

PRE-PREP ADMISSIONS POLICY

# Admissions Policy

## (including EYFS)

(15a)

*“The School is strongly committed to promoting equal opportunities for all, regardless of gender, pregnancy or maternity, disability, race, religion or belief, cultural background, linguistic background, special educational need, sexual orientation, gender reassignment or academic or sporting ability.”*

<b>Action</b>	<b>Policy to be reviewed annually</b>	
	<b>Responsible</b>	<b>Date</b>
Written by	Sarah Hollingsworth	Summer 2021
Approved	Sarah Hollingsworth	Summer 2021
Next review	Sarah Hollingsworth	Summer 2022

Gresham's Nursery & Pre-Prep School is not a selective school and prides itself on catering for children with a wide variety of academic abilities, interests, talents and backgrounds.

Occasionally the school may not wish to admit a pupil because it is felt that he or she will not thrive in the environment that the school offers or that the school does not have the expertise to deal with the child's needs.

The normal procedure for entry is as follows:

- Parents visit the school (with or without the child).
- The child may come and spend time in the school so that s/he can draw his or her own conclusions about the school.
- The school asks the parents to make the child's present school aware of their interest in sending their child to Gresham's.
- The parents complete the registration form / pay the registration fee (Appendix A)
- As part of the registration process, parents/carers will be required to provide documentation to evidence their child's date of birth. This is to confirm they have reached the eligible age for the free entitlements. A copy of the document will be retained. This will be stored securely and destroyed when there is no longer a good reason to keep the data.
- The child may be offered a place (allocated on a first come, first served basis). Places are offered in writing. If the year group is full then the child's name will be put on a waiting list. Parents are made aware if that is a possibility.
- The child's present school will be asked to complete a report form requesting academic and pastoral information on the child including any assessment results (EYFS profile where appropriate).
- Families are invited to a welcome morning/afternoon in June prior to the child joining in September. If entry is at another time of the year then an opportunity will be found for the child to spend time with their new class prior to starting
- After the child has started the previous school/setting will be asked to provide any additional information about the child's academic progress.

- Early Education is offered within the national parameters:
  - no session to be longer than 10 hours
  - no minimum session length (subject to the requirements of registration on the Ofsted Early Years Register)
  - not before 6.00am or after 8.00pm
  - a maximum of two sites in a single day
- The Admission Policy is issued to all families as part of the registration process. It is also available via our webpage.
- Early Education is offered to families for 33 weeks of the year during term time only. The funded hours can be claimed (to the maximum available) –
 

• Monday	1300-1600
• Tuesday	1300-1600
• Wednesday	1300-1600
• Thursday	1300-1600
• Friday	1300-1600
- We aim to follow the requirements of the EYFS (2021) and provide an inclusive environment for all children and their families. We are required to comply with the requirements of the Equalities Act 2010 and the Special Educational Needs code of practice - 2015.
- We will monitor and review the progress and development of all children. However, where a child appears to be behind expected levels of development or where a child's progress gives cause for concern we will adopt a graduated approach with 4 stages of action: Assess, Plan, Do & Review. We will work in partnership with parents and provide information on how we are supporting their child's development and will seek consent to request support from outside agencies where necessary.
- We have a responsibility to identify groups of disadvantaged children who attend the setting and will apply for additional funding available locally, if families meet certain criteria. We will use this funding to ensure support is in place to improve children's outcomes.
- We will work with the local authority via 'SEN Local Offer' to ensure information is available locally to parents to ensure they are able to make choices about the right childcare provision for their child with SEN.
- We aim to identify all children that may attract any additional funding such as EYPP, DAF, SEND Inclusion Fund and any locally available funding streams with a view to submit a claim/application to support and improve their outcomes.
- We will work with parents to ensure that as far as possible the hours/sessions that can be taken as free provision are convenient for parents' working hours.

## **Admission to Nursery**

Admission to the Nursery class is accepted from the term following a child's 2<sup>nd</sup> birthday. Admission normally takes place at the beginning of a term, usually in the Michaelmas or Lent terms. This is at the discretion of the Head of Pre-Prep.

## **Admission to Reception**

Admission into Reception year takes place in September following a child's 4<sup>th</sup> birthday. A child may attend on a part-time basis for the first (Michaelmas) term if their birthday falls between February and August. Most children will attend full-time after the Christmas holidays. However, exceptions are made where a child is still not ready for full-time education and their sessions are increased gradually.

## **Admission to Other Year Groups**

Admission can be at any time of the year. The normal procedure (as above) is followed and the child will come to spend a day (or part of a day depending on what is appropriate for the child and parent). During this time the child will be informally assessed by the class teacher (reading, writing and maths) to assess if there may be some additional support needed when the child comes to school.

Information regarding fees and claiming Early Years Funding (where applicable) can be found on our [Fees list](https://www.greshams.com/admissions/fees/) , which is published on our website: <https://www.greshams.com/admissions/fees/>

The Admissions Policy should be read in conjunction with the School's Fees and Other Charges schedule and the Terms and Conditions document. Both of these are published on the school website. <https://www.greshams.com/admissions/terms-and-conditions/>

For any queries regarding the admission process, please contact our Pre-Prep Admissions on 01263 714575 or email [preprep@greshams.com](mailto:preprep@greshams.com)