Oakfields Montessori School

Admissions Policy

September 2020

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1 Policy Statement

1.1 We welcome applications for admission from pupils of all backgrounds. This policy applies to all pupils, including those in our Early Years Foundation Stage. We admit pupils with an additional educational need and/or disability provided both parents and school conclude that we can provide appropriately for the child's specific needs.

2 Enquiries

2.1 All enquiries and applications should be made to the Admissions Manager – Helen Rogers. The Admissions Manager will ensure that you have all the information you need.

3 Visits

3.1 Prospective parents are encouraged to visit to see the school in action and to meet the Head. Each term there is an open day which is an opportunity to tour the school on an informal basis. Alternatively you might like to make an appointment for a personal tour. Please contact the Admissions Manager to arrange this.

4 Registration

4.1 Following a visit, parents wishing to register their child should complete a Registration Form and return it with a payment for the registration fee. The registration fee covers the cost of administering the registration procedure, including the waiting lists and is non-refundable. Registration is an indication of interest and is not a guarantee of a place.

4.2 The school will respond by confirming that the child's name has been placed on the admission list for the relevant term and year. If the year group is fully subscribed, they will be placed on a waiting list. A place is confirmed once a formal offer has been made by the school and a deposit has been received in return.

5 Admission to Nursery

5.1 Children are welcomed into the Kindergarten from the term in which they are 3 years. No formal assessment of children is undertaken but children will be invited to spend a few hours in Kindergarten. Additionally, parents will be asked about their child's general development and any identified special educational needs prior to a place being offered. Places are not automatic, in some rare cases a place will not be offered if we deem a child's development is below expectation or that they will not flourish in the environment we offer. Children entering Kindergarten 1 may attend two full days (Tuesday and Thursday), three whole days (Monday, Wednesday and Friday) or five full days (Monday-Friday). Children entering Kindergarten 2, in the year prior to Reception, are required to attend full-time.

6 Taster Days

6.1 We offer Taster Days as an opportunity for children to visit our school and experience either a brief session in the case of admission into the Kindergarten/Reception or a full day in the case of admission into Years 1 upwards.

7 Transition from Nursery to Reception

7.1 Transition from Nursery (age 3-4) to Reception (age 4-5) is usually automatic (subject to the Parent Contract and Terms and Conditions of the individual case).Children are assessed based on an ongoing observation of their learning and development.

8 Transition through Year Groups

8.1 It is anticipated that all pupils will transition through the school and reap the rewards of the education on offer. Should this prove not to be the case, parents will be informed of any concerns at the earliest opportunity and at the latest before the end of the Spring Term if there appears to be any reason why the pupil may be refused a place in the subsequent year groups. In rare cases it may be that a pupil's progress or behaviour means that transfer to the next stage of the school is not deemed appropriate.

9 Admission to Other Year Groups

9.1 Subject to registration and places being available, children can join the school at any stage. If a place becomes available, an invitation will be sent out for the child to attend a taster day, upon a formal offer being made by the school and receipt of a deposit to secure the place. Additionally, parents will be asked about their child's general development and any identified special educational needs prior to a place being offered. Places are not automatic, in some rare cases a place will not be offered if we judge that a child's development is below expectation or that they will not flourish in the environment we offer.

10 Allocation of Places

10.1 In the event that the number of children registered for any year group exceeds the places available, the following procedure will be applied:

- Siblings in the school
- Length of time the child has been registered
- For a child entering the Kindergarten, a child requiring a full time place will be given priority over a child requesting a part time place, provided sufficient sessions are available.

11 Offer

11.1 The parents of each applicant will be informed within three workign days of their application whether a place is available. The school will not be obliged to state its reasons for declining a request for admission.

12 Waiting List

12.1 If no place is available, parents may place their child's name on the waiting list for the school. The school cannot guarantee when a place may become available.

13 Appeal

13.1 There is no appeal process for admission to the school. The decision of the Headteacher is final.

14 False Information

14.1 Where the school has made an offer of a place on the basis of a fraudulent or intentionally misleading application, which has effectively denied a place to a child with a stronger claim, the offer of a place will be withdrawn.

15 Overseas Pupils/Pupils with English as an Additional Language

15.1 We welcome pupils from a wide variety of cultural backgrounds, including overseas pupils and those with English as an additional language (EAL). Children entering the School must have an appropriate working knowledge of English and parents must be committed to supporting further English study at their cost, if necessary.

15.2 Overseas pupils are required to have a guardian who is resident in the UK and who can act on behalf of the parents, if required.

16 Equality

16.1 The school pays due regard to the Equality Act 2010 and reasonable adjustments are made for pupils with special educational needs and/or disabilities.

16.2 Subject to our entry requirements being met, we welcome pupils with special educational needs or physical disabilities. We advise parents of children with special educational needs and/or physical disabilities to discuss their child's requirements with the school before registering for a place. This will enable the school to determine whether the school can make reasonable adjustments to ensure that the child can flourish as a learner. Where necessary, parents will be asked to provide a copy of an Educational Psychologist's report or a medical report and the school may need to discuss provision with external agencies. The cost of such reports is the responsibility of the parent. Where specific provision is required, parents may be asked to pay an additional charge to meet these needs (staffing and/or resources). In some cases, the school may receive funding from the local authority to provide additional support.

17 Admissions Register

17.1 The school maintains an Admissions Register in line with regulatory requirements. See Admission, Attendance and Children Missing from Education Policy for further detail of statutory requirements.

Ownership and consultation	
Document sponsor (role)	Director of Education
Document author (name)	Simon Camby

Consultation – Oct 2016 (Original policy)	The following schools were consulted: Cumnor Boys School, Colchester High School, Clifton Lodge Prep School, Duncombe Prep School, Kings School, Kingscourt School, Meoncross School, and North Bridge House Senior School.
Consultation – May 2017 (Review)	The following schools were consulted as part of review: Akeley Junior, Kingscourt, Southbank Westminster, Meoncross, Downsend Ashtead Pre-Prep, Clifton Lodge Prep School. Representative of Education Team – Robin Davies, ADE.

Audience	
Audience	Parents of pupils at Cognita schools School staff

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England	Yes
Wales	Yes
Spain	No

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