



**Highfields School and Early Years
Admissions Policy
September 2020**

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 (maximum 24 per Form – see below), a place may be offered at the Headteacher's discretion. We apply the procedure set out below in order 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 admission 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
- That the Form in question has more than 20 children but no more than 24 and the School has invested in additional classroom support in that Form
- That the admission will be accepted on the understanding that the School must, at the time of admission, be able to meet the academic needs of a child, i.e. that the child be able to 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 decision to offer a place remains at the discretion of the Headteacher on the condition that the criteria outlined above is met.

Where more than one prospective party wishes to apply for admission to the same Form and that would take the total number of children in that Form to more than 24, a waiting list will



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be opened. Applications will then be processed in time order, with priority being given to the first party requesting admission. Once that party has confirmed they no longer wish to be considered for admission, or has withdrawn their application, that place may be offered to the next party on the waiting list.

The process of offering a place prior to admission to Kindergarten

Highfields Kindergarten follows the EYFS and is in receipt of the Early Years Funding for 3 year olds. Kindergarten also has some funded 2 year old children.

Before a child starts at Highfields Kindergarten-

- Parents must complete an enrolment form and a session request form stating the agreed sessions for their child.
- Parents give their child chance to settle in. Settling in sessions are offered as much as needed 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 there are no immediate vacancies, children will be placed on a waiting list and places will be offered in time order as above.
- Highfields' Kindergarten offers places to children in accordance with staffing ratios as determined by EYFS.