

ADMISSIONS POLICY

Opening statement

Forest Park School is dedicated to safeguarding and promoting the welfare of its pupils; our policies and practices encompass the needs of all our children from Early Years to year 6 across all aspects of school life including out of school provision. It is the duty of all members of staff, both teaching and non-teaching, to play an active role in ensuring that each child's needs are met. Effective induction practices for all ITT, college and school students, volunteers and visitors aims to promote a consistent approach in meeting the needs of the whole school community.

Introduction

Forest Park School is a co-educational primary independent school with entry at Kindergarten class on the third birthday. It is then anticipated that all children will progress through to Year 6 where they will eventually leave to attend the secondary school of their choice. A child may enter the school at any age group if there is a place.

Procedures and Practices

Forest Park School will offer a place to the prospective parent should they have a space available in the appropriate class. Places will not be offered to children out of their age group unless there are significant grounds for this. The school does not select on academic ability but places are offered on condition of a satisfactory report from the school the child is attending at the time of application.

Pupils are admitted to the school on the grounds of having the ability and aptitude to access an academic curriculum. Those applying for a place in the school will not be excluded on the grounds of learning difficulties or disability.

However, this will be subject to the capability of the school to make reasonable adjustments in terms of site, learning environment and curriculum.

Were a child's need extend beyond the resources of the school, parents can provide auxiliary aids and services at their own expense.

Additional charges will be made for specialist lessons and assessments by specialist teachers outside intervention sessions and SEN support provided as part of an IEP.

The school advertises places across the year groups using different media available (papers, internet, radio, etc). From these adverts the following process activates;-

Forest Park School
School Policy Documents & Guidelines

- A prospective parent will apply for a prospectus, which will immediately be forwarded in the post. Parents are invited to refer to the school's website for further details regarding the schools policies and practices.
- Following receipt of the prospectus a parent may communicate with the school and request either more information or an appointment to visit the school.
- On request the parents will be given a guided tour of the whole school, irrespective of the child's age. The school does not require an interview with the child. Although were appropriate the child may attend a taster day session.
- Next will follow an interview with the Headteacher who will discuss the whole school ethos, policies and procedures, and answer any questions
- Should the parent wish to accept a place at the school they will fill out and forward the registration form with £250 registration fee to the school. On receipt of this form, if there is a place available, it will be offered to the child and confirmed in writing
- On receipt of the registration form and fee that place offered will be held until the date of enrolment or notice is given to the contrary by the prospective parent
- It is the prospective parents prerogative to decline taking up the place at any of the above stages
- A courtesy letter is always sent out following the visit of each prospective parent.

A transition process is then put in place tailored to the needs of each individual child.

PROCEDURES FOR POLICY MONITORING AND EVALUATION

This policy will be reviewed, evaluated updated annually to assess its relevance and effectiveness.