



Spring Grove School

ADMISSIONS POLICY

This policy is applicable to all pupils, including those in the EYFS

Spring Grove School is a co-educational independent school for pupils from ages 2 to 11. Spring Grove offers admission to any child who, in the opinion of the Head, (advised by a number of other staff), will have a happy and fulfilling time at the school and hence will benefit from the type of education offered. The School admits pupils with a broad range of academic ability.

All applicants are interviewed informally and are encouraged to spend a “taster” day to determine whether they feel comfortable in the school environment. Most children assessed are offered places. Those for whom the type of education offered is inappropriate are offered advice about alternative options for their education.

Very young children are admitted into the Nursery and Reception classes on an informal assessment administered by the teaching staff usually during their taster session. Once in the school, children are allowed to progress to the next stage provided that they will continue to benefit from the type of education offered at Spring Grove School.

Spring Grove School does not discriminate either positively or negatively according to cultural background, linguistic background, special educational needs sexual orientation, gender reassignment or academic or sporting ability. Spring Grove School will give careful consideration to applications from pupils who have a disability; Reasonable adjustments will be made for any pupil with a disability within the unavoidable constraints due to our school building being a grade 2 listed building. A separate document sets out the school’s policy on disability.

ENTRANCE PROCEDURE

This takes place at any point during the year when a request for entry is made.

- The process is evaluation rather than selection.
- The applicant is invited for a taster day. He/she spends a day with the relevant year group. The teacher completes an assessment which may include informal testing of any or all of the following; reading, free writing and maths. Information and relevant comments through observation will be reported to the Head.
- Final decisions are made at the discretion of the Head.
- The parents will receive a prospectus on the school and registration forms.
- Parents will pay a £50 non-refundable administration fee.
- A £250 refundable deposit on acceptance of the place for Reception to Prep 6 and £75 for Teddies and Nursery.

BURSARIES

Spring Grove School offers means-tested awards from Reception to Prep 6. A Bursary application will need to be completed and both parents are required to provide proof of their income and assets. The level of support varies according to parental needs.

Bursaries are normally offered for 12 months at a time, the family is required to provide fresh information about their circumstances for every year their child attends the school. Level of support may vary with fluctuations in income.

EYFS ADMISSIONS POLICY

It is our intention to make our setting accessible to children and families from all section of the local community. We aim to ensure that all sections of our community have access to the setting through open, fair and clearly communicated procedures.

PROCEDURES

- We ensure that the existence of our setting is widely advertised in places accessible to all sections of the community.
- We describe our setting and its practices in terms that make it clear that it welcomes both fathers and mothers, other relations and other carers, including childminders.
- We describe our setting and its practices in terms of how it treats each child and their family, having regard to their needs arising from their gender, special educational needs, disabilities, social background, religion, ethnicity or from English being a newly acquired additional language.
- We describe our setting and its practices in terms of how it enables children and/or parents with disabilities to take part in the life of the setting.
- We make our Equal Opportunities Policy widely known.
- We consult with families about the opening times of the setting to ensure we accommodate a broad range of family needs.
- For 2-3 year olds we recommend 2 sessions per week and for 3-4 year olds a minimum attendance of 5 sessions per week. However, we are flexible about attendance patterns to accommodate the needs of individual children and families.

SCHOOL'S CONTRACTUAL TERMS & CONDITIONS

Copies are on the school's website and will be made available to parents as part of the admissions process.

COMPLAINTS

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

Bill Jones
Headmaster
November 2014

Registration Form

PUPIL'S SURNAME _____

FIRST NAMES (*in full*) _____

GENDER M/F _____

DATE OF BIRTH _____ NATIONALITY _____

NAME OF PERSON WHO HAS PARENTAL RESPONSIBILITY _____

RELIGIOUS DENOMINATION _____

DATE WHEN ENTRY IS DESIRED _____

NAME AND ADDRESS OF PRESENT HEAD OF SCHOOL (*if applicable*) _____

DATES ATTENDED _____ TYPE OF SCHOOL _____

FATHER'S DETAILS

NAME (and title) _____

OCCUPATION _____

HOME ADDRESS _____

TELEPHONE NUMBER _____

MOBILE TELEPHONE NUMBER _____

EMAIL ADDRESS _____

MOTHER'S DETAILS

NAME (and title) _____

OCCUPATION _____

HOME ADDRESS (*if different*) _____

TELEPHONE NUMBER _____

MOBILE TELEPHONE NUMBER _____

EMAIL ADDRESS _____

1. We understand and agree that if we accept an offer of a place at the School and for any reason the pupil does not take it up, we shall be jointly and severally liable to pay the School one term's fees.
2. We jointly and severally undertake to pay the School for the pupil on or before the first day of each School term the fees decided upon by the Governing Body from time to time together with such extras as may be incurred by the pupil. We note that the Governors reserve the right to charge interest on overdue accounts at a rate not exceeding 3% above the Barclays basic rate. We understand that the School reserves the right in the event of payment not being made, to refuse the pupil admission to the School without further warning.
3. We undertake to give in writing to the Headmaster not less than one term's prior notice of our intention to remove the pupil from the School and if the pupil for any reason leaves the School without such notice being given to pay a term's fees in lieu of notice
4. We further agree that the pupil shall be subject to the discipline and rules of the School. The Headmaster reserves the right to exclude any pupil from the School on a temporary or permanent basis. In the event of a pupil being removed from the School by the Headmaster on a permanent basis no refund of fees for the balance of the term will be due, but in that event no charge will be made for a term's fees in lieu of notice.

SIGNATURE OF PARENTS (*both required*) _____

DATE: _____