



# ADMISSIONS POLICY

## APPLIES TO THE WHOLE SCHOOL

### Legal Status:

- Complies with Regulatory Requirements (2010), 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 breakfast club, the afterschool clubs, the holiday club and all other activities provided by the school, inclusive of those outside of the normal school hours;
- all staff (teaching and support staff), the proprietor and volunteers working in the school.

### Other relevant documents:

- Equality and Diversity Policy
- Special Educational Needs and Disability Act (SENDA)
- Attendance Policy
- Inclusion Policy
- Children Missing Education (DfE, 2016)

### Availability

This policy is made available to parents, staff and pupils in the following ways: via the School website, 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 Headmaster.
- The Proprietor (who is also the Headmaster) 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:

Reviewed: July 2018

Next Review: July 2019

Mr. R. Higgins  
(Headmaster and Proprietor)



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At The Pointer School we are registered to care for and educate children from the age of three years to eleven years. All applications for admission to The Pointer School require the completion of the Registration Form and payment of the Registration Fee (which is non-refundable). The forms are available from the school and should be returned to the School Office (signed by both parents).

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 either offered a place, declined a place, or placed on the waiting list for the desired entry date, and a letter to this effect is sent to the parents. 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.

### Admissions procedure

- The prospective parents should visit the school, either on an Open Day, Open Morning or Private tour. On this visit they should be given a tour, and provided with information about the school's aims, ethos and curriculum.
- At this point if the prospective parents are convinced the school is appropriate for their child they should complete the registration form, available to download from the website, and give it to the school office, together with the registration fee.
- Once the registration form is received, the prospective pupil and parents will be invited to attend a family interview with the Headmaster or another member of the Senior staff. All members of the child's family (including the child) **must** attend this interview.
- Where appropriate, the child may be asked to sit an assessment. This will inform the school's planning for the child's start.
- The Headmaster will then either: make an offer of a place, make an offer of a place on the waiting list, or refuse the application. The final decision to offer a place rests with the Headmaster. All places are offered 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.
- Before the decision to admit a child is confirmed by the School the parents/guardians are required to complete the "Acceptance Form", sign receipt of the term and conditions and pay the required deposit.
- The Local Authority (Royal Borough of Greenwich) is then informed if any children are added to the admissions register who have started at a non-standard entry point to the school (Reception- Year 6) in line with requirements from *Children Missing Education* (DFE, 2016).

Once the parents have accepted the place, the parents or guardians must provide the school with the birth certificate of the child, and complete and sign the:

- Acceptance Form (to accept the terms and conditions)
- Medical Form (to provide details of special diets, illnesses, inoculation details, allergy details, the details of the child's doctor)
- Home-School Agreement
- Parking Agreement
- Information Form (to provide emergency contacts)



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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.

On the agreed start date, the pupil will be added to the Admissions Register. The Admissions Register contains the following information for each pupil:

- their name in full;
- their sex;
- their day, month and year of birth;
- the name and address of every person known to the proprietor to be a parent of the pupil;
- an indication of which parent the pupil normally lives with and which parents hold parental responsibility;
- at least one telephone number at which the parent can be contacted in an emergency;
- the day, month and year of admission or re-admission to the school; and
- the name and address of the school last attended, if any.

The Pointer School will notify Greenwich council of any pupils who are enrolled at a non-standard point (i.e. at any point other than the start of Nursery or Reception). This is in line with the requirements outlined in *Children Missing Education* (DFE, 2016).

Where pupils fail to start school on the agreed start date, the school makes reasonable efforts to establish why they have not attended, and notifies the Local Authority of this.

### **Requesting information from a previous school**

When a child is added to the school's Admissions Register it is the school's policy to send an information request pack to their previous setting. This requests the setting to supply any safeguarding, parental, or academic concerns that they may have had about the child joining The Pointer School.

### **Special Educational Needs**

Where a child who has an Education, Health and Care (EHC) Plan joins the Pointer 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. The school will make reasonable adjustments to meet the needs of children with a statement of special educational needs. 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 Pointer School is named in the Education, Health and Care (EHC) Plan. Our school has a policy and procedures for children with *Special Educational Needs and Disabilities* (SEND).

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

Our school will make provision for children who have English as an additional language, (EAL) in the assessment procedure. We do not regard children as having a 'learning difficulty' solely because the



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'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). However, pupils for whom English is an additional language (EAL) will be provided with appropriate support provided they meet the Pointer School Academic criteria. 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 the Pointer School. Our school has a policy and procedures for students requiring *English as an Additional Language* (EAL).

### **Children leaving The Pointer School**

Parents removing their child/ children from The Pointer School are required to give a term's notice of their removal. Where a child is removed from the admissions register before the standard transition point (the end of year 6) it is our policy to request from parents the following information:

- the pupil's future address (if applicable);
- the pupil's destination school, if applicable;
- the date the pupil is expected to start at their new school; and
- where the pupil is moving to a new address, the new address details and full name of the parent with whom the pupil will be living in future.

This information is then passed on to the Royal Borough of Greenwich CME department (emailed to [school-register-reporting@royalgreenwich.gov.uk](mailto:school-register-reporting@royalgreenwich.gov.uk)) in line with the requirements outlined in *Children Missing Education* (DFE, 2016). In the case that parents refuse to supply the above information, or have not done so after the school has made reasonable enquiries (reminded parents 2 times), Greenwich CME Dept will be notified on the above email address.

Where a pupil has not returned to school for ten days after an authorised absence or is absent from school without authorisation for twenty consecutive school days, the pupil may be removed from the admission register if the school is unable to establish the whereabouts of the child. For further details please see the school's Attendance Policy.

Where The Pointer School has any serious safeguarding or academic concerns it is our policy to contact the new setting to make them aware of this. Where new settings request information it is our policy to supply the request information where possible.

It is very important that the School maintains pupil continuity from the Nursery through to Year 6 and it is the School's opinion that disrupting a Pupil's primary education is not in the Pupil's social, emotional and intellectual interest. If a pupil is withdrawn from The Pointer School at any stage between the Nursery and Year 6 the School reserves the right to refuse or rescind the offer of a place to a sibling.

The Headmaster and Proprietor of the school is Mr Robert Higgins whose address for correspondence during both term-times and holidays is The Pointer School, 19 Stratheden Road, Blackheath, SE3 7TH. The telephone number on which the proprietor may be contacted at all times is 02082931331 and the email address is [headmaster@pointers-school.co.uk](mailto:headmaster@pointers-school.co.uk).