



ADMISSIONS POLICY AND PROCEDURE

Revised: May 2020

This policy applies to the Early Years Foundation Stage (EYFS), Infant and Junior school.

Manor Lodge is an Independent Co-educational School for children aged between rising 3 (Nursery) and 11 (Year 6). It is open to children of all religions and cultures and the main entry is at 4+ (this is the academic year when the child will be five) and by assessment only. Entry to the Nursery school is for siblings of children who attend the main school.

Each year group has, ideally between 54 and 60 children divided into parallel classes. In the Early Years the number of staff relate directly to the number of children in the setting.

The admissions process is as follows:

4+ ENTRY

1. Prospective parents are offered a tour of the school by the Head Teacher and receive a prospectus that includes:
 - General information regarding the school
 - Schedule of fees
 - Details of staff and their qualifications
 - Application form
2. If parents want to continue with the application, the expectation is that they will return the completed application form together with a cheque for £75 nonrefundable registration fee.
3. When the application form is received, an acknowledgement letter is sent by return, advising the prospective parent they will be invited to the next Open Day and assessment relevant to their child's date of entry.
4. Open Day is in May and is an informal event on a Saturday morning. Teachers, pupils and admissions staff are available to answer questions. During the morning, the Head Teacher will explain the ethos of the school and visitors will be able to

see some of the children in action. The parents are advised when the closing date for applications will be.

5. A few weeks before Assessment Day, parents are invited to bring their child or children at a specific time for the required assessment. Included with this letter is a request for two photographs of the child and confirmation of attendance.
6. The assessment will last for one hour. The parents are invited to sit and chat over tea and coffee whilst the children are assessed by a teacher or teaching assistant for the first part of their assessment. The child's current nursery is asked to provide a report and these are looked at in conjunction with the teacher's observations and EYFS expectations.

After the assessment, the Head Teacher and members of the SLT will make a decision regarding the allocation of places based on all of the information that we have. Sibling places will be offered in accordance with the policy for sibling school admissions (Appendix I)

7. The Admissions Administrator will send out standard letters either offering a place, or unfortunately, a rejection letter. In some instances, a reserve place may be offered.
8. If a place is offered, a non-refundable deposit of £1000 and additional personal information will be requested as confirmation of acceptance. In line with our terms and conditions, the deposit is non-refundable if the child does not take up a place at the school.
9. In June, the parents are invited to an informal "Meet the Teacher" evening. The Head Teacher speaks and introduces the parents to their child's Form Teachers and Teaching Assistants. The parents will then have an opportunity to spend time with their child's new teacher and Teaching Assistant and the parents of the other children in their class. Each parent will receive a pack which includes:
 - House Form lists (giving the names of all children in the form and to which House they belong)
 - Copy of the Parents' Handbook
 - Letter regarding school lunches and milk
 - Information regarding school uniform
 - Letter from the Chairman of the Governors regarding fees
 - School term dates
 - Car Pool arrangements
 - School Records
 - Home School Agreement

Later that week, the children are invited in to school to spend an hour in the classroom with their new class, Teacher and Teaching Assistant.

OCCASIONAL ENTRY

Throughout the year, places do become available. Parents are expected to advise their child's present school informing them that an application has been made. If the parents request a visit at this stage, a date will be arranged which is mutually convenient. Children from our waiting list seeking a place sit an entrance assessment and spend some time with their corresponding year group. A decision will be made by the Head Teacher based on the assessment result and teacher observations. We do not usually take new children into Year 6.

Any decisions about Sibling admissions will be made in accordance with the Policy for Sibling School Admissions (Appendix I).

If the applicant has been successful, then the parents are sent an Offer letter and have to reply within two weeks. They have to return the acceptance form and a nonrefundable deposit for £1000.00 to confirm the place

Prior to the start date parents are sent a pack including the Parent Handbook and other relevant information.

NURSERY ENTRY

Once a child has accepted a place in the main school, parents are eligible to be considered for a sibling place in the Nursery.

EQUAL TREATMENT

Manor Lodge School acknowledges its duty towards pupils, staff, parents, Governors and members of the wider community who have a disability. Where pupils or prospective pupils are concerned, Manor Lodge School acknowledges its nondiscrimination and planning duty under the Equality Act 2010

Please refer to:

- Accessibility Policy and Plan
- Policy for Equality of Opportunity

BURSARIES

The Governors of Manor Lodge School are committed to broadening access to the school by offering to eligible parents/guardians means-tested financial support towards the payment of schools fees. Such support is known as a Bursary and these may be awarded in the form of a discount of up to 100% of tuition fees payable, depending on the financial, compassionate or other pertinent circumstances of applicants.

Our Policy on Bursaries can be viewed on our website or can be obtained from the Bursar.

SCHOOL'S CONTRACTUAL TERMS & CONDITIONS

Copies will be sent to parents along with any offer letter, and are available on the school website.

DATA PROTECTION

Applicant's details will be held on file with due regard to data protection legislation and the school's Privacy Notice.

COMPLAINTS

The school hopes that parents and pupils do not have any complaints about the school's admissions process; but the complaints procedure can be viewed on our website or can be sent to parents on request.

POLICY FOR SIBLING SCHOOL ADMISSIONS

1. The school will guarantee a sibling place at Reception age if all four of the following criteria apply:
 - a. The sibling still has an older brother/sister currently in the main school.
 - b. The sibling achieves the required entry standards when tested.
 - c. The sibling, irrespective of current arrangements for an older child in the main school, enters on a full fee basis. However, siblings are entitled to apply for a bursary
 - d. There are no mitigating social or behavioral issues which would prevent the child from performing/behaving in an appropriate manner in the main school.
2. Where a younger sibling has performed just below the required levels on testing, the Head Teacher may, at her discretion, still offer a place subject to close monitoring throughout the infant department. If at that point the sibling continues to perform below the normal levels expected of a Manor Lodge pupil, the Head Teacher, as per the school's existing terms and conditions, can request the child transfer to a more appropriate and less academically demanding school. Such notice would normally be provided at the end of the spring term in Year 2.
3. A younger or older sibling seeking admission to the school who is not of Reception age is subject to the same admissions criteria as listed in point 1.
4. Where a sibling scores at the same level as a non-sibling on testing day, the sibling will always be given preference over the new family except where point 1d occurs.