

## ADMISSIONS POLICY

### 1 Introduction

- 1.1 The Foundation Committee of Dale House School applies the regulations on admissions fairly and equally to all those who wish to attend the school. The School Standards and Framework Act 1998 introduced a new framework for school admissions as of September 2006. This policy conforms to the regulations that are set out in that Act and also further explained in the statutory School Admissions Code of Practice and the statutory Appeals Code of Practice and the Equality Act 2010.

### 2 Aims and Objectives

- 2.1 We are a small school that welcomes children from all backgrounds and abilities. Entry to the school is conditional on attending an interview and a one hour visit. No child will be refused admission to Dale House School on the basis of their disability. (References, reports, grades, etc from a previous nursery or setting are required).
- 2.2 All applications will be treated on merit and in a sensitive manner. The Admissions List operates on a first come, first served basis. Dale House has selection criteria which all candidates must meet.
- 2.3 The only restriction we place on entry is that of number; if the number of children applying for entry exceeds the places available.
- 2.4 Dale House is a specific kind of school, e.g. Prep, formal educational setting, very small. Staff must feel a child will cope in a formal educational setting and be happy in a small school. Staff must feel that the school can adequately provide for the child's needs and all reasonable adjustments to entry procedures will be made to accommodate disabled candidates.

### 3 How To Apply For Admittance To The School

- 3.1 Parents must request a prospectus and visit the school.
- 3.2 Parents must fill in the admissions form and pay the fee for processing the forms. Their child must be aged 2 years to enter the Nursery, or 3 years before 31<sup>st</sup> August to enter school.
- 3.3 Children enter school in the academic year they become 3. There is one admissions date per year, early in September (i.e. at the start of the school year). Therefore, parents who would like their child to be admitted to the school during the year their child is 3 should ensure that they complete the necessary application form by the end of **July**.
- 3.4 Parent(s) and child are requested to attend the school for observation/assessments and short tests which are complemented by an interview with the Headmistress and Form Teacher.
- 3.5 Parents may wish to bring or send reports/assessments etc from their previous school or nursery with their admission forms. (References from previous settings will be requested by the Headmistress).

- 3.6 After discussion between the Headmistress and Form Teacher, a letter will be sent out to offer a place and admit a child.
- 3.7 Parents must write back to accept the place within 10 days.
- 3.8 The child's place is then reserved on the admissions list for September.

#### 4 Admission Appeals

- 4.1 If a child is not offered a place at the school it is because to do so would prejudice the education of other children or to allow the numbers of children in the school to increase too much and we feel this would be detrimental to the school.
- 4.2 If parents wish to appeal against a decision to refuse entry they can do so by applying, in writing, to the Chairperson of the Foundation Committee, Mrs L Davies. Mrs Davies will consider all appeals by parents who have been refused a place at the school and who wish to appeal against this decision. The final decision is binding for all parties concerned. If the appeals panel decides that a child should be admitted to the school then we will accept this and continue to do all we can to provide the best education for all the children at the school.

#### 5 The Standard Number

- 5.1 The standard number is the number of children the school can accommodate. The standard number for Dale House School is **160**. We keep this number under review and the owners will apply to change the number if circumstances allow.

#### 6 Class Size

- 6.1 We teach infant children (aged 5 to 7 years) in classes of about 20 children (unless there are special circumstances when we may go over this number).

We teach Junior children (aged 7 to 11 years) in classes of no more than 25 children.

#### 7 Review

- 7.1 This policy will be reviewed annually with the Admissions Authority in the light of any changed circumstances in the school or the law.

Signed: .....

**Mrs S.M.G. Fletcher**  
**Headmistress**

**Dated: September 2015**

**Review: September 2017**