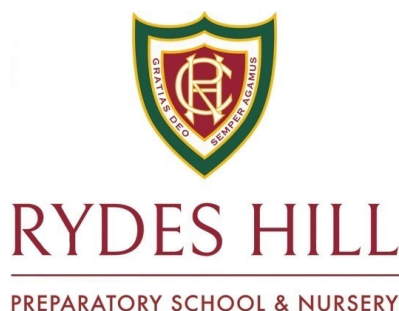


# RYDES HILL PREPARATORY SCHOOL & NURSERY

## P34 (Isi 15A) – ADMISSIONS POLICY INCLUDING EYFS / EARLY YEARS CHILDREN



### MISSION STATEMENT

- ❖ Rydes Hill Preparatory School and Nursery is a Catholic school where children learn how to live in a loving relationship with God and each other.
- ❖ Christian virtues of love and justice, faith and courage, hope and perseverance are fostered.
- ❖ Pupils and staff comprise individuals of different faiths and beliefs but the Rydes Hill community aspires to unity within the life of the school based on shared moral values.
- ❖ The importance placed on the development of individual talents is at the heart of what the school stands for and all are encouraged and challenged to be the best they can be.

Written By :	Alison Packman – Compliance Officer	5 <sup>th</sup> December 2019
Reviewed By :	Sarah Norville - Headmistress	11 <sup>th</sup> January 2023
Approved By :	SLT	17 <sup>th</sup> January 2023
Governor Review By :	Marketing Committee	25 <sup>th</sup> January 2023

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## Revision History

Revision	Paragraph Number	Revision
June 2015		Update
June 2016		Update
June 2017		Update
September 2018		Update
January 2020		Update
April 2021		Update
December 2021		Update
January 2023	p.4 12 13  14 17 19 20 25 27   28   30 35 38 49	Disabilities added to the acronym New paragraph Additional information about the cut-off point at which applications are ranked ("For each.... onwards) New paragraph Additional final sentence New paragraph Autumn term changed to Summer term 'second visit' replaced with 'further visits' Additional deposit note under point 3 Change in order (point 3 and 4 swapped) Removal of 'Catholic Girls' followed by 'Catholic Boys' Replaced with just 'Catholic' 'Other children' changed to 'All remaining applicants' Addition of the final sentence Change in order (point 3 and 4 swapped) Removal of 'Catholic Girls' followed by 'Catholic Boys' Replaced with just 'Catholic' 'Other children' changed to 'All remaining applicants' Addition of the final sentence Addition of the final sentence Additional deposit note New paragraph Re-written to make it clear that parents may withdraw children from religious celebrations if their own faith prevents them from attending

## Abbreviations, Acronyms and Definitions

Abbreviation / Acronym / Definition	Meaning
EHCP	Education, Health and Care Plan
EYFS	Early Years Framework Setting
PA	Personal Assistant
SEND	Special Educational Needs and Disabilities

## **Aim / Objective / Statement of Intent**

1. This policy applies to the whole School, including EYFS.
2. The aim of this policy is to clearly set out the processes and procedure to be followed for admissions to Rydes Hill Preparatory School and Nursery.

## **General**

3. Rydes Hill School & Nursery is an independent school for girls from rising age 3 to 11 and boys from rising age 3 to age 7. Deciding on the right school for your child is very important, and we believe that a personal visit is invaluable. We very much hope that you and your child will visit Rydes Hill School. We hold a combination of Open Days, personal tours, and virtual tours throughout the year. Details are published on our website. We also welcome prospective parents and their children to book a personal tour with the Headmistress on any school day. Please contact the Headmistress' PA and Registrar, Ms Jacqui O'Neill on 01483 563 160 or email [jacqui.oneill@rydeshill.com](mailto:jacqui.oneill@rydeshill.com) during Term Time to arrange a visit.

## **Equal Treatment**

4. Our aim is to encourage applications from candidates with as diverse a range of backgrounds as possible. This enriches our community and is vital in preparing our pupils for today's world. Bursaries are offered to make it possible for as many as possible who meet the School's admissions criteria to attend the School.
5. Rydes Hill Preparatory School is committed to equal treatment for all, regardless of a prospective pupil's or their parent's race, ethnicity, disability, language, religion, sexual orientation, or social background.

## **The Entry Procedure**

6. Rydes Hill School is not academically selective. Our selection process is designed to identify pupils who will benefit from our balanced and well-rounded education and to make a positive contribution towards the life of the School. Once parents have registered their daughter/son at the School, each girl/boy will be invited to attend the School for a "taster session" during which they will be asked to join in with other pupils and may be asked to carry out simple aptitude tests. Our aim is to ensure that any pupil admitted will develop and fulfil his or her potential within the general academic, spiritual, and social framework of the School, and will benefit from the mission, ethos and resources of the School.
7. Children can join our Nursery from the beginning of the term in which they turn three years old. Rydes Hill Nursery is a more formal setting than a day-care Nursery. There is a timetable, with lessons from specialist teachers each day. This requires children to be

able to follow instructions, line up when asked and participate in the sessions. Not all rising three-year-olds are ready for a structured setting. Following their taster session, we may recommend that children who are not able to manage the structure of our Nursery delay their entry until they are a little older.

8. For pupils being admitted to existing classes after the beginning of the academic year for Kindergarten (Reception) upwards, consideration will also need to be given to how the new pupil will integrate with existing pupils in the class.
9. Pupils who meet the School's admissions criteria are admitted from the beginning of the term in which they reach their third birthday, known as "Rising Three". (For example, if a child was born in October, they may join the School at the beginning of the Autumn Term in September). This is the usual point of entry, but we will consider entry in another year group if we have spaces. Please contact the School for details.

## Registration

10. The main intake age is "rising three" or age three in Nursery. Places may become available at other times from time to time.
11. Parents may register their son/daughter any time before the year of intended entry.
12. A non-refundable registration fee of £100 is payable. Payment of the registration fee in no way commits the School to accept the child.
13. As Nursery has become increasingly popular, we have introduced a cut off point for applications so that those who are registered can be ranked in line with the criteria in this policy. For each new academic year, the cut-off point is the first day of the preceding Spring term. At this point, all registrations will have the admissions criteria applied. Taster sessions will then be offered to those at the top of the list and places then offered. If, following a taster session, it is decided that Rydes Hill is not the appropriate setting, we will move down the list and invite the next child for a taster.
14. Our oversubscription criteria give preference to children who wish to continue their education at Rydes Hill and progress to our Kindergarten Class. To demonstrate this commitment, parents of children admitted under this criterion are required to pay an additional £500 deposit (i.e. £1000 in total). At the start of Kindergarten year, the additional £500 will be deducted from the first term's fees. The remaining £500 is held as a deposit until the child leaves Rydes Hill.
15. Parents should disclose any relevant information relating to their child's health including known allergies, disabilities, behavioural or learning difficulties. We also ask parents to disclose any other information which may be relevant to their child's application such as whether English is an additional language. This is in order that the School can consider any reasonable adjustments that can be made to accommodate the child and ensure that they are able to fulfil his or her potential at Rydes Hill. The School's terms and conditions set out full details of the School's and the parents' obligations and

responsibilities relating to the child. These will be provided to parents with the School's Acceptance Form once an offer of a place has been made.

16. Children can only start at Rydes Hill once a signed Acceptance of Place Form has been completed and received, and the deposit paid and received.

### **Preparation for joining Rydes Hill**

17. During the summer term, the entrants for the next academic year are invited to a "moving on afternoon". This is a welcome to the School. They meet their teachers and class peers and spend some time in the classroom where they are going to be from September. Other informal events, such as family picnics, are arranged by the parent representatives from each class to assist with the transition into Rydes Hill.
18. Pupils joining Nursery may join as Term-Time only or All Year Round. The minimum number of sessions per week for Term-Time only pupils is three, and All Year-Round pupils must stay a minimum of four half days or two full days. These arrangements may be varied by parents by contacting the School.
19. A full term's notice must be given by parents who wish to move from All Year Round to Term Time or vice versa. A full term's notice must also be given if parents wish to make changes to their child's sessions.
20. There is a new parents' evening for all parents at the end of the summer term. Parents have the opportunity for informal discussions with class teachers.

### **Disability and Special Educational Needs**

21. The School is fully committed to ensuring that its admissions policy and procedures are non-discriminatory. The School has limited facilities for disabled pupils but will do all that is reasonable to comply with its legal and moral responsibilities under the Equality Act 2010 and other applicable legislation. The School needs to be aware of any known disability or special educational need that may affect a prospective pupil's ability to take full advantage of the education and facilities provided at the School. This information is needed so that, in the case of a child with particular needs, it is in a position to assess those needs and consult with parents about the adjustments which may reasonably be made by the School to enable it to adequately provide for the child's needs during the admission process and after the child starts at the School.
22. Before a prospective pupil attends the School, as part of the admissions process, parents are requested to disclose whether their daughter/son has a disability, special educational need, or other medical condition. If this is the case the School may request additional information about the prospective pupil and take such advice as may be appropriate. Parents should provide a copy of an educational psychologist's report, EHCP or other medical report relating to their child, if appropriate.

23. If the School becomes aware of special educational needs or a disability after the child has started at the School, we will consult with parents about reasonable adjustments that may be put into place to allow the child to continue at the School. Parents may be requested to provide a copy of an educational psychologist's report, EHCP or other medical report relating to their child, if appropriate.
24. For further details please refer to our P19 Disability, Inclusion, SEND & Learning Support Policy.

## Admissions Criteria

25. Applicants are offered a place following an assessment during a School "taster" visit. Where there is any doubt about a child's suitability for the School, the Headmistress will contact the child's previous Nursery/School setting for an oral/written report and the child may be invited for further visits before a final decision is made.
26. The maximum number of children in Acorns Nursery Class is 30 per session. The maximum number in Oaks Nursery Class is 26 per session. The maximum number in Kindergarten to Form One is 22.
27. Where **Nursery** is over-subscribed, priority for entry will be given to those as follows:
1. Where there are one or more siblings currently enrolled in the School
  2. Where there are one or more siblings with offered places in the School
  3. Where the parents have committed to their child taking a place in Kindergarten and have signed the Kindergarten acceptance of place form. An additional deposit is required to confirm this (see point 14)
  4. Where one or more siblings has previously attended the Main School (this excludes Nursery)
  5. Catholic children
  6. Children of employees
  7. All remaining applicants

In the event of there being more children in the next available category, priority will be given in order of the date in which the registration fee was paid.

28. Where **Kindergarten, Lower Transition or Upper Transition** is over-subscribed, priority for entry will be given to those as follows:
1. Where the child has previously attended the Nursery
  2. Where there are one or more siblings currently enrolled in the School
  3. Where there are one or more siblings with offered places in other classes in the School
  4. Where one or more siblings, or the child, has previously attended the Main School or Nursery
  5. Catholic children
  6. Children of employees



7. All remaining applicants

In the event of there being more children in the next available category, priority will be given in order of the date in which the registration fee was paid.

29. On rare occasions the number of children wishing to move up from Nursery into Kindergarten may exceed the one form entry and maximum class size available in Kindergarten. Should this circumstance arise, places will be allocated based on criteria set out in 27 and 28 above. This may result in some children in Nursery not being offered a place in Kindergarten. Should this circumstance arise, they will be placed at the top of the waiting list and the School will offer support to parents in finding a suitable alternative.

30. There are occasional places in other year groups throughout the School. Older prospective pupils are invited to spend up to a full day in School and are assessed by the class teacher as the pupil works alongside the other children. The work covered will include Mathematics and English. Their social skills are also assessed. The Headmistress will contact the child's previous school for an oral or written report and/or the child may be invited for a second visit before a final decision is made.

31. Where **Lower Preparatory, Middle Preparatory, Higher Preparatory or Form One** is over-subscribed, priority for entry will be given to those as follows:

1. Where there are one or more siblings currently enrolled in the Main School or Nursery.
2. Where there are one or more siblings with offered places in other classes in the School
3. Where one or more siblings, or the child, have previously attended the Main School or Nursery.
4. Catholic girls
5. Daughters of employees
6. All remaining applicants

In the event of there being more children in the next available category, priority will be given in order of the date in which the registration fee was paid.

32. Where a class is over-subscribed as the result of places sought in the same class for siblings (for example where there is one available space and twin sisters seek the same place), the class size will be increased to accommodate the siblings, however the maximum class size will be 24 in any class from Kindergarten to Form One. In the event there is only one remaining place left in any year group, and the next eligible children on the list are twins, they will be counted as one.

33. Once a child has been admitted to the School in the Kindergarten class, this place will be secured until Form One unless the pupil leaves the School for any reason. Should the family of the pupil temporarily relocate, it may be possible for the place(s) to be held open for no more than one academic year, however this will be at the discretion of the Headmistress and will incur fees as if the pupil was attending the School.

34. If a child leaves and returns, in exceptional circumstances the class size may increase to enable the child to return to Rydes Hill. In this instance, the maximum class size will be 24.
35. A deposit of £500.00 (£1000 for Nursery families committing to Main School) is payable for each child in accordance with the School's terms and conditions, as amended from time to time. This deposit is refunded at the end of your child's final term at the School and after all fees have been settled. (For Nursery families who have paid £1000, £500 will be deducted from the first term's fees).
36. The School requests a term's fees held as a deposit if the family is coming from overseas.

### **Bursaries**

37. All applications for Bursaries are means tested and parents are required to complete an Application Form which is available from the Bursar's Office or Registrar. This will entail providing proof of income and assets.
38. Bursary applications are reviewed by an independent company. Their recommendations are then discussed by a committee of Governors, where a decision on a bursary offer is made.
39. Bursaries are always offered for 12 months at a time and reviewed on an annual basis. Levels of support may vary with fluctuations in income. A Bursary may be withdrawn in accordance with the terms upon which such award is made or in accordance with the School's Terms and Conditions. Please refer to P46 Bursary Policy for further details. This policy can be found on our School website [www.rydeshill.com](http://www.rydeshill.com) or is available upon request from the School Office.
40. Bursaries are only offered to families who are resident in the UK.

### **Scholarships**

41. The School may offer Scholarships at Year 3 and Year 5 entry when space and budgets allow. These are open to external applicants only and a Scholarship offer will remain in place for the duration of the girl's time at the School.
42. Scholarship amounts are at the discretion of the Governors.
43. The process for applying for and being assessed for a Scholarship may vary depending on what is on offer each year. The Registrar, Ms Jacqui O'Neill, can provide details of the current methods of assessment.

### **Overseas Applicants**

44. We do not usually accept pupils where both parents are living overseas, however where the School feels that the pupil will be adequately supported by the child's guardians/family in the UK, the School may choose to admit the pupil.

45. In the event parents of an existing pupil move overseas, during the pupil's enrolment at School, the pupil's place at the School may be withdrawn at the discretion of the Headmistress.
46. Any non-UK passport holder who wishes to apply to the School should contact the Registrar, Ms Jacqui O'Neill, for further details on the type of visa application required.

## **Religious Beliefs**

47. Rydes Hill welcomes applications from prospective pupils of all faiths and of no faith.
48. Although Rydes Hill is a Catholic School, the School does not select for entry based on religious belief, and it offers the opportunity for all religions to practise their own faiths. Catholicity is used as a deciding criterion if the School is oversubscribed.
49. All pupils attend religious celebrations such as Mass, Crowning of our Lady, Christmas Carol singing etc. If parents wish to withdraw their child from these celebrations as their own faith prevents them from joining in the celebrations of another faith, they should speak to the Headmistress.

## **Records**

50. Applicant's details will be held on file with due regard to current data protection legislation and the School's Privacy Notices and Retention Policy. These can be viewed via our website or on request from the Registrar.
51. The School will not hold the personal data of you or your child past the end of the Summer Term in which your child will turn 11 if female, and 7 if male, if your child does not become a pupil of the School.