



Soaring High Montessori Primary School

ADMISSIONS POLICY

Legal Status:

- Complies with Part 6, Paragraph 24 (3)(a) of the Education (Independent School Standards) (England) (Amendment) Regulations.

Applies to:

- the whole school including the Early Years Foundation Stage (EYFS), the afterschool clubs, and all other activities provided by the school, inclusive of those outside of the normal school hours;
- all staff (teaching and support staff), students on placement, the proprietor and volunteers working in the school.

Related Documents:

- Home-School Agreement
- Single Equalities Policy
- Attendance Policy

Availability

This policy is made available to parents and staff in the following ways: via the School website, within the parent's policies folder in the school office, and on request a copy may be obtained from the school office.

Monitoring and Review:

- This policy will be subject to continuous monitoring, refinement and audit by the Principal.
- The Principal will undertake a formal annual review of this policy for the purpose of monitoring and of the efficiency with which the related duties have been discharged, by no later than one year from the date shown below, or earlier if significant changes to the systems and arrangements take place, or if legislation, regulatory requirements or best practice guidelines so require.

Signed:

Date: February 2019

Sarah Rowledge

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Principal and Proprietor

Admission Policy

It is the aim of Soaring High School to help develop and promote motivated, enthusiastic learners that have a thirst for knowledge, a deep respect for themselves, their community and their environment, and have the confidence to move into Secondary education as independent, self-assured citizens of the future.

Children may be admitted once they pass their 4th birthday and remain with us until they are 12yrs old. All applications for admission to the School require the completion of the Application Form and payment of the Register of Interest Fee (which is non-refundable). The forms are available from the school and should be returned to the School Office. Pupils who have an elder sibling who is or has attended the school will be given priority in the application process, as will those that have attended a Montessori Nursery, priority for all those from Absolute Angels. No child is refused entry on the grounds of race, ethnicity, gender, religion or sexual orientation. We require confirmation of the date of birth of a child.

Assessment Procedure

The assessment procedure for admission into EYFS is a visit, seen as a play session. The assessment procedure for older pupils seeking to join the School will involve a five day trial period (costing £250 for administrative costs) where more formal written assessments in Reading, English, Mathematics, and Reasoning will be carried out, as well as observations around social and emotional awareness. This is to assess their current level of learning in order that we can provide an appropriate educational programme.

Prior to the child's attendance at the school the parents or guardians must complete and sign all the forms on the attached 'Prospective Pupil tracking document' This provides school with the following vital information, and informs the parents of the basic standards of behaviour and the attitude towards teaching and learning that the school expects and requires.

- Name, home address and date of birth of each child
- Starting date
- Name, address, telephone numbers and emails of parents or guardians
- Emergency telephone numbers of parents or guardians
- Special Diets
- Arrangements for collection for younger children or those with special needs that makes collection by an adult essential
- Name, address and telephone number of the child's doctor
- Illness and inoculation details
- Details of any allergies
- Parental consent on emergency procedures

Parents or guardians will also be asked to provide the school with any further information which they feel will enable us to take that best possible care of their children.

The admission procedure for our school is as follows:

- On receiving a contact from a person considering placing a child here, record the person's and child's names, child's gender and age, address, telephone numbers, other contact information and proposed

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date of entry. Parents are invited to visit, and the office arranges a time to visit and directs parents to the school website, to see our prospectus and other information they request.

- Parents are strongly encouraged, once convinced the school is appropriate for their child, to register their child.
- On visiting the School, the visiting adults, ideally accompanied by the child, should be taken around the school and be given comprehensive information. Key personnel should speak to them.
- At this time if the registration form has not been completed and the parents wish the child to be considered for a place it must be completed and returned to the school.
- Reports from previous schools, educational psychologists or other relevant experts are to be requested.
- The child may be invited to spend a day (or days) in school.
- Before the decision to admit a child is confirmed by the School the parents/guardians are required to complete the "Acceptance Form" and sign the "Parent-School Contract – Standard Terms and Conditions."
- When a child has enrolled, the parents/guardians names should be added to the list to receive information on the school and invitation to events, along with parents already enrolled.
- A place will be offered based on availability and in accordance with the *Code of Practice for Schools, Disability Discrimination Act 1995 Part 4* and Schedule 10 of the Equality Act 2010

For more details please see the *Prospectus, website* and the following *Registration form, Acceptance form* and *Parent-School Contract - Standard Terms and Conditions*

Children with Special Educational Needs/Disabilities

Where a child who has a Statement of Special Educational Needs joins our school, we will always consult with parents and, where appropriate, the Local Authority to ensure that the required curriculum is provided for as set out in the Statement. We will also co-operate with the Local Authority to ensure that relevant reviews, including the annual review, are carried out as required by regulation and best practice. The school will make reasonable adjustments to meet the needs of children with a statement or children with special needs/disabilities. . Any additional services that are needed to meet the requirements of the Statement or additional services such as dyslexic tuition will be subject to charge. This will be either directly to the parents, or the Local Authority if they are responsible for the fees and the Soaring High School is named in Part 4 of the Statement. Our school has a policy and procedures for children with *Special Educational Needs and Disabilities (SEND)*.

Children requiring English as an Additional Language

Our school will make provision for children who have English as an additional language, (EAL) in the assessment procedure. If an offer is subsequently made and the child takes up his or her place, the school will make provision for appropriate support (subject to a charge). We would aspire to multi-lingual staff (where appropriate) in order to facilitate this provision (subject to a charge). We do not regard children as having a 'learning difficulty' solely because the 'language or medium of communication of the home is different from the language in which he or she is or will be taught' (Education Act 1996, Section 312(1), (2) and (3)). They will be assessed to gauge the support that may be needed in order to ensure equal access to the curriculum along with all other aspects of life at our school. Our school has a policy and procedures for students requiring *English as an Additional Language (EAL)*.

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Name, Address and Contact Details of the Proprietor

The Principal who is the Proprietor of the School is Miss Sarah Rowledge, whose address for correspondence during both term-times and holidays is Soaring High Montessori School, Purley Farm, Colne Rd, Coggeshall, Essex, CO6 1TH. The telephone number on which the proprietor may be contacted during school hours is 01376 564392 and the telephone number for out of school hours and holidays is 07815 683680. The email address is srowledge@coggeshallmontessori.co.uk

During the 6 weeks of the year when the school is completely closed, in an emergency the Proprietor can also be contacted on 07815 683860.