

# **COWORTH-FLEXLANDS SCHOOL**

## **ADMISSIONS POLICY**

### **INTRODUCTION**

As a Christian Foundation school, Coworth-Flexlands School is dedicated to educating the whole child within a caring community where the child's individual talents are encouraged.

The school reflects a positive happy family atmosphere and is a busy and thriving community where friendliness and enthusiasm are always evident amongst staff, parents and children alike.

The school operates a non-selective entrance policy. However, we reserve the right to limit the number of children with special educational needs according to our capacity to meet those needs without detriment to either them or the rest of the school. It is our intention to make the school as accessible as possible to all pupils regardless of their age, gender, ethnicity, sexual orientation, attainment or background.

### **AIMS AND OBJECTIVES**

- We take boys from 3 to 7 years and girls from 3 to 11 years old. Children usually enter Nursery at the start of the term in which they have their third birthday, but there is a degree of flexibility.
- There are routinely three intakes into school – in September, January and April.
- The maximum class size in the Pre-Prep is 22 pupils per class, each with a full-time member of staff, assisted by one or two classroom assistants.
- In the Prep department there is a maximum of 22 pupils per class for core lessons, each with a full-time member of staff. In Year 4 to Year 6, pupils may be set for English and Mathematics where appropriate and numbers allow.

### **ACCESSIBILITY**

- The school endeavours to make the school as accessible as it can to all children within the confines of the school buildings.
- The school endeavours to take reasonable steps to avoid putting disabled pupils at a substantial disadvantage in matters of admissions and education.
- The addition of a new academic block in 2008 with a lift has made the school much more accessible to those with a physical disability. The whole school is now accessible with the exception of the top floor of the Performing Arts Block (which includes the Art and Music rooms).
- The school has an accessibility plan highlighting the actions planned to further assist in this process.

### **THE ADMISSIONS PROCEDURE**

In the majority of cases this follows the same three stages:

#### **Enquiry**

- An enquiry from a prospective parent is followed by the immediate despatch of a School prospectus.
- A visit to the School can then be arranged. Parents are given a full guided tour of the School by the Head (or in the Head's absence the Registrar, Bursar or Deputy Head) with an opportunity to meet staff and children in the appropriate age group.

#### **Registration**

- A Registration Form will be provided for completion and signature by both parents and is to be returned, together with a non-refundable registration fee, to the Registrar.

- Upon receipt of the Registration Form and fee, a child is registered; his/her name is added to the class list for entry in the relevant age group.
- Places are offered strictly in order of registration. Where two or more pupils register at the same time for limited places, priority will be given to families already at the School.
- A Waiting List is kept in strict order of receipt of the Registration Form and Registration Fee. The school reserves the right to move a child to the top of a waiting list in the event of a family registering other children for whom places are immediately available.
- Registration includes the disclosure of information about previous school(s) as references may be sought, as well as any special circumstances relating to the child including medical and health conditions, allergies, learning difficulties, behavioural issues and special educational needs. This disclosure is required prior to an offer being made, but is not necessary to complete registration.

### **Offer and Acceptance**

- Usually up to one year before entry, the Registrar sends an Acceptance Form to the parents together with a copy of our Standard Terms and Conditions (which is also on our website) and requests that this is completed, signed by both parents and returned together with a deposit to confirm their acceptance of the offer of a place.
- The school reserves the right not to make offers of Acceptance to all registered children, for example in situations where the school is over-subscribed, but will endeavour to notify parents as early as possible in those situations.
- This deposit is held on account and is only returned at the end of the pupil's final term at school providing the school has been given a full term's notice of withdrawal).
- A taster morning is arranged for all children towards the end of the term before entry. This is to familiarise them with the school, their year group and teacher and they attend normal lessons. The older children are invited to stay on for lunch. A "Taster Package" is given to parents at the end of the morning which includes: a copy of the School Handbook, uniform list, future term dates and forms for website permission, milk/water preference and contact details.

### **STARTING AT SCHOOL**

- On Day One of term, the child is met at the school gate by the Head, Registrar or Bursar and he/she is then taken to their new form room by a member of Year 6 to meet their class.
- The child is introduced to the children and their "buddy" for the first few days at school. The buddy should help the new child to settle in and learn to understand the various day-to-day routines.
- Over the first few weeks, in particular, a close eye is kept on all new children at the School. The Form Teacher has a major role in this settling in time. In addition, academic progress and pastoral issues are discussed at weekly staff meetings where any potential problems are identified at an early stage.
- The School has an open door policy to parents and seeks to involve them in support of their child's education.
- Parents are very welcome to attend school Assemblies, especially on their first day. Information concerning further Assemblies is published in weekly newsletters.

### **INFORMATION TO PROSPECTIVE PARENTS**

The following information is provided to prospective parents of the School:

- School Prospectus plus accompanying Additional Information leaflet
- School Magazine
- Registration Form
- Acceptance Form accompanied by Standard Terms and Conditions
- School Handbook containing general information on the school day, school rules, homework, lunches and breaks, outings, medical matters, extra-curricular activities, the Social Committee and lists of school uniform, term dates, Governors and staff

- All parents, including prospective parents, have access to the school website which includes information on:
  1. How to contact the school, name of Headmistress, telephone number
  2. Governing Body
  3. Staff List
  4. Mission and Vision statements
  5. School policies including Anti-Bullying, Child Protection, Curriculum, Health and Safety, First Aid and Educational Visits.
  6. Complaints procedure
  7. Last Inspection Report

**CONFIDENTIALITY/ SECURITY OF INFORMATION**

The School attaches the utmost importance to maintaining the confidential nature of the information provided with by parents with regard to their children. The Confidentiality Policy, which is available on request, sets out the School's position in this regard.

Signed:.....  
Chair of Governors