



## ADMISSIONS POLICY

### Legal Status:

Complies with Part 6, Paragraph 24 (3)(a) of The Education (Independent School Standards) (England) Regulations 2010, as amended 2013.

### 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, on request from reception and 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: September 2019

Sam Sims  
Headteacher and Proprietor

## **The Meadows Montessori School**

At The Meadows Montessori School we are registered to care for and educate children from the age of three to eleven years. To register, a parent completes an initial Registration Form (which requests details of the child's full name, date of birth, the name and address) and a registration fee of £100.00 is payable. No registration fee is payable if the child is receiving Early Years Funding.

The admission procedure for the Meadows Montessori School is as follows:

- On receiving a contact from a person considering placing a child here, the child's names, child's gender and age, address, telephone numbers, other contact information and proposed date of entry will be recorded. A time to visit will be arranged and/or send out a prospectus pack and other information they request.
- 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.
- The child will be invited to spend 3 trial days at 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."
- Reports from previous schools, educational psychologists or other relevant experts are to be requested.
- 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*

### **Funded Entitlement**

15 hours of funded entitlement can be taken until the term after your child's 5th birthday. We are committed to providing 15 hours per week of Early Years Funding for 38 weeks of the year. The appropriate forms will be given to you upon registration.

If your child is only accessing the 15 hours per week funding at The Meadows, then no registration fee will be charged. Please note that children accessing the 15 hours funding are not required to wear uniform.

### **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 EHCP ( Education Health and Care Plan) who take up a place at the Meadows Montessori School will meet the provisions of the EHCP (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.

*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.*

**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 323 Larchcroft Road, Ipswich, IP1 6AR. The telephone number on which the Proprietor can be contacted at all times is 01473 233782 / 07738783092 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.