



### 1 Introduction

- 1.1 The Governing Body of Micklefield School applies the regulations on admissions fairly and equally to all those who wish to attend this school.

### 2 Aims and objectives

- 2.1 Micklefield is a non-selective family school. Admission is open to all children provided that:
- their needs can be catered for;
  - their admission is compatible with the provision of effective education for the children with whom they will be educated;
  - their admission is compatible with the efficient use of resources.

Please refer to our standard terms and conditions for further reference.

- 2.2 All applications will be treated on merit and in a sensitive manner; priority is given to siblings of current pupils.
- 2.3 If we do not offer a child a place at Micklefield, it is because to do so would prejudice the education of other children.

### 3 How parents can apply for their child to be admitted to our school?

- 3.1 As Micklefield is an independent school the Governing Body determines the admission arrangements.
- 3.2 The school publishes a prospectus, which gives information about our curriculum and activities. An appointment is arranged with the parents and Headmaster to visit the school. Pupils will be considered as candidates for admission and entry to the school when the registration form has been completed and returned to us and the non returnable registration fee paid. Admission and entry will be subject to the availability of a place and the pupil satisfying the admission requirements at the time. Places are offered in chronological order and based on the date of registration. However, priority is given to siblings of these children presently attending our school. In due course, when a place is offered, a deposit will be payable when parents accept the offer by completing the acceptance form.
- 3.3 Micklefield accepts boys and girls. Children may join us when they are 'rising 3' that is if they become 3 during the term in which they are admitted to Micklefield, or more specifically by 31<sup>st</sup> December in the case of the Autumn Term, 31<sup>st</sup> March in the case of the Spring Term and 31<sup>st</sup> August in the case of the Summer Term. Children are not required to attend all sessions. Reception children have the option of half days until the term after they reach five years of age. Lower School and Upper School children are required, by law, to be in attendance full time.

3.4 Classes are usually limited to 18 pupils at Reception age and above. A pupil may be enrolled to join these classes at any time, subject to availability of a place and satisfactory reports from the school the child is leaving. In the event that there is only one remaining place left in any year group, and the next eligible children to join that year group are twins, they will be counted as one. Statutory notice at the child's previous school must be given and that school will be notified before the child attends Micklefield. We follow the IAPS Heads' Code of Practice in contacting the Head of the child's current IAPS school before a place is offered.

#### 4 Review

4.1 This policy will be reviewed by the governing body in the light of any changed circumstances in our school or the local area.

Mr R M Ardé  
Headmaster

Mrs J M Hamilton  
Chair of Governors

Reviewed: September 2019  
Review date: September 2020