

# **NORFOLK HOUSE SCHOOL & NURSERY**

## **Admissions Policy**

This policy applies all pupils in the school, including those in the EYFS



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## **Admissions and Entry Procedure – Norfolk House School**

Norfolk House School and its EYFS setting is a community which recognises each individual's needs and in which the talents and abilities of children and adults are encouraged. The care for each child is central to the school's aims and provision and as a caring and welcoming community. Our curriculum and pastoral approach fosters the individual's sense of identity and awareness, alongside the important role they play as part of the community. This recognition and appreciation of individuality is central to the school's ethos and is reflected in the procedures through which we welcome, admit and induct children and their families into our community.

The purpose of this policy is to enable the school to welcome, identify and admit children who will benefit from the education offered at Norfolk House School and Nursery and who will contribute to and benefit from the ethos and activities of our school community. We will only admit a child and their family who meet these criteria.

### **Equal Opportunities**

We welcome children from many different ethnic and racial groups, backgrounds and creeds. Human rights and freedoms are respected but must be balanced with the lawful needs and rules of our school community and the rights and freedoms of others. The School is committed to being an Equal Opportunities Education provider and is committed to equality of opportunity for all members of the school community. The school recognises and accepts its responsibilities under the law, in line with the 1976 Race Relations Act and in line with the Equality Act 2010; all candidates for admission will be treated equally, irrespective of their, or their parents' age, gender, disability, gender (re)assignment, marriage and civil partnership, pregnancy and maternity, race or ethnicity, language, religion or belief, national or social origin, sexual orientation, property, birth or other status. We expect all of our pupils to attend all assemblies and outings, and to take full part in compulsory parts of the curriculum.

### **Special Education Needs and Disability (SEND)**

The School currently has limited facilities for SEND pupils but will do all that is reasonable to comply with its legal and moral responsibilities under equality legislation in order to accommodate the needs of SEND applicants for which, with reasonable adjustments, the School can cater adequately.

The physical layout of the site and buildings may restrict the movement of individuals with particular difficulties with mobility. The school has a three year plan in compliance with the Special Educational Needs and Disability Act.

The school defines a reasonable adjustment as one which can reasonably be undertaken within the normal staffing, facilities and resources of the school. Where the school needs to draw on additional expertise or resources, the school reserves the right to pass on some or all of the associated costs to parents. The School needs to be aware of any known SEND which may affect a child's ability to participate in the admissions procedure and take full advantage of the education provided at the School.

Parents of a child who has any SEND should provide the School with full details prior to the admissions procedure. The School needs this information so that, in the case of any child with particular needs, the School can assess those needs and consult with parents about the adjustments which can reasonably be made to ensure that the application procedure is accessible for the child and the School can cater adequately for the child's needs should an offer of a place be made.

The School will do all that is reasonable to ensure that the information and application procedure is accessible for SEND candidates and will make such reasonable adjustments as necessary. For example, the School may be able to provide an examination paper in large font for a visually impaired pupil. Similarly, if SEND needs become apparent after admission, the School will consult with parents about reasonable adjustments that may allow the child to continue at the School.

Where specific needs are identified and can be met with 'reasonable adjustment' by the school, there will be no additional costs for support. Where it is deemed most appropriate for there to be intervention from an outside resource, the cost for these services will be the responsibility of the parent.

### **Joining Norfolk House School -**

**Application:** To apply for a place, please read the terms and conditions and complete and sign the Registration Form. The Registration Form must be signed by both parents and then returned together with a registration fee of £80. On receipt of the Registration Form for your child, together with the registration fee, the school will place your child's name on the General Waiting List for the term in which they expect to enter Norfolk House School & Nursery. However, this does not guarantee your child a place. The registration fee will not be refunded if the school cannot invite you for an interview and tour and you chose to withdraw.

**Points of Entry:** There are 3 main points of entry to the school.

- **Pre Nursery** - age 2+
- **Nursery** - age 2 years, 7 months +
- **Reception** - starting school age. Priority is given to children who attend Norfolk House Nursery who are registered for Reception at Norfolk House School. These families will be invited to an interview/tour before families of external children registered for the same class.

**Waiting Lists:** Once a child is registered, they are added to the waiting list for that year; usually positions on the list are allocated on a first come first served basis, subject to the following criteria being given precedence:

- A child with an existing sibling within the school/nursery wishes to join
- A member of staff wishes that their child join the school/nursery
- A child who has previously attended the school/nursery wishes to re-join

**Children Educated Out-of-Year:** It is not the policy of Norfolk House to place a child in a year group that does not match their chronological age. In a very narrow and rare set of circumstances, such as where the child has moved to the UK recently, having come from a foreign education system which is radically different to the British one, the school may occasionally use discretion to educate a child out of year. However, this will be avoided in every instance where there are other alternatives with fewer

potentially adverse consequences. Such decisions will always be taken by the Head Teacher, whose decision is final.

### **Admissions Process:**

#### **Pre-Nursery and Nursery**

Parents applying to Pre-Nursery and Nursery will be contacted by an Admissions Officer to arrange a tour of the setting with your child.

#### **Term-Time Only Places**

- For 2 year-olds joining the Pre-Nursery, the child must be enrolled for a minimum of two sessions per week.
- For 3/4 year-olds joining the Nursery who are attending morning sessions and/or full days, the child must be enrolled for five morning sessions each week.

#### **Year-Round Extended Hours Places**

- Children must be enrolled for whole days only; morning-only/afternoon-only enrollment is not possible
- The enrollment options available are as follows:
  - 2 days per week
  - 3 days per week
  - 5 days per week

#### **Reception - external applicants**

Parents will receive a formal acknowledgement. A tour of the school and meeting with the Head Teacher will be arranged if a full or reserve place is available. Places will be offered to children who the school feel would benefit from the education offered at Norfolk House. Children applying from external nurseries will be invited to tour the school with their parents and meet the Head Teacher and members of the Early Years team. This will allow us to get to know the child enough to determine whether our Reception setting would be suitable for their first year in school. If this is judged to be the case, an offer will then be made.

#### **Reception - internal nursery applicants**

Children applying from Norfolk House Nursery will have priority entry for places in Reception. Parents of children wanting to move from Nursery to Reception will be offered a meeting and a tour of the school with the Head Teacher.

Whilst we believe that our Pre Nursery and Nursery is an excellent preparation for school readiness, the rigour and pace of our school education does not suit all children and, for this reason, we will not always be able to offer a school place to all nursery pupils. If this is the case, the school will inform you of this by the end of Autumn term in their pre-reception year.

**Chance Vacancy:** If you are applying for a place outside of the main entry points your child will undergo an assessment at the school. This involves:

- a tour of the school with the Head Teacher, for which we ask that parents bring the candidate child with them

- a review of the candidate child's most recent school report (or similar document) from their current school
- a 'taster' session: usually a half-day spent with the class that the candidate child intends to join. This allows the teacher(s) to do a 'soft' assessment of how well suited the candidate child would be to joining Norfolk House School

**Pupils Applying from Abroad:** Individual arrangements will be made for families applying to join the school from abroad.

**Not Offered:** Should your child not be offered a place following your visit and interview to the school their name may remain on the General Waiting List, in which case your child will be considered for a future place.

**Sibling Policy:** The school offers siblings priority for entry to the school, but the onus is with parents to inform the school of any siblings they may wish to be considered for entry. Siblings are awarded a fee discount of 10% for the duration of the period during which a child's sibling(s) attend our school, i.e. at the point at which a child becomes the only member of their family to attend as a Norfolk House pupil, there ceases to be any sibling discount.

**Disclosures:** Parents must, as soon as possible, disclose any particular known or suspected circumstances relating to their child's health, allergies, disabilities or learning difficulties.

**Oversubscription:** (if the School is oversubscribed) If we have to decide between two or more candidates who meet our admission requirements after all appropriate allowances and special consideration has been given, we may give preference to:-

- A child who already has a brother/sister in the school/nursery or whose parent is a former pupil here
- A child whose parent is a current member of our staff;
- A child with a particular skill, talent or aptitude.

**Offer and Acceptance:** If the school offers your child a place, a confirmation letter, along with an Acceptance Form will be sent to you. To accept the offered place a completed Acceptance Form, signed by both parents, along with a copy of your child's birth certificate, should be sent to the School Office. A deposit is also required to secure the place; details of the deposit are outlined within the offer letter.

**Deposit and Cancellation:** Please refer to the School's Terms and Conditions for information as to how the Deposit will be held and in what circumstances it will be refunded. Further information is also provided in the Terms and Conditions about cancellation of a place that has been accepted.

**Exclusion:** In registering your child for a place at the school you are agreeing to abide by the school's regulations and policies and to ensure, in so far as is reasonably practicable, that if your child is offered a place at the school they will be both diligent in their studies and responsible in their attitude and behaviour. Should this become a problem, we will make every effort to counsel your child and yourselves and encourage them to modify their behaviour. However, you must accept that it may become necessary for your child's place at the school to be withdrawn and for them to be

educated at a school which is more appropriate to their needs. The Headteacher's decision in this matter will be final. See the School's Exclusions Policy.

School's Terms and Conditions: This admission policy must be read in conjunction with the School's Terms and Conditions, by which all parents and pupils must abide, in relation to treatment of staff and pupils at the school.

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