



# Carleton House

## Preparatory School

### **ADMISSIONS POLICY**

**Written by Mrs Sandy Coleman**

**DATE OF POLICY**

**May 2020**

**To be reviewed May 2023**



# **CARLETON HOUSE PREPARATORY SCHOOL** **ADMISSIONS POLICY**

## **MISSION STATEMENT**

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

Carleton House School is an independent Catholic day Preparatory school for boys and girls aged 3-11. The School does not select pupils on the basis of ability, race, disability, national or ethnic origin through its admissions procedures. As an independent school, the law on admissions as set out under the School Standards and Framework Act 1998 and associated regulations do not apply to the school's admissions procedures or at all. This includes the statutory codes issued by the Secretary of State for Education.

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 alongside and in harmony with the Fundamental British Values. 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 protected characteristics, 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 make reasonable adjustments to support a child with physical difficulties and where possible will make adjustments for accessibility. In doing so, the school will have regard to the Equality and Human Rights Commission's technical guidance for schools.

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, parents are still under an obligation to provide the school with any relevant diagnosis of medical or educational need. This information is necessary to be able to determine any reasonable adjustments that may be required in the delivery of education, accessibility and integration into the school community. It will also allow the school to discuss with parents the suitability of the placement for the pupil and their needs.

The school will consider admitting children identified as having special educational needs provided that the school feels that it can adequately meet the child's needs with reasonable adjustments to its curriculum, teaching, support staff and/or premises.

Our class sizes are limited to 23 pupils in Reception through to Year 6.  
Our nursery class is limited to 24 pupils.

**NON UK nationals** must provide evidence of applicable 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+

### **Applications for admission**

All applications are subject to a non-refundable registration fee. The payment of this fee in no way guarantees a place at the school or secures any priority for admission. We will keep a record of interest and contact applicants in the event that a placement is to be offered.

For the avoidance of doubt, we do not maintain a waiting list or rank applications based on the time they have been received. All placements are offered on availability and suitability of the applicant.

### **Nursery Admission Criteria**

The school admits pupils into the nursery class in the September following their third birthday.

The criteria for admission to Nursery will be based entirely upon the suitability of the pupil to take maximum advantage from the opportunities provided by the school. It is for the school in its absolute discretion to determine suitability of pupils for admission into the nursery.

The school supports the Catholic faith and welcomes applications from families of all religious denominations and those of no faith. Siblings of pupils attending the school will be given priority consideration subject to a place at the school being suitable to meet the needs of the applicant in any event.

Criteria that will be taken into consideration prior to the offer of a place, include, in no particular order and are not limited to:

- Connections with the school
- Parental involvement with school
- Roman Catholic faith
- Commitment to educating the child at the school for the duration of his/her primary phase of education
- Date of application
- Parent interview
- Stay and Play session visit

The offer of a place is at the absolute discretion of the Head Teacher. This decision will be ratified by the Governing Body. The decision in accepting or refusing a pupil into the school is final.

### **Reception Admission Criteria**

The school admits pupils into the Reception class in the September following their fourth birthday.

The criteria for admission to Reception will be based entirely upon the suitability of the pupil to take maximum advantage from the opportunities provided by the school. It is for the school in its absolute discretion to determine suitability of pupils for admission into reception.

The school supports the Catholic faith and welcomes applications from families of all religious denominations and those of no faith. Siblings of pupils attending the school will be given priority consideration subject to a place at the school being suitable to meet the needs of the applicant in any event.

Criteria that will be taken into consideration prior to the offer of a place, include, in no particular order and are not limited to:

- Connections with the school
- Attendance at Carleton House Nursery
- Parental involvement with school
- Roman Catholic faith
- Date of application
- Parent interview
- Pupil pre admission visit

The offer of a place is at the discretion of the Head Teacher. This decision will be ratified by the Governing Body. The decision in accepting or refusing a pupil into the School is final.

### **Application Procedure**

Parents are warmly invited to visit the school by prior appointment. A tour of the school will be given and any questions answered. We encourage prospective parents to visit us on our Open Day – usually held in November each year.

An application for a Nursery and/ or a Reception place requires the submission of an application form and a non-refundable registration fee. A separate application form and fee is required for both Nursery and Reception. All applicants will receive written acknowledgement upon receipt of their application. An application may be rejected if the form has missing information or is not accompanied by a registration fee.

It is of great importance that a parent informs the School on the application form should a prospective pupil be considered disabled under the definition of the Equality Act 2010 and thereby is likely to require special assistance or reasonable adjustments under that Act.

### **Admission procedure**

Parents are contacted prior to the consideration of the allocation of places and are asked to reconfirm their wish to be considered for a place. The Head Teacher may request an interview with the parents and the child prior to considering the allocation of places.

Nursery places are allocated using the above criteria in the January preceding the September that the child is due to start. A place in nursery does not guarantee a place in Reception however this may be taken into consideration. Children are invited for a stay and play session prior to the consideration of the offer of a place.

The offer of a Nursery place will be made in writing. Parents are asked to confirm their acceptance of the place within the time scale stipulated on the offer letter.

Reception places are allocated using the above criteria in the December preceding the September that the child is due to start. Children not currently attending our nursery will be invited for a pre admission visit prior to the consideration of the offer of a place.

The offer of a Reception place will be made in writing. A copy of the School's Terms and Conditions will accompany the offer letter.

Parents will be requested to confirm their acceptance of the offer of a place and the Terms and Conditions of the school. Parents will be required to pay a deposit of the amount stipulated in the offer letter to secure the place. The deposit is separate to the registration fee. The deposit will be refunded upon request, without interest at the end of the child's education at Carleton House. The deposit will not be refunded however if, after acceptance, the pupil does not attend school.

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

### **Application for a deferred place**

The request for a deferred application must be discussed and agreed with the Head Teacher prior to places being allocated. Not securing a place in a class is not a valid reason to request a deferred admission. This could unfairly disadvantage pupils who have already submitted an application for that year.

### **In year applications**

Parents of prospective 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 as ratified by the Governing Body. References from the pupil's current school will be sought.

### **Application for a place in the year group above**

An application to join a year group above the usual admission year will be considered on a case by case basis and only if there are places available within the requested year group. Following an extended assessment period, admission is at the discretion of the Head Teacher as ratified by the Governing Body.

### **Applications where a place is not available**

If a place is not currently available in the desired year group, the application process as outlined above will be followed and a non-refundable registration fee will be due. Should a vacancy arise and the application has been deemed to be suitable for the placement parents will be contacted and will be invited to confirm their continued interest. Our usual admission processes will be followed. As stated above, we do not maintain waiting lists and offers of placements from the record of interest are at the absolute discretion of the Head Teacher.

### **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 ambassador for the school at all times
- By being a positive role model to all of our children through exemplary behaviour and positive interactions with other members of our school community.

### **Privacy information**

Carleton House Preparatory School is a Controller of data under the General Data Protection Regulation and Data Protection Act 2018. As part of the admissions process we collect information about parents, guardians and prospective pupils.

We collect this information for the following reasons:

1. To take steps to enter into a contract with you: as an independent school we offer placements subject to terms and conditions. In order to determine whether we should proceed with the contract for a placement we need to collect the information through our application process to identify parents and prospective pupils, along with relevant contact information, equality information to accommodate protected characteristics and special educational needs of the prospective pupil to assess suitability of placement. We also collect information for deposit payments from parents.
2. To comply with a legal obligation: we must ensure that those applying to be educated at the school have a lawful right to be in the UK.
3. For our legitimate interest: to be able to consider an application with all relevant factors to determine the school is a suitable place for the pupil. We also keep a record of interest so that those who have been unsuccessful may be contacted in the future should a placement become available and your child is determined to be suitable.

We will retain a record of the application process if you are successful and keep it on the pupil's education record. In the event that an application is unsuccessful we will retain the application information for a period of 6 months after we have notified you of the school's decision not to offer a place.

We will keep a record of interest of those who have applied but have not been successful. This will be limited to names, contact details and date of birth for the child. If you do not wish for us to retain this information please let us know and we will remove this information from our records.

The personal information will be kept secure and shared only with those that are involved in the admissions process or if the law requires/entitles us to share with others.

The law provides you with certain rights over your data including:

1. The right to know we are processing information about you and to have a copy (subject to exemptions)
2. To object to our processing of your personal information
3. To restrict our processing of your personal information in certain circumstances
4. To ask that it be updated so that it is factually accurate
5. To have it erased so that it is processed no further by the school
6. To know if there are any automated decisions taken with your personal information

In the event that you wish to raise any queries about your personal information please contact the school business manager.

You may also contact the Information Commissioner's Office's website for more information about data protection or to raise a concern we have not been able to resolve with you.