

Fairstead House

ADMISSIONS POLICY

incorporating the Early Years Foundation Stage

INTRODUCTION

At Fairstead House School we seek to ensure that all children admitted to the school will thrive in an environment of high, yet realistic expectations, will be able to benefit from the broad and balanced education provided and be happy within the school community. We recognise our duty to embrace diversity and equality and to work to overcome prejudice. We do not discriminate on grounds of disability, diversity, gender, race or religion. We seek to remove barriers to entry to our school for pupils with special needs and/or disabilities. We strive to be a fully inclusive and welcoming school.

PROCEDURE

Admission to the school depends upon a prospective pupil meeting the criteria required to maintain and, if possible, to improve the educational and general standards for all its pupils commensurate with those to which the school aspires. The school must also feel reasonably sure that it will be able to educate and develop the prospective pupil to the best of his or her potential and in line with the general standards achieved by the pupil's peers, so that there is every chance that the pupil will have a complete, happy and successful school career and emerge a confident, well-educated and well-rounded child. These criteria must continue to be met throughout the pupil's time at the school.

The school's policy is to apply these criteria to all pupils and potential pupils regardless of any disability of which it is aware (subject to its obligation under the Equality Act 2010) and to make reasonable adjustments not to put any disabled pupil or potential pupil at a substantial disadvantage compared to any pupil who is not disadvantaged because of his or her disability.

In assessing any pupil or prospective pupil the school may take such advice and require such assessment it regards as appropriate. Subject to this, the school will be sensitive to any requests for confidentiality.

During pre-offer interviews and visits, prospective parents have the opportunity to raise concerns and discuss disabilities and to request details of any reasonable adjustments a pupil may require in relation to an open day, school visit or entry to the school.

In the school early registration is recommended, although priority will always be given to siblings and to children coming from Fairstead House Nursery. A child must be registered with Fairstead House and the registration fee paid to be considered for a place.

Children entering the school are invited to attend a taster day in school.

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Children can be admitted at any time during the academic year, provided there are places available.

There is one class per year group and when full, a waiting list will be implemented.

Early Years Admissions

Fairstead House School is part of the Suffolk County Council Early Years Funding Scheme and meets the requirements of the Statutory Framework for the EYFS as confirmed by D of E, from September 2012.

- We offer up to 15 hours of free entitlement for 3 and 4 year olds. These funded hours are available during the afternoon sessions only (12.30pm – 3.30pm).
- The school is open for 34 weeks of the year.
- No session is longer than 10 hours or shorter than 2.5 hours.
- Sessions do not start before 7.00am or run after 7.00pm.

There is a waiting list and priority is given to siblings of children already in the school

Children joining the Nursery may be admitted from the age of three years, in the term during which they celebrate their third birthday.

There is a Registration fee of £100.00 to register your child at Fairstead House.

TERMS AND CONDITIONS

Acceptance and Deposit

1. An offer of a place for your child at Fairstead House School is accepted by your completion of the Acceptance Form and paying the deposit.
2. The deposit is not refundable if your child does not take up the place at the school.

School Fees

3. Each person who has signed the Acceptance Form is liable for the whole of the fees and any supplementary charges.
4. Each invoice must be paid either in full on or before the first day of term or by instalments in arrangement with the bursar.
5. We reserve the right to refuse to allow your child to attend school or to withhold any reports/references while fees remain unpaid.
6. The fees will be reviewed annually and may be increased by such amount as the Governing Body considers reasonable. The school shall give at least a term's notice of any increase in the fees, to enable parents to give a full term's notice of withdrawal.

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Notice Requirements

If you wish to withdraw your child from an activity charged for as supplemental (such as Musical Instrument Lessons), or withdraw from school, you shall either give a full term's notice or shall pay to the school a term's tuition fees (fees in lieu).

Responsible	SMT
Policy reviewed	Michaelmas 2016
Next review	Michaelmas 2018