

## Admissions Policy

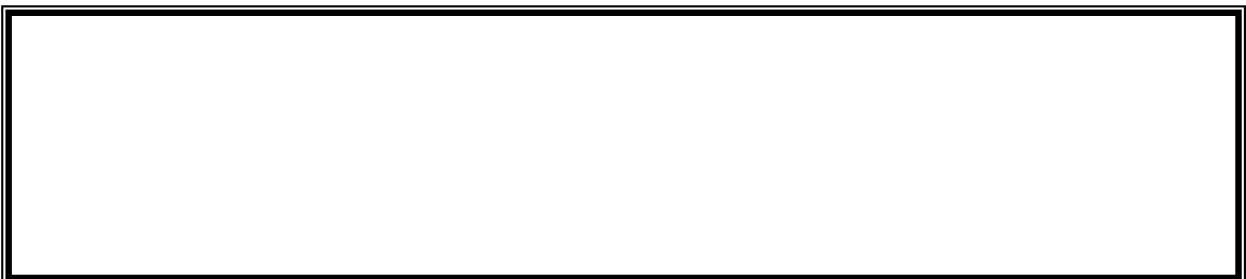
Policy Reviewed by Donal Brennan

Review date: July 2023

Next review date: June 2024

**Circulation:** This policy has been adopted by the governors and is available to parents on request. It is addressed to all members of staff and volunteers and applies wherever they are working with children.

'Parents' refers to parents, guardians and carers.



The intake age in Ivy House School is in two classes, Reception at 4+ and Year 3 at 7+ however applications will be considered for places into other year groups.

Entry into year groups (Rec – Year 6) will take place throughout the year until the class is at its full complement of 20 children. On entry, the children will take an age-appropriate assessment in English and Mathematics. The 4+ assessment will also consider fine motor development, language development and social interaction. The report from the children's current school is also considered carefully. Siblings will be given priority.

Entry to the Nursery will take place when a child turns 2 ½ and they can enter in the Spring and Summer term if they turn 2 ½ after the Autumn term starts. Intake to the Nursery is nonselective.

## Policy Statement

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Ivy House School welcomes children of all faiths (or none), cultures, races, nationalities and family backgrounds. The school is fully committed to equal treatment of all prospective parents and their daughters.

We are firmly committed to inclusivity and to giving every child the best possible start in life. Irrespective of their special educational needs or disability, we consider all children for admission to the school who have the ability and aptitude to access an academic curriculum. Pupils whose SEND are suited to the curriculum are welcome provided that we have the appropriate resources and facilities to provide them with the support that they require.

Before a place is offered at the school (and preferably prior to application):

- Parents must disclose to the school any known or suspected circumstances relating to their child's health, development, allergies, disabilities and learning difficulties. The school reserves the right subsequently to withdraw any place offered based on incomplete disclosure of known or suspected SEND circumstances.
- Based on such disclosure, the school will confirm whether or not it is able to fully meet the needs of the child.

Where a child's SEND is identified, or develops, after the child has started at the school, we will endeavour to continue support the child as long as we have the appropriate resources and facilities to provide them with the support they require **and** we believe it is in the best interest of the child and of the school community to remain at the school.

Where, in our judgement, either of these conditions no longer apply, we reserve the right to withdraw a place at the school. In such circumstances, we will use our reasonable endeavours to support parents in finding alternative arrangements.

English as an Additional Language (EAL) applicants are subject to the same admissions procedures as other applicants, as appropriate to the chronological age of the applicant at the time of applying to Ivy House School. Where an assessment is required for an occasional place, EAL specific issues that undermine performance will be taken into consideration during the course of marking. However, such EAL needs must be declared on the application form or via the applicant's current school, in advance. Access Arrangements, such as allowing the use of a bi-lingual dictionary, are also made where applicable and as requested by parents upon application to the school. This policy supports the school in meeting its duties under the Equality Act 2010.

## **Registration**

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Pupils may be registered for entry any time after birth. A registration form needs to be completed and sent to the school, with the £100 registration fee. This registers each pupil for a potential place in the relevant class.

Registration is accepted in order, with siblings having priority. If you wish to consider us please contact the School Secretary, Margaret Vaughan, on 020 3869 3070 in order to arrange to meet the Headteacher or Deputy Head and view the school.

## **Offered places**

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School places are offered subject to availability. Formal offer letters requesting a non-returnable deposit are sent out following meetings and successful assessments. Deposits must be returned by the stated date or it will be deemed that the place is no longer required.

## **Fees**

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Fees must be returned by the stated date or it will be deemed that the place is no longer required.

## **Bursaries and Scholarships**

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Enquiries about bursary or scholarship applications should be made to the Registrar and will be processed in discussion with the Alpha Plus Group Head Office.