

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.



PARKSIDE
SCHOOL

Edition: 3 May 2020

ADMISSIONS POLICY

**This policy is applicable to the whole school,
including the Early Years Foundation Stage (EYFS)**

References:

ISI: Commentary on the Regulatory Requirements 2019-09 (September 2019)

Keeping Children Safe in Education (September 2019) (*KCSIE*)

DfE guidance: Advice on School Attendance (2013) (revised September 2018)

Working Together to Safeguard Children (August 2018) (*WT*)

Statutory Framework for the Early Years Foundation Stage (Childcare Act 2006) (revised April 2017)

DfE statutory guidance: Children Missing Education (2016) Education (Independent Schools Standards) (England) Regulations 2014

Equality Act 2010

Education and Skills Act 2008 (S108 & 109)

Education (Pupil Registration) (England) Regulations 2006

Education Act 1996 (Section 434(6))

Children Act 1989 (Section 3)

1. Introduction

Parkside School (the School) is committed to providing the best possible care and education to its pupils and to safeguarding and promoting the welfare of children and young people.

2. Scope of this Policy

The School is an independent preparatory school for boys from the age of 2+ to 13, and for girls from 2+ to 4½ years old. It welcomes applicants for entry from diverse religious, ethnic and financial backgrounds. The School is organised into three working areas:

- The Nursery (EYFS)
- The Pre-Prep Department (Reception EYFS, Year 1 and Year 2)
- The Prep School (Years 3-8)

The Registrar (Head's PA), Head, Deputy Head, Bursar and SENCO are responsible for the School's admissions.

3. Aims

This policy aims to ensure compliance within the School's Charitable Status and to set admission criteria which are both fair and consistent with such status. The admissions procedure is aimed at identifying applicants whose academic and other abilities appear to mirror the ethos and standards of the School and whose personal qualities suggest that they have the potential both to contribute sufficiently to the school community and to benefit from the learning and other opportunities offered by the School. The School also follows the Independent Association of Prep Schools (IAPS) Code of Conduct.

- a. The admission process for EYFS (Nursery and Reception) and Key Stage 1 is supervised by the Deputy Head with responsibility for Pre-Prep and EYFS in conjunction with the SENCO. For the Prep School by the Deputy Head and the SENCO. In all cases the overall supervision of the process is the responsibility of the Head. The selection criteria and admissions procedure is subject to review from time to time by the Head and the Governing Body. Those involved in selection have the relevant experience to carry out the procedure.
- b. Equal Treatment. The School's aim is to encourage applications from candidates with as diverse a range of backgrounds as possible. This enriches our community and is vital in preparing our children for today's world. The School is committed to equal treatment for all, regardless of a candidate's race, ethnicity, religion, disability, sexual orientation or social background.
- c. Entry Points to Parkside. The usual entry points are at Nursery (EYFS) (2+), Reception EYFS (Pre-Prep) and Prep School (Years 3-8). Children may be accepted at other points if places are available.

Links to other policies

- Accessibility Plan
- Aims & Ethos of the School
- Bursary Policy
- Complaints Policy
- Discipline & Behaviour Management Policy
- EAL Policy
- Equal Opportunities Policy
- Learning Enrichment (SEND) Policy
- Safeguarding Policy

4. Admissions to the School

- Open Mornings and personal tours are held regularly throughout the academic year. Prospective parents are encouraged to attend at least one of these with their child before applying for admission in order to gain more general information about the School.
- Whether or not they have attended an Open Morning, parents who are interested in applying for a place should contact the school in order to arrange a meeting with the Head or a member of the Senior Leadership Team at which point, further information about the school and its suitability for their child can be discussed.
- Following the meeting and tour of the School, parents wishing to proceed with an application for entry should complete the Registration Form and send it together with the Registration fee to the Registrar.
- On receipt of the Registration Form and Registration fee, the School will arrange a time for their child to attend the School for an assessment day (Year 1-8), or if overseas/unable to attend, a Zoom meeting can take place with the Head. The assessment day is spent with the appropriate age group, during which observation and assessment will take place. Parents will be notified in writing following the assessment day whether a place is to be offered.
- An offer of a place will be made if, in the reasonable opinion of the Head, the following conditions are met:
 - The applicant and the parents are in agreement with the ethos and aims of the School and are willing to abide by the School's Terms and Conditions [Parents' Contract], discipline, rules and customs.
 - The applicant is of the appropriate age and level of maturity.
 - The School is able to provide adequately for any special needs which the applicant may have.
 - Parents have completed all obligations to the current school.
- To accept the offer of a place, parents will need to have read and understood the Parents' Contract and completed and returned the Acceptance Form with signatures of both parents along with an Acceptance deposit. This includes providing two emergency contact numbers where possible. If an offer of a place is not made, the School will give brief reasons for its decision. Please note the School is duty-bound to notify the Local Authority of all non-standard time admissions (within five days of the entry on the admission register).
- Siblings are encouraged to register for admission also, however, an offer of place is not automatic and we may suggest a different learning environment should be sought if this is in the best interest of the child.

Progression through the School

The vast majority of pupils progress through the School but there may be instances when the pupil is not able to access the curriculum. It is then in the best interest of the pupil for the Head to work with the parents in finding an alternative setting where the pupil will thrive in a different environment.

Deferring of Places

If notice is given that a pupil will not be joining the School at the confirmed entry point, then the place will only be offered at a future date (normally one term) if there is availability and on satisfactory updated reports from the pupils placed school. It should be noted that the School reserves the right to keep the Deposit in this circumstance.

5. Entrance Assessment Days

Assessments are held regularly throughout the year and for all year groups from Year 1. For entry into Year 3, candidates are invited in for a Taster Day preceding the year of entry.

The aim of the process is to identify potential and the ability to access the curriculum. The School is looking for well-rounded children with a genuine interest in education in the broadest sense of the word, with interests that stretch beyond the confines of the academic curriculum. No specific preparation for the entrance tests is needed, all candidates start on an equal footing, with identical opportunities to display their academic aptitude.

6. Academic criteria

- The child has a competent grasp of basic skills at a level appropriate to the age of the candidate.
- The child demonstrated this ability during the visiting/assessment day.
- A positive report and recommendation is received from the Head of the applicant's present school.

7. Special Educational Needs and Disability (SEND)

The School does not discriminate in any way regarding entry and welcomes applications on behalf of children with SEND. The School will consider carefully whether enrolling the child would be appropriate and in the child's best overall interests having regard to the education and/or level of care required, the practicalities of making any particular and reasonable adjustments, the available resources and, where relevant, any health and safety issues.

Parkside School remains committed to developing the accessibility of its facilities to all. Please see our Learning Enrichment (SEND) Policy and Accessibility Plan for full details.

8. Fluency in English (EAL)

In order to cope with the academic and social demands of the School, pupils should generally be fluent English speakers. Normally a child should have been educated in English for at least one year before coming to the School. Tuition in English as an Additional Language (EAL) can be arranged as an extra (which incurs a charge).

9. Religious beliefs

The School provides the opportunity for all pupils to practise their own faith. However, parents should be aware that there are compulsory events/church services that all pupils are expected to attend.

10. School's contractual Terms and Conditions: Parents' Contract

The Parents' Contract is available on the School's website or in hard copy from the Registrar/School Office.

- Fees in lieu of notice. All parents are bound by the Parents' Contract as accepted **at the time the acceptance fee is paid**. Should a pupil be removed from the School without a full term's written notice having been received, the parents will be liable to a full term's fees in lieu of such notice. If a parent decides to withdraw their child before enrolment, written notice must be received by the first day of the preceding term or fees will become due in lieu.
- Bursaries and discounts on fees. The Governors recognise that fee levels may be such that some parents are dissuaded from applying or some children are excluded due to the costs involved. For this reason the Governors have set aside a sum to provide means-tested bursaries for children whose parents could not otherwise afford to send them to the School. The School offers means-tested bursaries annually to entrants at the usual points of entry; the award is based on both parents providing proof of their income and assets. The level of support varies according to parental need. Bursaries are offered for twelve months at a time. The family is required to provide fresh information about its circumstances for every year that their child attends the School. Levels of support may vary with fluctuations in income. See (Means-tested) Bursary Policy.

11. Complaints

Should parents have a complaints about the School's admissions process please use the School's Complaints Policy.

12. Monitoring, Evaluation and Review

This Policy is monitored, evaluated and reviewed on an annual basis by the Senior Leadership Team.

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Next review: Summer Term 2021