



## St. Helen's College

### Admissions Policy

**This is a whole-school policy which includes the Early Years Foundation Stage**

#### **1 Introduction**

- 1.1 Admission to the school depends upon a prospective pupil meeting the criteria required to maintain and, if possible, to improve the educational and general standards for all its pupils commensurate with the ethos to which the school aspires.
- 1.2 The school must also feel reasonably sure that it will be able to educate and develop the prospective pupil to the best of his or her potential and in line with the general standards achieved by the pupil's peers, so that there is every chance that the pupil will have a complete, happy and successful school career and emerge a confident, well-educated and well-rounded young person with a good prospect of a satisfying life.
- 1.3 These criteria must continue to be met throughout the pupil's time at the school. If, at any time subsequent to admission, it becomes clear that the pupil, for any reason, is failing to benefit appropriately from the education offered by the school, or if the behaviour of the child is detrimental to the education or well-being of others in the school, then, following a period of consultation with the child's parents and the implementation of appropriate learning/behaviour strategies, the school may require the withdrawal of the child from the school.
- 1.4 The school's policy is to apply these criteria to all pupils and potential pupils regardless of any disability of which it is aware, subject to its obligation to make reasonable adjustments not to put any disabled pupil or potential pupil at a substantial disadvantage compared to any pupil who is not disadvantaged because of his or her disability.
- 1.5 Parents must complete a Registration Form and pay a non-returnable Registration Fee before their child will be considered for entry.

#### **2 Admission Procedure**

- 2.1 Children enter into the Kindergarten ('Ducklings') in the September after their second birthday, or into the school Nursery in the September following their third birthdays. Smaller numbers enter at other ages and times, as and when spaces become available.

- 2.2 There are 20 places available in the Kindergarten. If there are more applicants than places, priority for spaces is given first to children of staff members, to siblings of children currently attending the school and to children of Old Helenians. Any further places are allocated to children on the waiting list through a random ballot system. Children who are not allocated a place via the ballot system will be held on a waiting list and invited in to entry meetings for the Nursery at 3+ entry (see below).
- 2.3 There are 48 places available for Nursery (3+)entry. Nursery places are allocated first to children attending the Kindergarten, who have been assessed by Kindergarten staff. Other applicants are invited to an entry meeting during which they are assessed by the Lower School teachers. The teachers' aim is to determine whether a given child shows the aptitudes and level of development necessary for successful inclusion in the class, and to benefit from the education offered by the school.
- 2.4 The school also requests the child's current setting manager to provide a written reference, in confidence. With the permission of the child's parents and that of the relevant setting manager, a member of staff from St. Helen's College may visit the child's setting to observe him or her in a familiar setting, and to obtain further information about the child from the setting staff.
- 2.5 Applicants for Reception or older year groups are invited to spend some time in the class for which they are eligible, on a normal school day. The class teachers and/or Head will assess the child's readiness to join the class by observing his or her social and academic skills, and testing the child as appropriate.
- 2.6 The school also requests the child's current head teacher to provide a written reference, in confidence.
- 2.7 Following assessments, letters are sent promptly to parents, informing them of the school's decision. If there are more applicants than places, priority for spaces is given first to children of staff members, to siblings of children currently attending the school and to children of Old Helenians. Any further places are allocated to those children deemed most suitable by the school. If a place is offered, parents are requested to sign and return within one week a Contract, and to pay a deposit which is held by the school until the child leaves the school, and then returned in full, providing that correct notice has been given according to the school's terms and conditions.
- 2.8 If a child is assessed as suitable for a place at the school, but the class for which he or she is eligible is full, then the child's name is put on a waiting list until such time as a place becomes available. Re-assessment might be necessary, depending on the time on the waiting list.
- 2.9 Following acceptance of a place, parents are sent all necessary documentation and normally visit the school on at least one more occasion before the child joins his or her class. If the new child is joining in September, he or she will be invited to the 'class swaps' day (Nursery to Year 5) and parents to a 'meet the teacher' session.
- 2.10 Parents are asked to furnish the school with all relevant information about any special educational need, dietary need, disability or medical complaint well in advance of the date of entry, to ensure that any appropriate and reasonable training and procedures can be put in place before the child's first day.

### **3 Oversubscription**

- 3.1 All eligible children who are registered for entry to the Nursery are invited to attend an entry meeting when their suitability for the school is assessed.
- 3.2 If more children meet the assessment criteria for entry than can be admitted, then places are offered to those deemed most suitable by the school. The names of the remaining applicants who meet the entry criteria are held on a waiting list. If, subsequently, places become available, parents of children on the waiting list are contacted and places offered. If a significant time elapses between the entry meeting and the place arising, a second assessment may be required.
- 3.3 Older applicants (for Years 1 to 4) are held on a waiting list until a place arises. Children are not normally admitted into Years 5 or 6.

Person Responsible	SVS
Date	October 2018
Review Frequency	2 years
Next review	October 2020