

## ADMISSIONS POLICY

THIS POLICY IS REVIEWED ON AN ANNUAL BASIS

**Policy reviewed by:** Soni Valechha – Manager, Duchess Nursery, Parson's Green

**Policy approved by:** Vivianne Thompson – Director of Early Years

**Review date:** 19/07/2019

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**Version:** v2.0

**Policy actioned from:** July 2019

**Next review date:** April 2020

**Reviewer's Signature:**



**Approver's Signature:**



Please note: 'School' refers to Chatsworth Schools; 'parents' refers to parents, guardians and carers.

This is a whole school policy, which also applies to the Early Years Foundation Stage.

Circulation: This policy has been adopted by the school and governors, is addressed to all members of staff and volunteers, and is available to parents on request. It applies wherever staff or volunteers are working with children.

## General

Deciding on the right nursery school for your child is very important, and we at Chatsworth Schools believe that a personal visit is invaluable. We very much hope that you and your child will visit our School. We hold open mornings throughout the year, which give prospective parents an opportunity to tour the school and meet the Manager and team.

We are very happy to welcome prospective parents for our open days or a personal meeting with the manager and for a tour of the School. This policy applies to all children seeking admission to the nursery school.

## The Entry Procedure

Duchess Nursery, Parson's Green is a non-academically selective school. Selection is not based upon academic ability, but on a child's potential to prosper at Chatsworth Schools, socially and academically. Children must be between the age of 1 year and 4 years 11 months to attend and we offer a minimum of two full days or three half day sessions (should you wish to access the Government Minimum funding entitlement in the term after your child has turned three, there is a council requirement of attendance spread over at least three days.) As a child reaches preschool age, we strongly advise full time attendance for us to ensure your child is school ready for their Reception year.

Applicants for admission may register from birth, our main entry points are September and January although we take occasional mid-year entry if we happen to have space (please contact the Manager for further details and registration forms.)

The Nursery School supports a smooth transition process when joining the school which usually consists of 3 settling in sessions. The first, an hour long where parents meet their child's key person and fill out all relevant paperwork (including emergency contact details, any medical information & details as to a child's like/dislikes and routines.) In the second session parents are able to join the child and their chosen activity, stepping out, allowing time to explore with their key person for a short time. For the third session we aim for parents to leave for a short time to ease the settling in process. Some children adjust to a new environment more easily than others, the transition from home to nursery may take a little time and we adjust the process accordingly asking that initially parents be prepared to stay with, if necessary as a familiar presence will help your child to establish a relationship with his/her teacher in an atmosphere of security. We will always be sensitive to the needs of children and parents.

Once a child has fully settled we ask parents to keep continue to keep in touch with us and we will communicate as needed too. There are three formal occasions each year to talk about child's development but whenever you feel the need just contact the teacher informally. We also operate an open door policy and are happy to discuss anything with you at a mutually suitable time as soon as possible after a request.

## Equal Treatment

Duchess Nursery, Parson's Green and Chatsworth Schools are committed to equal treatment for all, regardless of a child's race, ethnicity, religion, sexual orientation or social background.

## Special Needs

We do not discriminate in any way regarding entry. We welcome children with special educational needs, providing that we are reasonably able to offer them the support that they require to access the Early Years

Foundation Stage curriculum. We welcome children with physical disabilities provided that our site can make provision for them. However, we advise parents of children with special educational needs or physical disabilities to discuss their child's requirements with the School before they register for a place, so that we can make adequate provision for them. Parents should provide a copy of an Educational Psychologist's report, EHCP (Education, Health, Care Plan) or a medical report to support their request, for example, for extra time or other special arrangements.

We will discuss thoroughly with parents and their medical advisers the adjustments that can reasonably be made for the child if they become a pupil at the school.

### Assessment Process

There is no assessment for entry, entry is based on a first come first served basis as well occasional entry when places become available across the year.

### Waiting List

If we are unable to offer a place at your desired point of entry, we will hold your details on our waiting list, and will be in touch as soon as a place becomes available.

### Sibling Policy

Many siblings join the School and a family atmosphere is encouraged. However, admission is not automatic, and there may be occasions where we have space in one age group but not another.

**Scholarships** None are currently offered.

### Overseas Applicants

Chatsworth Schools welcomes overseas pupils, who can attend our School provided that they have a relative or legal guardian living in the UK with whom they can reside.

### Fluency in English

We welcome all children regardless of their language or linguistic capability, we support children who have English as an additional language as well as those who are bilingual or have speech and language issues.

### Religious Beliefs

We are not a religious school and welcome children from all faiths or none.

### Contractual Terms & Conditions

Copies are made available to parents as part of the admissions process.

### Complaints

We hope that you and your child do not have any complaints about our Admissions process; but copies of the School's

complaints procedure can be sent to you on request.

### Interpretation

In this policy, the term "senior manager" means a School Head and their designated deputies.

This policy applies to all employees in all Schools (save for Schools with their own procedure which shall prevail) and other work environments within Chatsworth Schools

This policy applies within all companies, which are wholly owned subsidiaries of Chatsworth Schools Ltd, a company registered in England, registered number 15152579

The registered office of all companies is Crimea Office, The Great Tew Estate, Great Tew, Chipping Norton, Oxfordshire, OX7 4AH. Any enquiries regarding the application of this policy should be addressed to the Director of Operations at the above address.



