in providing the following information;

- full name;
- date of birth;
- name and address of every parent and/or carer.
- information about any other person who has parental responsibility for the child;
- which parent(s) and/or carer(s) the child normally lives with;
- emergency contact details for parents and/or carers.
- details of any specific learning need or disability

The school is obliged to check the identity of each pupil and parents are requested to provide a pupil's birth certificate for the headmistress to view prior to admission.

The parents will be asked to confirm on the acceptance form that they agree to the offer of a place on the basis of acceptance of the School's Terms and Conditions and Rules and Regulations. Any form without a

deposit cheque or inadequately/incorrectly completed will be rejected and the place offered to another child.

Children's records are kept in the school. Confidential information about children is held securely and only accessible and available to those who have a right or professional need to see them. The school acknowledges their responsibilities under the Data Protection Act (DPA) 1998 and where relevant the Freedom of Information Act 2000

All staff understand the need to protect the privacy of the children in their care as well the legal requirements that exist to ensure that information relating to the child is handled in a way that ensures confidentiality

Waiting List

In the event of a year group already being full the Administration Officer will contact parents and, if parents wish, place their child's application on a waiting list. Should a vacancy then arise parents will be contacted and invited to confirm their continued interest .

PARENTS AS PARTNERS

We seek to work together with our Parents in order to support all of our pupils in developing educationally and socially as they grow and mature through their years with us in Carleton House.

We ask that our Parents support us in the following ways:

- By understanding our Carleton Charter and how this translates into our everyday behavioural expectations
- Ensure that they give their children a consistent message about how to behave in school
- Support the school when it applies reasonable sanctions in response to unwanted behaviour
- Inform the class teacher of any changes in circumstances which may affect their child's behaviour
- Discuss any concerns with the class teacher promptly

WHAT BEHAVIOUR MERITS EXCLUSION?

Fixed period of exclusion will be used:

When there has been a 'serious breach' of the School's behaviour policy e.g. physical aggression, deliberate damage to property, stealing, leaving school premises without permission, severe and persistent bullying, verbal abuse and persistent disruptive behaviour in class. If allowing a pupil to remain in school would put the education, health or safety of the pupil/s or staff in School at risk.

After a fixed period exclusion the child returns to the school. Both parents and child are invited to a meeting with the Headteacher to discuss expectations and to agree a plan to support the child.

Permanent Exclusions will be used:

When a range of all the above strategies have been tried and this has not succeeded in making a positive change in the child's behaviour.

Fixed and permanent exclusion from school remain an option as a last resort.

Principles Governing Exclusion:

1. A fair and thorough investigation will take place
2. Pupils and their families will be informed of problems /allegations and the evidence relied upon
3. If appropriate, the pupil will be given a fair opportunity to explain him or herself
4. The pupil's family will have the right to arrange meetings with the Head teacher and governors.
5. The final decision to exclude a pupil lies with the governing body and will be implemented by the Headteacher.