

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	29 th June 2018
Reviewed By :	Kathryn Pillar - Bursar	9 th July 2018
Approved By :	Sarah Norville – Headmistress	7 th September 2018
Governor Review By :	Not required	

Contents

Revision History.....	3
Abbreviations, Acronyms and Definitions.....	3
Aim / Objective / Statement of Intent	4
General	4
Equal Treatment.....	4
The Entry Procedure.....	4
Registration	5
Preparation for joining Rydes Hill	5
Disability and Special Educational Needs.....	6
Admissions Criteria.....	6
Bursaries.....	8
Overseas Applicants	8

Revision History

Revision	Paragraph Number	Revision
June 2015		
June 2016		
June 2017		
September 2018	Front Cover	Updated Logo
	Paragraph 3	Add “and registrar”
	Paragraph 7	Clarification of lowest admission age
	Paragraph 8	Add “rising three or”
	Paragraph 12	Final sentence added
	Paragraph 13	New
	Paragraph 20 & 21	Changed order of priority
	Paragraph 27	Delete “reserves” and replace with “requests”
	Paragraph 29	Final 2 sentences added.

Abbreviations, Acronyms and Definitions

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

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 is an independent school for girls from age 3 to 11 and boys from 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 number of Open Days which give a general introduction to the school. 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, Mrs Jacqui O'Neill on 01483 563 160 or email 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 in order 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 rate, ethnicity, language, religion, sexual orientation or social background.

The Entry Procedure

6. Rydes Hill School is not an academically selective school. 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. 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 Threes". (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

8. The main intake age is "rising three" or age three in Nursery. Places may become available at other times from time to time.
9. Parents may register their son/daughter any time before the year of intended entry.
10. A non-refundable registration fee of £100 is payable.
11. Parents should disclose any relevant information relating to their child's health including known allergies, disabilities 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 in order 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.

Preparation for joining Rydes Hill

12. 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, if older than Nursery, they have the opportunity to buy uniform. Other informal events, such as family picnics, are arranged to help the Nursery and Kindergarten children get to know their teachers and peers with the support of their parents before the term begins.
13. Pupil's joining Nursery may join as term-time only or all year round and may attend for a minimum of three sessions per week up to full-time. These arrangements may be varied by parents by contacting the school.
14. There is a new parents' evening for all parents at the start of each autumn term. Parents have the opportunity for informal discussions with class teachers.

Disability and Special Educational Needs

15. The School is fully committed to ensuring that its admissions policy and procedures are non-discriminatory. The School has limited facilities for disabled pupil 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.
16. 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, Statements of SEN or EHCP or other medical report relating to their child, if appropriate.
17. 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, Statement of SEN or EHCP or other medical report relating to their child, if appropriate.
18. For further details please refer to our P19 Disability, Inclusion, SEN & Learning Support Policy.

Admissions Criteria

19. 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 for an oral report or the child may be invited for a second visit before a final decision is made.
20. Where **Nursery** is over-subscribed, priority for entry will be given to those as follows:
 1. Where there is one or more siblings currently enrolled in the school
 2. Where there is one or more siblings with offered places in other classes in school
 3. Where one or more siblings has previously attended the school
 4. Catholic girls
 5. Catholic boys
 6. Children of employees
 7. Other children.

21. 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 Nursery in the school
2. Where there is one or more siblings currently enrolled in the school
3. Where there is one or more siblings with offered places in other classes in the school
4. Where one or more siblings has previously attended the school
5. Catholic girls
6. Catholic boys
7. Children of employees
8. Other children

22. 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 20 and 21 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.

23. There are occasional places in other year groups throughout the School. Older prospective pupils 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. Where there is any doubt about a child's suitability for the School, 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.

24. 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 is one or more siblings currently enrolled in the school.
2. Where there is one or more siblings with offered places in other classes in the school
3. Where one or more siblings has previously attended the school
4. Catholic girls
5. Children of employees

25. 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 1 academic year however this will be at the discretion of the Headmistress and will incur fees as if the pupil was attending the school.

26. A deposit of £500.00 is payable for each child in accordance with the School's terms and conditions, as amended from time to time. This is refunded at the end of your child's final term at the School and after all fees have been settled.
27. The School requests the right to request a term's fees held as a deposit if the family is coming from overseas.

Bursaries

28. All applications for Bursaries are means tested and parents are required to complete an Application Form which is available from the Bursar's Office. This will entail providing proof of income and assets.
29. 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. Please refer to P46 Bursary Policy for further details. This policy can be found on our School website www.rydeshill.com or is available upon request from the School Office.
30. Bursaries are only offered to families who are resident in the UK.

Overseas Applicants

31. We do not accept pupils whose parents are living overseas, only if the family is living in the UK.
32. In the event that the parents of an existing pupil move overseas during the course of the pupil's enrolment at school, the pupil's place at the school may be withdrawn at the discretion of the Headmistress.