

ADMISSIONS POLICY (including Early Years)

Date modified: July 2021

Date of next review: July 2022

This policy is based on The Key Admissions Policy.

Aims of this Policy

- To ensure compliance with Fosse Bank School's (hereafter referred to as 'the School') charitable purpose as a school providing independent education for girls and boys between the ages of 2 and 11 years.
- To set selection criteria and procedures that are consistent with this charitable purpose which are fair to all applicants.
- To identify applicants whose academic and other abilities appear to match the ethos and standards of the School, with particular regard to behaviour.
- To identify applicants whose personal qualities suggest they have the potential to benefit from the many opportunities that are offered here, and contribute sufficiently to the school community.

Entry Points

- Little Fosse Nursery accepts two year olds at any point in the year.
- The School accepts 16 pupils in Kindergarten in any one session. Children may join this class in the term after they reach 3 years of age.
- No more than 18 children are accepted into the Reception class or thereafter.
- The School takes the applicant's age on 1st September to determine the entry for each year.
- Places may occasionally be available at non-standard entry points.

Admissions Timetable

In brief

Following an initial enquiry, prospective parents will be invited to tour the school and meet the Head. Following this, any family wishing to register will need to complete and return the Registration Form and payment of a non-refundable registration fee of £50. Parents are required at this stage to declare any special circumstances and additional needs, supported by the appropriate documentation. A Taster Day is then arranged. Following an offer letter from the school, a deposit of £800 will then secure a place. This fee is returned at the point a child leaves the school, less any sums owing to the School at that time.

Transfers from other schools

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In the case of admissions throughout other year groups, a Taster Day will be taken before a place can be offered.

In the case of children applying from abroad without the opportunity for a Taster Day, then reports from the previous school are taken into account.

In line with the IAPS code of practice, the School will confirm with the school (where applicable) that the child is transferring from, the position of fees owed to that school prior to admission of the child to the School. References may also be requested.

Transfers to other schools

In line with the IAPS code of practice, the status of any fees owed to the School will be provided to the school to which the child is being transferred to.

Selection

The pre-conditions for admission are that:

- The applicant is of the appropriate age and sufficient maturity
- Any previous school reports satisfactory attitudes and conduct on the part of both parents and applicant.
- The applicant's learning needs, in the opinion of the Head, can be managed within the School's normal provision.
- In line with the IAPS code of practice, the School will confirm with the school (where applicable) that the child is transferring from, the position of fees owed to that school prior to admission of the child to the School.

Factors which are not taken into account in the assessment for admission include protected characteristics – disability, skin colour, race, gender, sexual orientation, gender reassignment, nationality, ethnic or national origin, religious faith, area of residence or socio-economic group.

Oversubscription Criteria

In the event that the number of places applied for exceeds the number available, places will be allocated in the following priority order:

- Current Family Association – the applicant has a sibling who attends Fosse Bank.
- The applicant has a sibling whose application is received at the same time.
- Previous Family Association – the applicant previously attended Fosse Bank themselves or has a sibling who attended the School.

Any other relevant circumstances, including the date for the applicant's education to commence at Fosse Bank, will be taken into consideration.

Summer born children may be considered for an out-of-year place.

Taster Day

The aim of the Taster Day is to explore some of the criteria set out in the Selection section above. Taster days are usually half days for the younger children and a full day for older pupils.

The style of the Taster Day is intended to be informal and natural. Pupils from Year 3 to 6 are given either written tests or INCAs Mathematics and English tests on the computer and spend time with their peers. Younger children are assessed on the classwork completed during the day. Taster Days provide an opportunity for the family to make its own decision over schooling as well as for the school to learn about the family and the child. On the Taster Day the child will be placed in their current year group.

The Offer of a Place

Following the Taster Day, the school's Admissions Panel will review all documents and make their recommendation. In the event of no clear consensus by the Admission Panel, then the Chair of Governors and Education Governor will be consulted. The admissions panel is comprised of the Head, Admissions Manager, SENCO, if appropriate.

A formal offer of a place is made by email within one week of taster day. Acceptance of the offer is requested to be a further week, returning a fully signed parent contract by both parents and receipt of acceptance deposit (cleared funds).

Progression through the school

Progression will be subject to the Pupil satisfying the academic requirements at the time and the requirements for good behaviour and discipline which are explained in the School's behaviour and discipline policy. The Parents will be consulted before the end of the Spring Term if the School considers that the Pupil may be refused a place in the next year at the School. Unless the Pupil will be leaving at the end of Year 6 the Parents must give a Term's Notice in writing i.e. before the start of the Summer Term) in accordance with the provisions about Notice in Section 7 below if they do not intend the Pupil to proceed to the next year of the School, or a Term's Fees in lieu of Notice will be payable.

Withdrawal of a Child

It is expected that the Parents will consult with the Head before they give notice. Parents wishing to withdraw their child must give a full term's notice in writing or pay a full term's fees in lieu of such notice.

For children who do not start as per the agreed dates (i.e. no show), a full term's fees must be paid and the deposit is forfeit.

A full copy of our terms and conditions are available on request.

Responsibility for Admissions

- The Head is responsible for admissions, and for the operation of this policy.
- The selection criteria are reviewed regularly.
- Documents supporting each application for admission, together with Taster Day notes are retained by the School for at least one year after the Taster Day, whether or not the applicant is offered a place.
- Each year the Governors review the admission statistics.