



St HELEN'S COLLEGE

Admissions Policy

This is a whole-school policy which includes the Early Years Foundation Stage

1 Introduction

- 1.1 Admission to the school depends upon a prospective pupil meeting the criteria required to maintain and, if possible to improve, the educational and general standards for all its pupils commensurate with the ethos to which the school aspires.
- 1.2 The school must also feel reasonably sure that it will be able to educate and develop the prospective pupil to the best of his or her potential and in line with the general standards achieved by the pupil's peers, so that there is every chance that the pupil will have a complete, happy and successful school career and emerge a confident, well-educated and well-rounded young person with a good prospect of a satisfying life.
- 1.3 These criteria must continue to be met throughout the pupil's time at the school. If, at any time subsequent to admission, it becomes clear that the pupil, for any reason, is failing to benefit appropriately from the education offered by the school, or if the behaviour of the child is detrimental to the education or well-being of others in the school, then, following a period of consultation with the child's parents and the implementation of appropriate learning/behaviour strategies, the school may require the withdrawal of the child from the school.
- 1.4 The school's policy is to apply these criteria to all pupils and potential pupils regardless of any disability of which it is aware, subject to its obligation to make reasonable adjustments not to put any disabled pupil or potential pupil at a substantial disadvantage compared to any pupil who is not disadvantaged because of his or her disability.

2 Admission Procedure

- 2.1 The majority of children enter the school Nursery in the September following their third birthdays. Smaller numbers enter Reception in the September following their fourth birthdays, or at other ages and times, as and when spaces become available.
- 2.1 Parents must complete a Registration Form and pay a non-returnable Registration Fee before their child will be considered for entry.
- 2.3 For Nursery and Reception entry, the children are invited to an Entry Meeting during which they are assessed by the Lower School teachers. The teachers' aim is to determine whether a given child shows the aptitudes and level of development necessary for successful inclusion in the class, and to benefit from the education offered by the school.

- 2.4 The school also requests the child's current setting manager to provide a written reference, in confidence. With the permission of the child's parents and that of the relevant setting manager, a member of staff from St. Helen's may visit the child's setting to observe him or her in a familiar setting, and to obtain further information about the child from the setting staff.
- 2.5 Older applicants are invited to spend a morning in the class for which they are eligible, on a normal school day. The class teachers will assess the child's readiness to join the class by observing his or her social and academic skills, and testing the child as appropriate.
- 2.6 The school also requests the child's current Head Teacher to provide a written reference, in confidence.
- 2.7 Following the assessment, letters are sent promptly to parents, informing them of the school's decision. If a place is offered, parents are requested to sign and return within two weeks a Contract, and to pay a deposit which is non-returnable but deducted from the final term's fees.
- 2.8 If a child is assessed as suitable for a place at the school, but the class for which he or she is eligible is full, then the child's name is put on a waiting list until such time as a place becomes available. Re-assessment might be necessary, depending on the time on the waiting list.
- 2.9 Following acceptance of a place, parents are sent all necessary documentation, and normally visit the school, with their child, on at least one more occasion before the child joins his or her class.
- 2.10 Parents are asked to furnish the school with all relevant information about any special educational need, dietary need, disability or medical complaint well in advance of the date of entry, to ensure that any appropriate and reasonable training and procedures can be put in place before the child's first day.

3 Admission Appeals

- 3.1 If parents wish to appeal against a decision to refuse entry, they can do so by applying to the Head Teachers, who will arrange to meet with the parents and reconsider the application.

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