



## 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), out of school care, the after school clubs and all other activities provided by the school, inclusive of those outside of the normal school hours;
- all staff (teaching and support staff), any students on placement, the Proprietor and volunteers working in the school.

### Availability

This policy is made available to parents, staff and pupils in the following ways: via the School website, within the Parents Policies Folder in the reception area, and on request a copy may be obtained from the Head Teacher.

### Read with related documents:

- Equality and Diversity Policy
- Special Educational Needs and Disability Act (SENDA)
- Attendance Policy
- Inclusion Policy

### Monitoring and Review:

- This policy will be subject to continuous monitoring, refinement and audit by the Principal.
- The Proprietor (who is also the Principal) undertakes an annual review of this policy 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 changes in legislation, regulatory requirements or best practice guidelines so require.

Signed: *S. Sims*

Date: February 2013

Sam Sims  
Headteacher and Proprietor

### The Meadows Montessori School

All applications for admission to the Meadows Montessori School require the completion of the Application Form and payment of the Registration Fee (which is non-refundable). The forms are available from the school and

The Meadows Montessori School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. It is our aim that all pupils fulfil their potential.

should be returned to the Head Teacher. Pupils who have an elder sibling who is or has attended the school will be given priority in the application process.

At The Meadows Montessori School we are registered to care for and educate children from the age of four to eleven years. To register a parent completes the Registration Form (which requests details of the child's full name, date of birth, the name and address of every parent), there is a registration fee of £100.00. The child will then be placed on the waiting list for the desired entry date, and a letter to this effect sent to the parents.

Before a child spends a morning with us, we will invite both child and parent/carer to spend a period of time observing the classroom environment and then allocating time for the parent/carer to speak the appropriate class lead teacher.

The child will then be invited to spend a morning session with us. During this session a baseline assessment will take place. This will be administered by either the lead teacher or the Head teacher.

If a place is available then a start date can be agreed. If the child is to be placed on the waiting list, then when a place becomes available a starting date will be offered.

### **Assessment Procedure**

The assessment procedure for older pupils seeking to join the School from year 1 onwards will involve a formal written assessment in Reading, English, Mathematics, and Reasoning. 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 the:

- *Registration Form*
- *Acceptance/Health Form*
- *Parent-School Contract Standard Terms and Conditions.*

This provides the Meadows Montessori 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 the Meadows Montessori 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 date of entry. Arrange a time to visit and/or send out a prospectus pack and other information they request.

The Meadows Montessori School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. It is our aim that all pupils fulfil their potential.

- 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 at the end of the visit.
- Parent and Child will be invited to spend an hour in the appropriate classroom just observing the teaching session.
- 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. Base line assessments will be given during this visit. The information from these assessments will be shared with the parent.
- 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*

### **Special Educational Needs.**

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). In the case of candidates holding a Statement of Special Educational Need who take up a place at the Meadows Montessori School will meet the provisions of the Statement (subject to a charge).

### **English as an Additional Language**

Our school will make provision for children who have English as an additional language, (EAL) in the assessment procedure.

### **Head Teacher, who is also the Proprietor, contact details.**

The Head Teacher and Proprietor of the school is Sam Sims, whose address for correspondence during both term-times and the holidays is 32 Larchcroft Road, Ipswich, Ip1 6AR The telephone number on which the Proprietor can be contacted at all times is 01473 233782 / 07597869894 and the email address is [info@themeadowsmontessori.com](mailto:info@themeadowsmontessori.com) or also at Willow Park Day Nursery, 316 Tuddenham Road, Ipswich, IP4 3QJ. Telephone 01473 254337.