

ADMISSION POLICY

Status

This policy has been authorised by the School Council (Governors). It is intended to provide advice and information to prospective parents. If, having read the full policy, further clarification is required, please contact the Head.

Background

The Froebelian School was founded in 1913 and has always been situated in Clarence Road, Horsforth (Leeds 18). It is a Christian, co-educational preparatory school, providing education, development and appropriate care for children aged 3 to 11 years. Traditionally, the main intake to the school has been of up to 26 children aged 3+ each September into the Lower Kindergarten (nursery) class. Places are sometimes available for older children and these are admitted on an individual basis.

Principle

Operating fairly and reasonably within this policy, the school will admit pupils without reference to gender, ethnicity, race, religion or status.

Aims

- To ensure the school fulfils its charitable purpose of providing the best possible education for affordable fees.
- To provide for children who will benefit from an academic education and who will also benefit from and contribute to the ethos and activities of our school community.

Disability and Special Educational Needs

The school has limited facilities for the disabled but will do all that is reasonable to comply with its legal and moral responsibilities. The school needs to be aware of any known disability or special educational need that may influence a child's ability to thrive at the school. Prospective or current parents should provide the school with written details of any disability or special educational need as soon as possible. If special educational needs or a disability become apparent after admission, the school will consult with parents about reasonable adjustments that may allow the child to continue at the school.

Procedures

Our admission procedure has five stages.

Summary

- Registration
- Suitability visit
- References (including fees and bursaries)
- Special factors (including disability assessment, if appropriate)
- Offer and acceptance

Registration

Parents are invited to register a child following a visit to the school or, in the case of current parents, as soon as possible after the birth of a sibling. In exceptional circumstances (e.g. when a family is resident abroad) provisional registration may be made. Registration confirms a request for a place at the school but does not involve the offer of a place by the school. Pupils are normally registered in chronological order (i.e. determined by the date of receipt by the school of a completed Registration Form and fee). In exceptional circumstances, the school may amend the order of registration.

Suitability visit

Normally, up to the first 26 children registered for entry at 3+ are invited to a suitability visit approximately nine months before they are due to start. The purpose of the visit is to try to determine, so far as is possible, that the child will benefit and thrive as a result of the education, ethos, care and facilities offered by the school. Suitability visits for older children are arranged on an *ad hoc* basis. If, following a suitability visit, a place is not offered the school will provide an explanation.

References

Parents invited to bring their child for a suitability visit will be asked to provide a reference from a nursery, crèche/playgroup supervisor or registered childminder. Exceptionally, the school may accept a reference on behalf of the child from another, suitable third party.

As an independent school, it is necessary for parents to pay the appropriate fees (details provided separately). The school has limited bursary funds available to support families who might have difficulty in paying the full fees. All bursary applications are means-tested and require full disclosure of financial circumstances. Further details may be obtained from the bursar. The school may reasonably seek reassurance regarding the ability of parent(s) to pay fees before confirming the availability of a place.

Special factors

The school is frequently oversubscribed. If it is necessary to decide between two or more children 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 or sister in the school or whose parent is a former pupil of the school;
- A child whose parent is a current or prospective member of staff;
- A child whose parent or other close relative has had a close relationship with the school;
- A child with particular skill, talent, aptitude or needs that the school can serve.

Offer and acceptance

If appropriate, the formal offer of a place will be made as soon as possible following a suitability visit. Parents are given seven days to reply to the offer and to pay the required deposit (details provided separately) if they wish to accept the place. Deposits are non-refundable and parents will agree to pay the balance of the first term's fees if, subsequently, their child does not start at the school. This condition is part of the standard Terms and Conditions issued separately to parents when a place is offered.

Disclosures

Parents and prospective parents must inform the school as soon as possible of any particular known or suspected circumstances relating to their child's health, allergies, disabilities, learning difficulties or any factors that might influence the health and safety of their child or of others.