



# HOWE GREEN HOUSE SCHOOL

## ADMISSIONS POLICY

ISI Reference	15a
Issue Number	3
This policy is endorsed by	Governing Board and the Head
This policy is owned by	The Head
Review Body	Finance Committee

Most Recent Revision Date	September 2021
Last Reviewed by Governors	September 2021
Period of Review	Yearly
Next Review Date	September 2022
Previous Reviews	2

To be made available	YES
To be on website	YES
Internal staff only	NO
Internal students only	NO
Internal staff and students	YES

## ADMISSIONS POLICY

### HOWE GREEN HOUSE SCHOOL

This Policy also includes the Early Years Foundation Stage

#### **Statement of Intent**

The staff and governors of Howe Green House School believe that our school should provide a caring, positive, safe and stimulating environment, which promotes the intellectual, social, physical, and moral development of the individual child.

#### **Valuing diversity and promoting equality.**

Howe Green House welcomes children from all backgrounds between the ages of 2 and 11 irrespective of sex, gender reassignment, sexual orientation, disability, race, religion or belief.

We are a welcoming and broadly selective independent preparatory day school and we pride ourselves on the progress and achievement of the children in our care. For entry at Year 2 or above, assessments will be carried out as part of the entry procedure to provide us with information regarding ability at the point of school entry. These assessments also assist us to understand each child's particular strengths and areas that may require development and to ascertain if any additional needs can be met within the usual school provision, i.e. through making reasonable adjustments. If a child is transferring to us from another school a reference will be sought and a copy of the previous year's report will be requested as part of the admission process.

Children may enter our school at any age as long as there are places available, though the majority enter at Nursery or Reception (2+ and 4+).

Registration forms are available, upon request, from the School Office and on the school website, and a non-refundable Registration Fee of £75.00 is payable to begin the admission process.

Children are admitted to Reception in the September term. They must be four years of age by 1<sup>st</sup> September of their year of entry.

Places will be confirmed in the October of the year prior to entry, when an Acceptance Fee of £500.00 becomes payable. This Fee is refundable when the child leaves the school at the end of Year 6, less any amounts outstanding on the final account. Parents whose children enter the school during the academic year will be required to pay the Acceptance Fee immediately, once a place is confirmed. If an offered and accepted place is subsequently not taken up, there will be a cancellation charge equal to one term's fees.

**A full term's notice in writing is required (or a term's fees in lieu) before withdrawing a child from the school.**

If no places are available, parents may place their child on the waiting list. Priority is given to parents who have other children already in the school or Little Oaks Nursery. Parents are asked to sign the registration form agreeing to abide by the School's policies and procedures.

**The procedures outlined below, for Little Oaks Nursery, should be read in conjunction with this policy**

## **Little Oaks Nursery - Admissions**

### **Procedure Statement**

Little Oaks Nursery is the main feeder into Howe Green House School. It is our intention to make our setting accessible to children and families from all sections of the local community.

Registration forms are available to download from the website and upon request from the School Office. A £50.00 non-refundable fee is charged, payable on registration.

Parents are asked to sign the registration form agreeing to abide by the Nursery's policies and procedures.

Children are admitted to the Nursery from their 2<sup>nd</sup> birthday, space permitting.

Our policy will take into account the following criteria:

- Priority for entry to the nursery will be given to children with siblings already attending Howe Green House School.
- Priority will be given to children who have allocated places into Reception.
- Priority will be given to children who are on the Reception waiting list.

Children attending Little Oaks Nursery will be given priority on the waiting list for entry into the main school.

Fees for pre-booked sessions are payable in advance on a block half termly basis. The school will confirm in writing the availability of the requested sessions in the term before the child is due to start nursery.

Prior to a child's attendance at the nursery the parent/carer must complete the registration form and entry form.

We make our Equal Opportunities Policies widely known.

We are flexible about attendance patterns to accommodate the needs of individual children and families wherever possible.

**Signed: Deborah Mills**

**Headmistress**

**Signed: Amanda Cutlan-Smyth**

**Chair of Governors**

**Date: September 2021**

**Next Review: September 2022**