



# Dair House School Admissions Policy



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**Monitoring: Head/DoS**

**Updated: November 2018**

**Review: August 2019**

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Entry to Dair House School can occur at any point in the academic year as long as places are available and the admissions criteria are fulfilled.

## **Admissions criteria for entry to Nursery**

Children can enter Nursery during the term of their third birthday ('rising threes'), provided there is an available space, and after a successful assessment session.

The number of sessions offered is negotiable, depending upon the child's experience of a nursery setting. Minimum attendance is three sessions a week for children in the Lower Nursery and five sessions for children in the Upper Nursery.

The School is registered to offer 15 hours universal 3 & 4 Year Old Free Entitlement funding from Bucks County Council to all 3 and 4 year olds, the term following their third birthday however Dair House School do charge termly fees to cover the costs of the additional activities that The School nursery offers over and above standard childcare and education. These are regular cooking, dancing, gymnastics and music lessons as well as a morning snack. The nursery pupils also enjoy a weekly session in the Reception class in order to ease their transition to full time education.

By signing the acceptance form prospective parents/guardians are agreeing to pay the fees as detailed in the Schedule of Fees which is updated annually.

The School offers one fully funded free nursery place for up to 15 hours per week from 12.30-3.30pm each day, Monday to Friday. To qualify for this free place the pupil must live within 1 mile walking distance of the school. If more than one pupil applies for this place, the application which is received first will be offered the free place. Notice of withdrawal for this place by either party is one term.

We are able to accommodate up to 21 pupils in Nursery at any one time. Places are allocated on a first come, first served basis.

## **Admissions criteria for entry from Reception to Year 6**

Admission to other classes from Reception to Year 6 would normally take place at the beginning of any term, but urgent need for a place will be granted at any time provided there is availability and the child completes a successful assessment.

From the start of Reception upwards, a child's attendance at Dair House School is full-time.

## **Siblings**

Whenever possible, and where places are available, preference will be given to a request for a place for a sibling of a current pupil.

## **Priorities for a place at Dair House School**

Priority is given to siblings, families showing a commitment to Dair House School beyond the Early Years Foundation Stage and long standing applicants.

## **Disability**

The School will act reasonably when considering an application for entry by a parent/guardian of a prospective pupil with a disability. In so doing, we would wish to have detailed discussions to determine the nature of the child's disability, the level of care required, the need for the School to maintain academic and other standards, the practicality of making a particular adjustment, the resources available, the health and safety of the prospective pupils and others, and the interest of both the child and other pupils.

## **Refusal of Admission**

Dair House School reserves the right to refuse entry, if the School's structure, in the opinion of the Head and teachers, does not meet the educational, pastoral and social needs of the pupil concerned or the behaviour of the pupil does not meet the expected standards of the School.

Parents have the right to appeal against an unsuccessful application.

Appeals are made to the Chair of Governors.

## Admission Procedure

1. On receiving a contact from a prospective parent/guardian considering placing a child at Dair House School, the School will record the parent's and child's name, child's gender, age, address, telephone numbers, other contact information and proposed date of entry and how they heard about the School.
2. On visiting the school the prospective parent/guardian will be taken on a tour of the School and be given comprehensive information.
3. If the prospective parents/guardians wish the child to be considered for a place they must complete the Registration Form with a payment of a £75.00 registration fee which is non-refundable. For the one fully funded nursery afternoon place, this fee will be held as deposit for up to six weeks after joining the school and then returned.
4. Before acceptance, the child will be invited for an assessment day or session, depending upon age.
5. Reports from the previous school, educational psychologist or other relevant experts are expected to be presented to the School.
6. After the assessment day the Head will verbally inform the parents of the decision and confirm this writing as soon as possible. The letter will be accompanied by the standard terms and conditions which presents the contract between school and prospective parents/guardians.
7. If a place is offered prospective parents/guardians are required to read, sign and complete the Acceptance Form; enclose a copy of the child's birth certificate; and for Reception class and above, pay £500.00 refundable deposit-**refundable at the end of Year 6.**  
***N.B.** The deposit will form part of the general funds of the School until it is credited without interest. The deposit will be used to offset extra costs incurred in the last term at school and the balance will be refunded when the child leaves at the end of Year 6.*  
***Deposits are not refunded if a pupil is withdrawn prior to reaching the end of Year 6.***
8. Prospective parents/guardians are required to complete a Medical Questionnaire and General Consent forms for their child, prior to the child's entry to the School.

## Cancelling an acceptance

A term's fees, less deposit held, will be payable by the parents if for any reason they cancel their acceptance of a place or the pupil does not join the School after a place has been accepted. Cases of serious illness or genuine hardship may receive special consideration on written request.