

MICKLEFIELD SCHOOL (including Early Years Foundation Stage (EYFS))



ADMISSIONS POLICY

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 Micklefield School (**the School**).

2 Aims and objectives

- 2.1 Micklefield School is a non-selective family school. Admission is open to all children provided that:

- The child's needs can be catered for;
- The child's admission is compatible with the provision of effective education for the children with whom the child will be educated;
- The child's admission is compatible with the efficient use of resources.

Please refer to the School's 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 a child is not offered a place at the School, it is because to do so would prejudice the education of other children.

3 Admissions process

- 3.1 The School's Governing Body determines the Admissions Process from time to time.

- 3.2 The School publishes a prospectus, which gives information about the School's curriculum and activities. Prospective parents are encouraged to arrange an appointment with the 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 the School and the non-returnable Registration Fee has been paid.

- 3.3 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 the children presently attending the School. When a place is offered, a deposit becomes payable when the parents accept the offer by completing the Acceptance Form.

- 3.4 Micklefield School is a co-educational school and accepts both boys and girls. Children may join the School when they are 'Rising 3', that is if they become three during the term in which they are admitted to Micklefield School, or more specifically by 31st December in the case of the Autumn Term, 31st March in the case of the Spring Term and 31st August in the case of the Summer Term. Children up the age of five 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. Children in Lower School and Upper School are legally required to be in full-time attendance.

- 3.5 Classes are usually limited to 18 pupils at Reception age and above. A pupil may be enrolled to join the School 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.
- 3.6 Statutory notice at the child's previous school must be given and Micklefield School will notify the child's previous school before the child attends the School. Micklefield School follows the IAPS Heads' Code of Practice in contacting the Head of the child's current IAPS school before a place is offered.

4 Monitoring and review

- 4.1 This policy will be reviewed regularly by the Governing Body and be updated in the light of any changed circumstances in the School or local area.

Mr R M Ardé
Headmaster

Mrs J M Hamilton
Chair of Governors

Reviewed: September 2020

Review date: September 2021