



Last Revision Date	October 2017
This policy is Reviewed by	Registrar
Group	Marketing
ISI Reference	15a
Next Review Date	October 2018

Tick which category this document refers to:

ISI requirement to be made available	
ISI requirement to be on website	
Internal staff only	
Internal students only	
Internal staff and students	
Statutory requirement to have on website (non ISI)	

### **The Principles of the Admission Process**

- Admission to the school is at the discretion of the Admissions Panel consisting of the Headmaster, Head of Learning Development, Head of EYFS and the Registrar after consideration of a child's application.
- Applications from all who have the ability and aptitude to access an academic curriculum are welcome. Parents of children with physical disabilities, SEN or learning difficulties are advised to discuss their child's requirements with the School before a 'taster' visit so that adequate provision can be made for them on the



day. Parents are asked to provide copies of medical reports, speech and language therapy reports, occupational therapy or educational psychologist's reports to support request; for example, for large print material, extra time, use of laptops or other special arrangements for their child.

- There is no entrance examination; however we like to assess children from Reception onwards before they are accepted into the School. This will take the form of spending time in the appropriate class together with an assessment co-ordinated by the Learning Support Department.
- Great Walstead welcomes children from all religious backgrounds providing parents understand and are in sympathy with the underlying Christian ethos of the school and are happy for their children to participate in all lessons and services.

### Admission Procedure

#### General

- Following an initial inquiry to the Registrar the Prospectus, general information and Registration forms will be sent to parents. Parents are informed of any waiting list.
- Parent are invited to visit the school.
- Once completed Registration forms and all reports are received by the school the admission procedure is dependent on the proposed entry point for a child.

### Early Years (Nursery & Reception) Admissions and Session Allocation Policy

#### Nursery

Early Years provision marks the start of a child's journey through Great Walstead School. During the term before joining, a formal offer of a place is sent with terms and conditions requiring parents to fill in an Acceptance Form and pay a deposit (£600).

One of the main aims of the Nursery is to prepare children for their later learning at Great Walstead, and so we give priority for places and sessions to children who are intending to complete their education through the School. We will give priority in allocating sessions within the Nursery, for instance, to those whom we know are going on to our Reception, and who have indicated this on their Acceptance form. However, although we cannot always guarantee to give everyone precisely what they want, we try to meet parents' needs as best we can. For those children who are not going on into our Reception we have had to limit the number of sessions overall which an individual can have, to a maximum of two full days.

Occasionally it is possible to book extra one-off sessions in the Nursery. As long as there is space available and we have sufficient staff to meet the relevant ratios we are very happy to do this. Any additional sessions will then be added to the end-of-term bill. However, we are unable to swap sessions. Please note, one-off sessions will not attract the Free Entitlement.

Places in the Nursery are limited and Great Walstead will allocate sessions in descending order of priority as follows:

- Those who are going through the School's Pre-Prep department (into and beyond Reception)
- Those who have older siblings in the Prep or Pre-Prep



- Those who book for 5 full days at the School
- Those who book full days at the School
- Those who book just a morning with a lunch session
- Those who book just a morning session
- Those who book just the Free Entitlement session – if available.

This is reviewed on a term-by-term basis.

### **Free Entitlement**

The afternoon session from 12.30-3.30pm is designated as the 'free entitlement' period and is, therefore, free to parents of children who are eligible for this funding, currently for six terms following the term after the child's third birthday. This funding will continue whilst they are at Great Walstead and is currently up to a limit of fifteen hours over five days in any one week during term time. We will only accept one 'free entitlement' per day per child. If you wish to book just the Free Entitlement afternoon sessions, please refer above to the session allocation information. If you choose to take up a place in a West Sussex County Council school reception class, whether on a full or part time basis, the Free Entitlement' will cease.

Allocation of the Free Entitlement sessions is reviewed on a term-by-term basis.

Sessions in the Nursery are available as follows:

- 8.30am-12.00pm
- 8.30am-1.30pm
- 8.30am-3.30pm
- 12.30-3.30pm (This session attracts the free entitlement.)

The day in Reception runs from 8.30am – 3.30pm and the afternoon session runs from 12.30-3.30pm.

The detailed terms and conditions of the Free Entitlement to Early Years provision are set out in material published by the Family Information Service of West Sussex County Council and up to date information can be obtained by contacting the Council on 01243 777807.

Please note that the School reserves the right to change its fees and policy on Early Years Free Entitlement in line with any changes in government policy or funding.

### **Reception**

#### **A child moving from Great Walstead Nursery into Reception:**

- If there are concerns regarding the transition from Nursery to Reception then as part of the regular assessment and progress review processes of the School the Head of EYFS will discuss these with parents and the Headmaster.

#### **A child moving from an external educational setting into Reception:**

- For an external applicant an acknowledgement of the completed Registration form clarifies if there is a waiting list to join Reception.



- In line with arrangements for existing Great Walstead Nursery children the School will establish and review a pupil's assessment information. The School will liaise with, and possibly visit, a child's present educational setting to establish any reasonable adjustments necessary to facilitate a child's transition into Reception.
- If a place is available and suitable, parents will receive an Offer letter, Acceptance form and a copy of the School's Terms and Conditions to complete and return with a deposit.

### **A child entering during the Reception year and above:**

- The Registrar co-ordinates arrangements for a child to visit the School. For those living some distance from Great Walstead alternative arrangements may be made.
- During a child's visit there are informal classroom observation and assessments and a more formal assessment by a member of staff from the Learning Support Department. The assessment information, along with feedback from staff, is reviewed by the Headmaster, Registrar, key teachers working with the child and Head of Learning Development.
- The Headmaster or Registrar will feed back to parents regarding the child's visit.
- The ability of the School to meet the individual needs of a child is continually monitored, assessed and reviewed at strategic points of every child's school career, i.e. at transition into Reception, before entry into Years 1, 3, 5 and 7.
- Where a place is not being offered the School aims to engage parents in discussions to help them make informed choices in their child's best interests.

### **Deferred Places**

Where a parent defers an offer of a place, the School may invite, at a later stage, the child to return for a follow up 'taster' visit in order to update any assessment and review progress to determine if Great Walstead is still the right place for their child.

### **Waiting Lists**

If there are more suitable applicants than places available, places are usually offered in the following order of priority:

1. Siblings of current or former pupils at the School
2. Pupils considered to be best suited to the academic requirements of the School
3. Date of first registration

Pupils may be offered places on a waiting list and subsequently offered a place if one becomes available.



GREAT WALSTEAD  
SCHOOL

## Admissions Policy

---

### Dealing with Complaints

If a parent wishes to complain about the admissions policy or outcome they should, in the first instance, raise it with the Headmaster. The Headmaster will in turn follow the School's Complaints Policy. This policy is available, on request, from the School Office.