



# Carleton House

## Preparatory School

### **ADMISSIONS POLICY**

Written by Mrs Sandy Coleman

**DATE OF POLICY**

**March 2018**

**To be reviewed March 2020**



# **ADMISSIONS POLICY**

## **MISSION STATEMENT**

*"We live, love and learn with Jesus"*

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 ability, faith, race, disability, national or ethnic origin in its admissions procedures.

Our aim is to provide each and every child with an excellent academic education in a caring and supportive environment where each child is nurtured and respected. As a Catholic school we aim to work with parents to teach the moral values of the gospels. We strive to develop a respect for each other growing from honesty, truth and Christian love - 'We live, love and learn with Jesus'.

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.

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.

Our class sizes are limited to 23 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.

### **Admission Eligibility**

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

Nursery 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 full time from Reception onwards.

## **Admission Criteria**

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

- 1 Siblings attending the School
- 2 Date of application
- 3 Baptised members of the Roman Catholic Church
- 4 Any other circumstances which the Head Teacher may consider

The Head Teacher's decision in accepting or refusing a pupil into the School is final.

## **Application Procedure**

We are a popular and over subscribed Independent Preparatory school. As such parents are encouraged to make an application for admission as soon as possible as places are in high demand. Parents are warmly invited to visit the school. The Head teacher will give a tour of the school and will be happy to answer any questions you may have. We also encourage prospective parents to visit us on our Open Day – usually held in November each year.

If parents wish to make an application, an application form must be fully completed and returned to the school office with the registration fee. The registration fee is non refundable. All applicants will receive written acknowledgement of their application. 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.

The Head Teacher may request an interview with the parents and child prior to allocating places. Pupils who have not attended our Nursery may be invited to spend a few hours with us in school, during which time an informal assessment will take place. Places are usually allocated in the December preceding the September that the child is due to start school. Parents will be informed by letter of the outcome of their application. If offered a place they will be requested to confirm their acceptance within the time scale stipulated on the offer letter. A copy of the School's Terms and Conditions will accompany the offer letter.

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. An application may be rejected if the form has missing information or is not accompanied by a registration fee. Parents will be required to pay a deposit of the amount stipulated in the offer letter. The deposit is separate to the registration fee. The deposit will be refunded at the end of the child's education at Carleton House. The deposit will not be refunded if, after acceptance, the pupil does not attend.

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.

This includes:

- 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 Head Teacher to view prior to admission.

## **APPLICATION FOR ADMISSION TO OTHER YEAR GROUPS**

Prospective parents of pupils in any year group are warmly invited to make an appointment with the Head Teacher to view the school and to discuss admission arrangements. Our class sizes are strictly limited to

23 pupils per class. If the parents wish to submit an application for admission, and a place is available, the pupil will be invited for an assessment visit. Following this visit a place may be offered at the discretion of the Head Teacher. References from the pupil's current school will be sought.

Admission to the Year 6 class is only considered in special circumstances and is at the discretion of the Head Teacher.

### **Waiting List**

If a place is not currently available in the desired year group, the application will be placed on a waiting list. Should a vacancy then arise parents will be contacted in order of date of application and will be 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
- To support the school and its aims at all times
- To engage fully with the school by attending open days and school events
- Discuss any concerns with the class teacher promptly
- Inform the class teacher of any changes in circumstances which may affect their child's behaviour
- 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
- By being a positive role model to all of our children through exemplary behaviour and positive interactions with other members of our school community.

### **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 or 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 Head Teacher.