



The Children's House

Admissions Policy

ISI Code: 15a

This policy should be renewed every year and as required by legislation.		
Action	Reviewer	Date
Review	KO	Sept 2020
Approved by Chair of COM	DB	Sept 2020
Date for next internal review		Sept 2021

Reviewed policy published on:	
On website	✓
On portal	✓
Dropbox	✓



The Children's House

ADMISSIONS POLICY

The Children's House School operates across two separate sites, offering educational provision for children from 2 ½ to 7 years of age.

Transfer from the Nursery School to the Upper School is automatic. Parents are required to fill out one Registration Form only. Registration costs £100 and a deposit of £2,000 per child is payable on acceptance of a place in the school. The deposit will be refunded to parents in the usual way in the child's last term at the School, or on early withdrawal from the school, provided the required notice has been given.

Sibling Policy

Places at The Children's House are allocated principally according to order of date of registration at the School, but as far as possible, preference will be given to siblings. However, the Headteacher retains discretion over the allocation of all places throughout the school.

Admission to the School:

If you would like to register your child for a place at The Children's House, you will need to complete the Registration Form and return it to us with a non-refundable Registration fee of £100. Your child's name will then be placed on a waiting list and we will write to you confirming the proposed term of entry for your child. Firm offers of places are made in the term, or two terms, preceding entry. The sibling priority policy operates, provided the younger child(ren) has (have) been registered before the age of one. Other offers are made in order of the date of registration. If it is not possible to offer your child a place in the proposed term of entry, you will be contacted by us in writing and given the option of going on to the following term's waiting list, again in order of date of registration. On acceptance of a place, a deposit of £2,000 per child will be payable. Where external Upper School offers are made during the term prior to the term of entry a term's fees in advance will be required on acceptance; £2,000 of which will be retained as a deposit once a child has joined the school and the balance will be credited against the first term's fees.

Termly fees are payable on or before the first day of term. For families who have three or more children in the school at any one time, a discount of 10% will be applied to the fees for the eldest child for the period when all three children attend The Children's House.

Children should be 2 ½ years of age on the first day of the month of entry, i.e.

2 ½ by 1st September for Autumn Term entry

2 ½ by 1st January for Spring Term entry

2 ½ by 1st April for Summer Term entry

The youngest children, aged 2½, are offered a morning place in their first term. This is a gentle introduction to school. The morning session runs between 8.45am and 12.00pm.



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After the first term, parents can opt for their child to either continue attending morning sessions, or to attend school for a full day. The full-day session runs between 8.45am and 3.00pm. We do appreciate that young children can become tired, particularly at the beginning of term when they are adjusting to a whole day in the nursery. We are therefore flexible about collection times. If you feel your child would benefit from being collected early one or two days a week (Wednesday and Friday are the suggested days), this can be arranged with your child's teacher. Notwithstanding the above, fees for five full-day sessions will be payable.

In the term during which a child has their fourth birthday, we would normally expect them to take up a full-day place in the pre-reception cohort. The full-day session runs between 8.45am and 3.00pm.

This provision provides a gentle introduction to school, with flexibility where required.

How Class Groups Are Made Up

When children first start in the morning group, we use date of birth as the primary means of organising the class groups. All groups are mixed ability. The principle of keeping children together who share a birthday in the same term, continues throughout the Nursery. Whilst the main principle is to arrange classes according to age, occasionally we may need more flexibility and will make exceptions to achieve the right balance in a class.

This policy has been formed to ensure a fair approach to each child and the best allocation of resources across the school. There is no guarantee that the way one child progresses through the school will be common to others. Date of birth, class sizes and availability of places will be deciding factors, as well as your child's individual needs.

Admission to the Upper School

Nursery children are guaranteed entry to the Upper school. If chance vacancies for Reception occur, offers will be made to external candidates in order of date of registration. Offers must be accepted within two weeks and on acceptance, the appropriate deposit must be paid.

Hours: Children can be dropped off at the Upper School from 8.30am onwards. Registration begins promptly at 8.55am.

Reception	8.55am – 3.15pm
Year One	8.55am – 3.30pm
Year Two	8.55am – 3.30pm

How Class Groups are Made Up at The Upper School

When children join the Upper School, they are taught in one class. If we have a large cohort, we divide the children into two class groups.

In Years one and two, children are taught in classes of approximately twenty children.



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Children with Special Educational Needs, disabilities or special medical needs:

On registration and before accepting the offer of a place in the School, parents are required to fully disclose information about any known medical condition, disability or learning difficulty affecting their child. The School can then make an accurate and comprehensive assessment as to whether or not we can make the reasonable adjustments required to meet all of the child's needs.

Chance Vacancies

Chance vacancies can occur at any point in the school. The school administrator maintains a chance vacancy waiting list for all year groups and when a vacancy occurs, contacts people on the list (in order of registration date).

Bursaries

The Children's House School offers a limited number of bursaries. Please refer to our Nursery Bursary policy for further information.

Please contact Sue Garcin at the Nursery for all registration, chance vacancy and bursary enquiries. suegarcin@childrenshouseschool.co.uk Tel: 020 73542113

This Policy was reviewed, amended and agreed by the Council of Management in September 2019. It will be reviewed again in one year's time.

Signed: Dawn Brindle

Chair of the Council of Management