



HEYWOOD PREP
CORSHAM

ADMISSIONS POLICY

**Updated
February 2019**

This Policy applies to the entire school including the EYFS, After School Club and Holiday Club. It should be read in conjunction with the following documents:

- Equal Opportunities Policy
- Behaviour, Rewards, Discipline and Exclusions Policy
- School's Terms and Conditions

1. General

Heywood Prep is a co-educational independent school for pupils from ages 2 to 11 years of age. Deciding on the right school for your child is a very important decision and we believe that a personal visit is invaluable. We very much hope that you and your child will visit Heywood Prep. We hold three open day events, one in each term, which give a general introduction to the school and details of these days are published on our website. We are also very happy to welcome prospective parents and their children at other times. Please contact the Registrar, Mrs Lauren Harmon, on 01249 713379 or email admissions@heywoodprep.com to arrange a visit.

2. Introduction

Heywood Prep is pleased to accept applications for children to join in various age groups and maintains a partially selective policy for admissions. The school is, therefore, mixed-ability by nature and in keeping with its aims to provide a balanced, well-rounded education.

It is the policy of Heywood Prep to admit children who will benefit from an academic education and who will contribute to and benefit from the ethos and activities of our school community. We will only admit a child and their family who meet these criteria.

3. Equal Treatment

We welcome children from many different ethnic and racial groups, backgrounds and creeds. Human rights and freedoms are respected but must be balanced with the lawful needs and rules of our school community and the rights and freedoms of others. All candidates for admission will be treated equally, irrespective of their (or their parents') race, colour, language, religion, political or other opinion, national or social origin, association with a national minority, sexual orientation, property, birth or other status. We expect all of our pupils to attend all assemblies and outings, and to take full part in all Religious Education lessons.

4. Disability and Special Educational Needs

Due to the nature of the school buildings, we have limited facilities for the disabled but will do all that is reasonable to comply with the legal and moral responsibilities under equality legislation in order to accommodate the needs of applicants who have disabilities or special educational needs for which, with reasonable adjustments, the school can cater adequately.

The school needs to be aware of any known disability or special educational need which may affect a child's ability to participate in the admissions procedure and take full advantage of the education provided at the school. Parents of a child who has any disability or special educational needs should provide the school with full details at the time of the application for registration. This also includes any support which is or has been offered by a previous school or external service.

The school needs this information so that, in the case of any child with particular needs, the school can assess those needs and consult with parents about the adjustments which can reasonably be made to ensure that the application procedure is accessible for the child and the school can cater adequately for the child's needs should an offer of a place be made. Parents should provide a copy of an educational psychologist's report or a medical report if they have one.

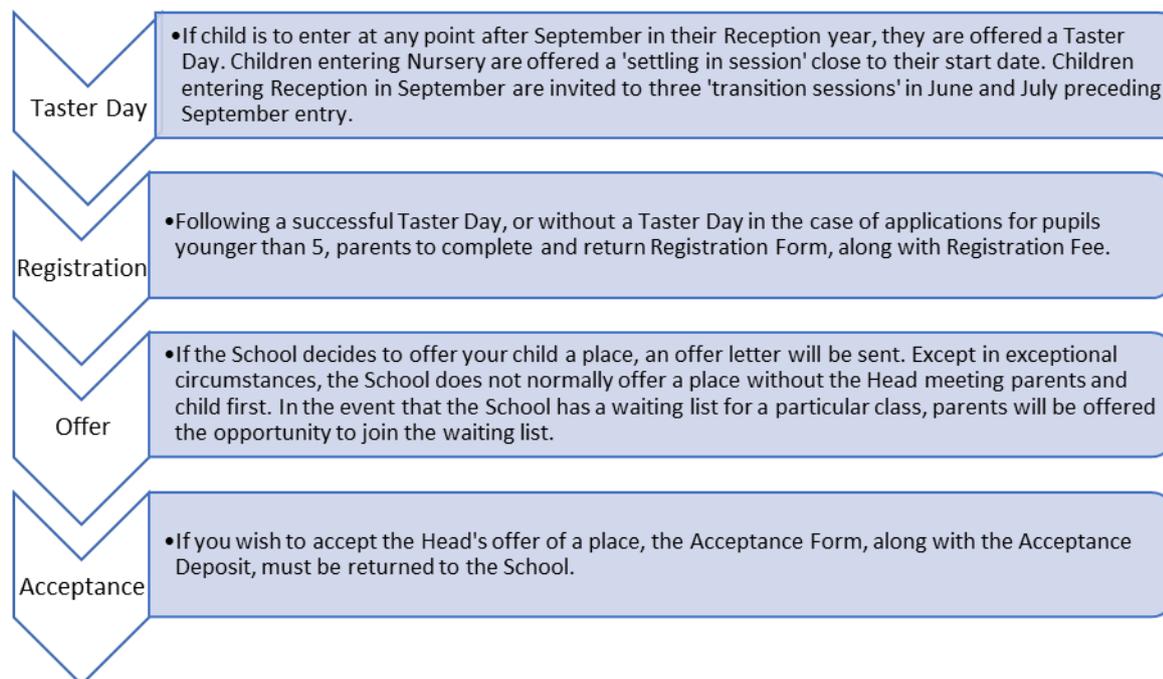
The school will do all that is reasonable to ensure that the information and application procedure is accessible for disabled candidates and will make such reasonable adjustments as necessary.

If special education needs or a disability become apparent after admission, the school will consult with parents about reasonable adjustments that may allow the child to continue at the school.

5. Nursery Places

Due to strong demand for places in our Nursery, priority is given to children who commit to continue through to our Reception classes. We operate a waiting list for our nursery classes that are currently full, to enable parents to reserve a place for their child.

6. Application Process



1. Taster Days

Children applying for entry after September entry for Reception will be offered a Taster Day, during which they will be informally assessed by their class teacher whilst undertaking the planned activities for the class. Taster Days also offer children the opportunity to experience a day at Heywood Prep and to see what being a pupil here will be like. At the end of the Taster Day parents will be invited to meet with the Head for feedback on the day, before collection their child. Taster Days are usually undertaken before a Registration Form is completed and returned.

Children entering Nursery are offered a 'settling in session' close to their start date. Children entering Reception in September are invited to three 'transition sessions' in June and July preceding September entry.

2. Registration

Parents wishing to enrol their child(ren) at Heywood Prep should fully complete and sign all the relevant sections of the Registration Form. The Registration Form must be signed by all adults with parental responsibility for the child being registered. The Registration Form should then be returned to the School together with a Registration Fee of £50.00.

Application for Registration does not guarantee that a place will be offered. If your application is unsuccessful your Registration Fee will be returned to you.

Assessment

We undertake informal assessment during a child's Taster Day, based on the work they complete in lessons. The School may also require your child's last school report and a reference form may be

sent to your child's existing school requesting further information on your child's academic and social progress.

3. Offer

If the School decides to offer your child a place a confirmation letter will be sent to you.

The offer of a definite place is made on the understanding that you intend that your child remains at the school until they leave at 11.

4. Acceptance Form

If you wish to accept the Head's offer of a place for your son/daughter, the Acceptance Form must be returned, along with electronic transfer of the Acceptance Deposit. Upon receipt of the Acceptance Deposit, your child's place is reserved for them.

Deposit and Cancellation

Please refer to the School's Terms and Conditions for information as to how the Deposit will be held and in what circumstances it will be refunded. Further information is also provided in the Term and Conditions about cancellation of a place that has been accepted.

Disclosures

Parents must as soon as possible disclose any particular known or suspected circumstances relating to their child's health, allergies, disabilities or learning difficulties. Failure to do so could result in the school withdrawing the child's place.

7. **Admissions Register**

The School maintains an Admission Register. Upon entry to the School we will record and retain the following information on the Register:

- Name in Full
- Sex
- Name and address of every person known to the school to be a parent of the pupil (and an indication of the parent with whom the pupil normally resides and which parents hold parental responsibility as defined by Section 3 Children Act 1989). NB Parents holding parental responsibility, even if not actually caring for the child, have a right to receive relevant information from the school in respect of any pertinent matter affecting the child, unless a court order indicates otherwise
- Telephone number at which the parent can be contacted in an emergency
- Day, month and year of birth
- Day, month and year of admission or re-admission to the school
- Name and address of the school or setting last attended, if any

The School holds this information electronically and retained securely to comply with our obligations regarding the retention and security of records under its Data Protection Policy.

8. **Complaints**

The School hopes that parents and pupils do not have any complaints about the school's admissions process, but copies of the school's complaints procedure can be sent to parents on request.

9. **Approval & Review**

This policy was approved by the Head in February 2019.



Signed: **Mrs Rebecca Mitchell**
 Headmistress, Heywood Prep