

RAMILLIES HALL SCHOOL AND NURSERY

ADMISSIONS POLICY



At Ramillies Hall School and Nursery, we are committed to safeguarding and promoting the welfare of all children, in line with the duty placed on us by Sections 157 and 175 of the Education Act, 2002. We expect and require all staff and volunteers to share this commitment. We strongly believe that all children have the right to feel safe and to be protected from physical, sexual or emotional abuse and neglect.

Policy Statement

Ramillies Hall School and Nursery welcomes children from many different ethnic groups, backgrounds and creeds. All prospective pupils are admitted providing both parents and school conclude that we are able to provide appropriately for the child's specific needs. The school seeks to ensure that prospective pupils with Special Educational Needs and Disabilities (SEND) are not treated less favourably or unfairly in the admissions process and will endeavour to take reasonable steps to ensure children with SEND are not placed at a substantial disadvantage in matters of admission.

Ramillies Hall School and Nursery welcomes applications for admission from all sections of society and is non-discriminatory in line with the Equality Act (2010) and the School's Equal Opportunities and Diversity Policy. This applies to all pupils, and includes inappropriate discrimination on the grounds of: gender, age, religion or belief, physical ability or disability (including HIV status), learning ability, other special educational needs or academic or sporting ability, race (including colour, nationality, and ethnicity), family, cultural or linguistic background.

Ramillies Hall Nursery Admissions Procedure:

- After an initial enquiry, parents are invited for a tour of the nursery departments and to speak to a senior member of staff.
- Places are reserved only on the receipt of a completed Entrance Form, along with the registration fee of £50.
- A letter is then sent to parents to confirm their child's place.
- Places in the Nursery are filled as parents enquire and register, irrespective of the distance between their home and Ramillies.
- Places are available for children on a termly basis or all year around. For those wishing to attend during term time only, a minimum of 25 hours a week is required.
- Parents may register for the first available place but request that if any vacancy arises beforehand, they be allowed to bring forward the child's start date. This arrangement is applied on a 'first come, first served' basis, except that younger siblings of children already at Ramillies are given priority.
- Parents who wish to defer their place will have to pay a retainer of £50 per month.
- Before the child starts, a Pre-Entry visit will be arranged for the child/children and parent(s)/guardians. This is an informal occasion, usually lasting about one hour, during which a supervisor will go through the necessary paperwork, daily routine, and obtain details about the child's daily needs and the sessions required.
- The Nursery staff will work in partnership with parents to settle the child into the nursery, (see Settling In Policy).
- The Nursery offers the Free Early Education Funding for 2, 3 and 4 year olds.

- The Nursery accepts Childcare Vouchers from all major providers.
- All fees must be paid in advance at the beginning of the month or term.

Ramillies Hall School

We welcome children from within a wide ability range, and all our pupils access the national curriculum within a supportive environment, in small classes in which multi-sensory teaching methods are used.

When deciding whether to admit a child into a year group, we take account of the staff to pupil ratios, the number of children already in that group, and their needs, in order to ensure effective Teaching and Learning and that statutory requirements are met.

Ramillies Hall School is committed to ensuring that the Admissions Register is maintained in accordance with Education (Pupil Registration) (England) Regulations 2006.

School Admissions Procedure:

- During an initial telephone enquiry our School Administrator will ask for basic information, such as child's name, date of birth, previous schooling, SEN, parents contact details, etc. An applicant profile will be created in our school database (Arbor).
- The school administrator will request documentation (such as School Reports, ECHP, Educational Psychologist Reports, a school reference, etc) from the parents.
- The SENDCO and Headteacher will review the documentation. If it is clear that we are unable to meet the child's needs the parents will be informed at this stage.
- If it is possible we may be able to meet the child's needs, the School Administrator will contact the parents to arrange a tour of the school. conducted by the School Administrator is then arranged.
- Once the Headteacher and the SENCO have read all the reports received, a meeting with the parent/guardians will be scheduled.
- If after meeting with the parents, the Joint Headteachers and SENDCO believe that the school may be able to meet the child's individual needs, then the prospective pupil will be invited to complete a number of taster days.
- At the start of the taster days, the School Administrator will ensure that a medical form is completed and that the parents contact details are up to date. The taster days are an opportunity for the prospective pupil to experience the daily routines and environment of Ramillies whilst also allowing staff to assess their needs and abilities.
- On completion of the taster days, the SENDCO and Headteacher will again review the application to determine whether a place can be offered. In certain circumstances, a probationary period may be set to allow for further assessment.
- An offers will be made by Headteacher and will be confirmed in writing. Offer of a start date is subject to parents of new pupils having been discharged of all obligations at their existing School.
- Offers may be conditional upon appropriate funding being agreed by the LA, or parents, to provide any support packages the school deems necessary to meet the pupil's needs.
- Ramillies Hall School reserves the right to refuse entry into any year if the school's structure, in the opinion of the Headteacher and/or SENCO, does not meet the educational, pastoral and social needs of the pupil concerned, or if other pupils already at the school will be disadvantaged by offering a place to the applicant.
- Parents have the right to appeal against an unsuccessful application using the school's Complaints Procedure.
- A place will only be reserved on receipt of a fully completed Entrance Form, signed Contract and the Registration Fee currently in force.

Children with Special Educational Needs

In the School we specialise in supporting children with Specific Learning Difficulties, Social and Communication and Speech and Language Difficulties. An offer of a place at school is made based on best endeavours to ensure that School has the expertise and resources available to meet all pupils' needs and to enable all pupils to access their curriculum and make progress.

All admissions are considered on an individual basis to ensure due consideration is given as to whether or not the needs of the pupil can be met prior to entry.

+Pre-Admission Planning

Once a child has been accepted for a place at Ramillies, a financial provision map is drawn up and discussed with parents (and the Local Authority if applicable). This details the child's needs and the provision required to meet need. This is reviewed, at least annually, to identify appropriate additional support costs that may be required in addition to standard fees. This review is undertaken by the SENCO in discussion with the Learning Support Team, Bursar, Teachers and External agencies where relevant.

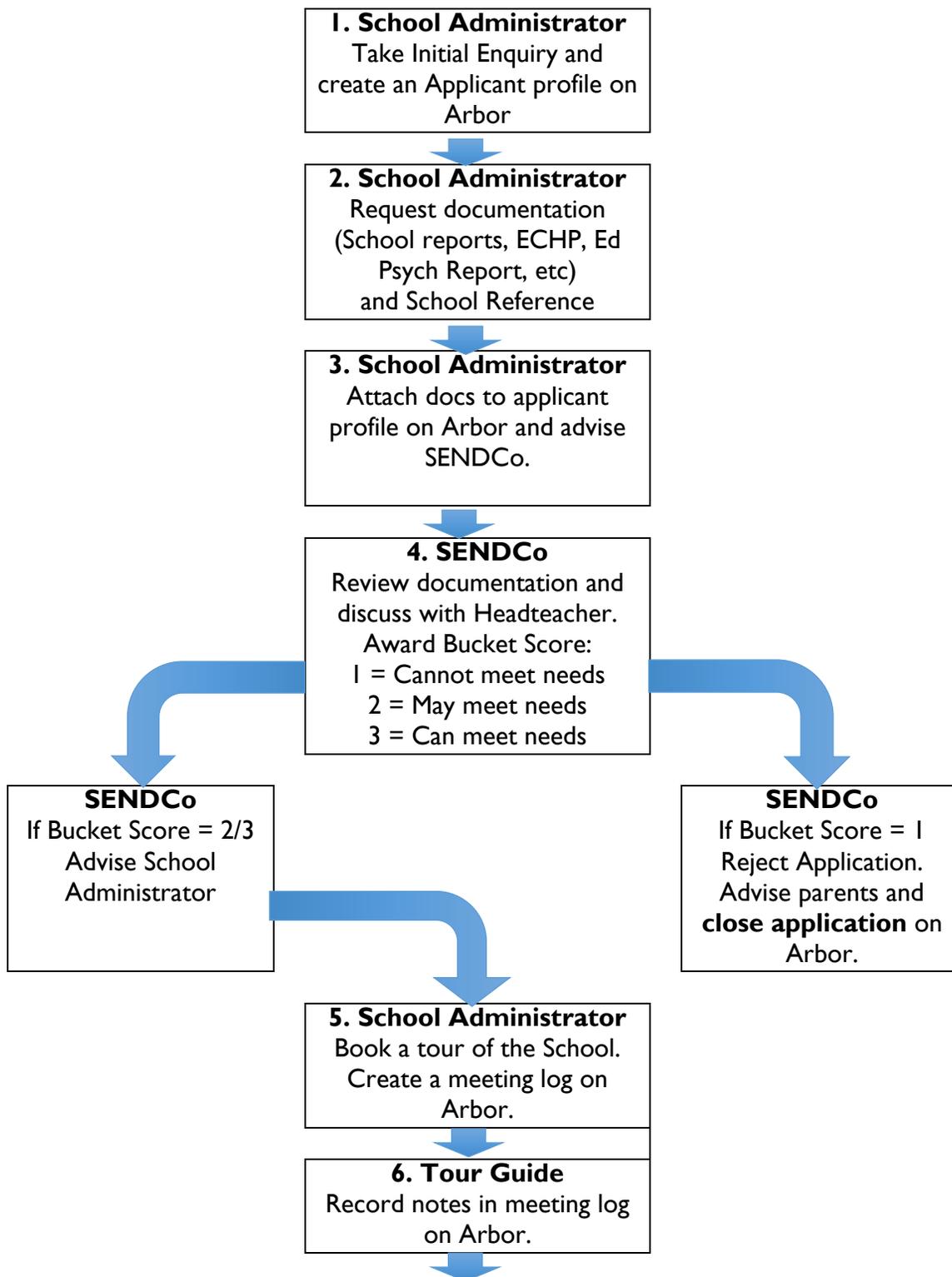
POLICY AND REVIEW

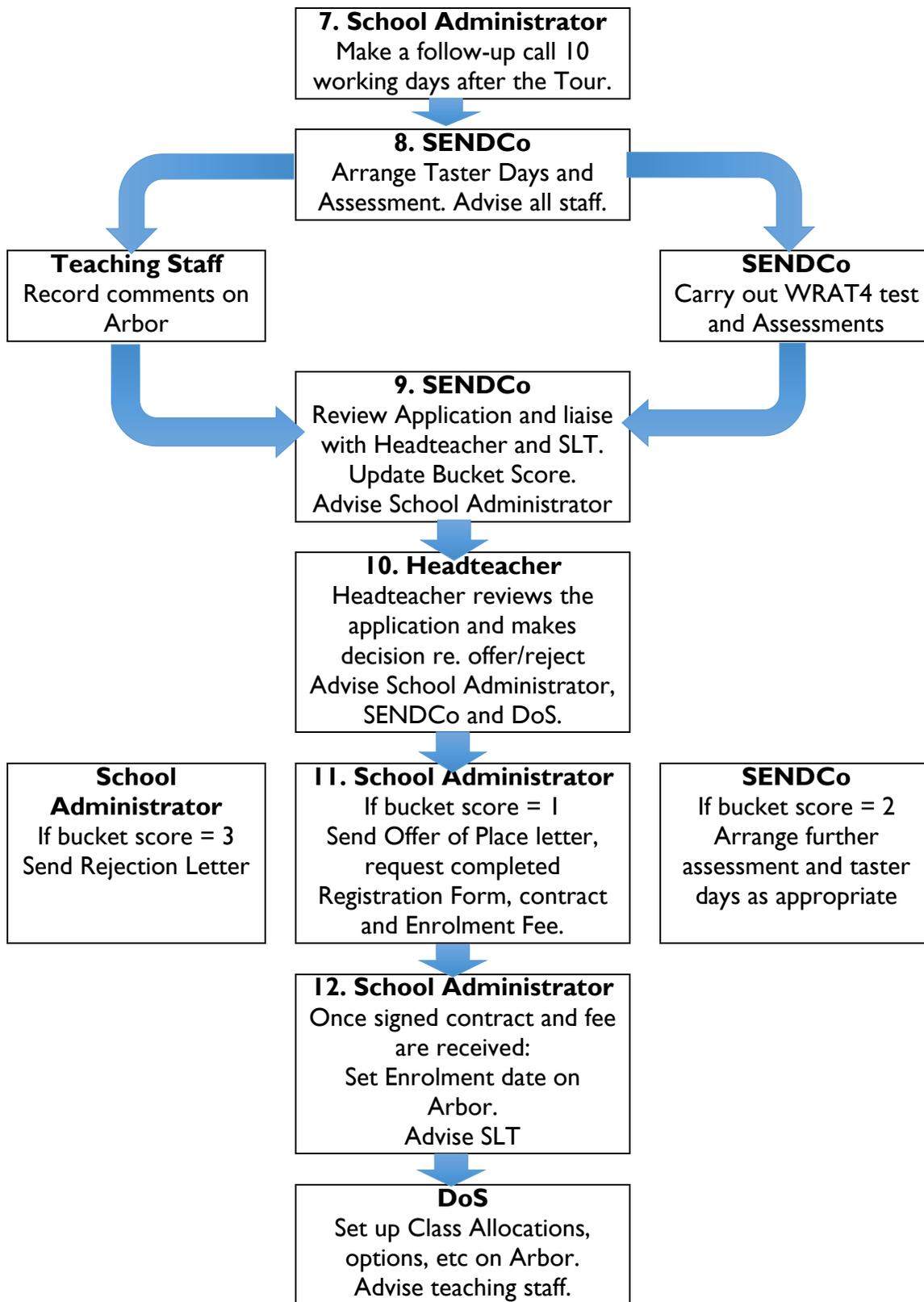
This policy will be reviewed bi-annually by the Headteacher, SLT and Nursery Manager. They will also scrutinise the procedures and the efficiency with which duties have been discharged. Any deficiencies or weaknesses in the policy, procedures or arrangements will be remedied without delay.

Reviewed by	Headteacher & SLT
Reviewed	January 2018
To be Reviewed	January 2020

Admissions Procedure

Internal Processes





If at any point in this process Parents Withdraw their application, the School Administrator will Close the Application on Arbor and notify SLT/SENDCo.

A Guide for Applicants

Contact our School Office

The School Administrator will take some basic details about you and your child.



Documentation Request

The School Administrator will request documentation such as School reports, ECHP, Ed Psych Report, etc. We will also contact your child's existing or previous school for a Reference. This is so we can begin to assess if we can meet your child's needs.

Once we have the documentation, our SENDCo will review it. If it is clear we cannot meet your child's needs we will advise you at this stage.



Book a Tour

The School Administrator will offer you a guided tour of the school.



Tour the School

An opportunity to see the school in action and to ask questions, etc.



Follow Up Call

Please call the School Office if, following the tour, you would like to go further with your enquiry. If we do not hear from you within 10 working days of the tour, the School Administrator will give you a courtesy call.



Trial and Assessment Days

The SENDCo will contact you to arrange some time in school for your child during which we can assess if we can meet your child's needs, and your child can have an opportunity to see if they like being here.



Offer of a Place

Following the assessments and Trial Days we will contact you either to offer you a place, arrange for further assessment if required, or explain why we cannot meet your child's needs. In some cases, the offer of a place will be conditional on LA funding or other support packages, etc. being in place.



Enrolment

If you are offered a place and wish to accept, you will be asked to complete a Registration Form, sign a Contract and pay the Enrolment Fee. Once received your child will be added to our School Roll from the agreed Enrolment Date. You will also be sent information regarding Uniform, School Rules, etc.

Thank you for your interest in Ramillies Hall School – we hope to welcome you soon!