



Highfields Independent School and Day Nursery

Admissions Policy

Last Reviewed:	June 2017	Approved on:	7.06.17
Committee Responsible:	Pupil and Personnel	Next Review:	30.06.19
Approved by:	Full Govs		

The Governing Body of Highfields School applies the regulations on admissions fairly and equally to all those who wish to attend this school. The Admissions policy has been kept simple, with regards to meeting educational need and the provision for an appropriate level of acceptable behaviour, so that, as a School, we may continue to appeal to a wide cross-section of the local community

- **Rationale**

We are a non-selective School that welcomes children from all backgrounds and abilities.

All applications will be treated on merit and in a sensitive manner.

The only restriction we place on entry is that of number. If the number of children applying for entry exceeds the places available (at the time of writing, 24 per Form), a place may be offered at the Headmaster's discretion. We enforce the procedure set out below to determine whether a child can be allocated a place or not. It is our wish to allow parents the right to have a place at the School of their choice. However, this is not always possible, since there is sometimes excess demand in relation to the number of School places available.

- **The process of offering a place prior to admissions to Main School**
- **When a prospective parent first visits the School, a place may be offered on the following basis:**
- **That the Form in question has less than 20 children, and therefore a place is available**
- **If the number of children in that form is above 20 the school will invest in additional classroom support. (the number will not exceed 24)**
- **That the admission will be accepted on the understanding that the School must, at the time of admission, feel that it will be able to meet the academic needs of a child, i.e. that the child can access a Highfields education**
- **That a child's behaviour is of such an acceptable and appropriate level such that, at the time of entry, the child will not disrupt their own education or cause the long-term disruption of the education of other children.**
- **That a child within the Form has given notice and a space will become available.**

Following a visit / visits by the parent(s) and child(ren), a 'Desk Day' will usually take place, during which a child's educational needs will be assessed. Feedback from members of the teaching staff will be used to inform the decision as to whether a parent will be offered a place for their child at Highfields.

- **The process of offering a place prior to admissions to Highfields Kindergarten follows the EYFS and is in receipt of the Early Years Funding for 3-year-old, Kindergarten also has some funded 2-year-old children.**

Before a child starts at Highfields Kindergarten: -

- We ask that parents fill in the necessary paperwork and pay their deposit.
- We ask that parents give their child chance to settle in with us. We offer as many 1/2 hour sessions so their child gets to know the staff and setting. Parents are welcome to stay initially; however, we do encourage that their child is left at some point during the settling in period. There is no charge for the settling in sessions.
- If we have no immediate vacancies, children will be placed on a waiting list and as soon as a place becomes available, the child at the top of the list will be given first chance of the available place.

Headmaster's signature: