

## **Hooke Court School Admissions Policy**

The school provides education for pupils 2 -11 years old. Pupils, at the discretion of the Head Teacher may enter after their second birthday. Pupils may stay until Year 6 i.e. the year in which they become 11 years of age. Hooke Court School applies the regulations of admissions fairly and equally to all those who wish to attend this school.

### **Aims and Objectives**

- We welcome children, fathers, mothers, and other relatives, other carers and people from all ethnic, religious and social groups, with and without disabilities as long as the school is able to meet their needs within the existing resources and facilities
- The main restrictions we place on entry are that of capacity and ability of the school to meet the child's needs. Numbers of vacancies are determined by the available accommodation and the ability of the school to meet the needs of any particular child.
- The level of ability of a child or any special needs that s/he may have, play some part in the admissions policy of the school. We want children to be happy and motivated. Children need to be able to cope within the mainstream environment of the school. Children with learning difficulties may still be considered, if the teaching staff think they are able to meet the needs of that child within their existing class but the school will require the parents to pay for any extra support time or to recruit extra staff to give additional support necessary to meet that individual child's needs.
- We place notices advertising the Nursery where all sections of the community can see them, including in local magazines and newspapers and village notice boards and shops.
- In order to accommodate emergency admissions we endeavour to keep a place vacant
- We are flexible about attendance patterns and payment in order to accommodate the needs of individual children and families under 5 years old.
- On enrolment we ask the parents to pay a deposit to secure the child's place.
- We make the equal opportunities policy available to all.

### **The Standard Number**

The standard number is the number of children the school can accommodate. The standard number for our school is approximately 30. We keep this number under review and the proprietors will change the number if circumstances allow.

### **Class sizes**

In the Nursery we can teach up to 16 children per session.

In the school the classes have a maximum number of 16 children per class.

### **Application for Admissions**

There are 3 stages leading to admission of a pupil:

#### **1. Enquiry for a prospectus**

Following a telephone or other enquiry a prospectus, staff / fees list, latest newsletter and term dates will be sent by the admin office to the prospective parent along with an invitation to come to view the school and meet with the Head Teacher. This visit should take place preferably within the working day of the school in order that parents see the school in

operation and meet teaching staff. The teaching staff should be notified prior to the visit of the age of the child, name etc.

The contact details of the prospective parent will be taken in case of any future contact needed.

## **2. Application for an Admission**

Parents who may like their child to enrol will be given the opportunity for their child to have a taster session during which time the class teacher can informally assess the child. At the end of this session the class teacher and Head Teacher will meet with the parents to give feedback.

Parents wishing to enrol their child in the school complete an application form and return it to the Head Teacher. The Head Teacher may request an interview with the pupil. If a place is available then the child may join the school at a time agreed by the Head Teacher, parents and teaching staff.

If a place is confirmed then a formal offer letter and contract are sent to parents together with a request for a registration fee and copy or sight of the Birth Certificate of pupil.

Following receipt of the contract and registration fee the following information and forms are sent to parents:

Medical history form

Consent forms – swimming, bike week, leaving the school grounds to visit the local area

Personal information about the child (Nursery & reception children only)

Parental Agreements (Nursery and reception children only)

Allergies, dietary requirements, sun cream application

Collection of your child

Consent form for photography and images of your child

Uniform list

Fees and methods of payment

Term and Academic Year dates

Details of parental responsibility will be ascertained at this time.

Contact is made with the child's previous school to ensure they have been informed of the child's transfer and all records are requested.

Parents of new pupils are requested to provide any records, samples of work from previous school.

Any pupil wishing to join the school will always be offered the opportunity to spend time in the classroom prior to joining. See settling in policy.

Copies of contract and other forms are attached.

## **Admissions**

Prior to start date contact is made with the parents to ensure that all is in order and to answer any final queries.

Files, books and coat pegs etc. are organised for the new pupil so that s/he can feel part of the community as soon as possible.

On entry to the school every child is listed in the Admissions Register. This is completed in ink and contains the following details for each pupil.

Name in Full

Sex

Date of Birth

Name and Address of Every Known Parent/Guardian & Emergency Telephone Number.

Date of Admission or Re-admission

Name & Address of last school attended.

On entry an emergency card is made for each child in preparation for school visits.

## **Settling in policy**

If the children are to play and learn successfully, they must feel secure and happy in the absence of their parents.

They need to be confident in the knowledge that their parents will return at the end of the session. In order to achieve these aims our policy is to:

- Ask parents to visit
- Agree with parents how we introduce and settle a child into the Nursery
- Ensure that the individual needs of the child and family are met
- Introduce children new to the Nursery in small numbers over a period of time
- To give each child the adequate time and support needed to settle
- Encourage parents where possible to separate from their children for brief periods at first then gradually build up to longer absences in the Nursery
- Reassure parent who are anxious about their child by giving them information about their child's activities and welfare during the session
- Recall a parent if the child is distressed or unable to settle.