



ADMISSIONS POLICY

Written by	S Goodwin
Date of policy review	September 2024
Next review date	September 2026

The Hall School Admissions Policy

At the Hall School and Nursery places are offered subject to availability; however, we offer priority of place allocation to siblings of those already attending the school. We do not permit religion, ethnic origin, colour or disability to be used as criteria for admission, unless the nature of the disability is such that a child could not cope with the environment and programme that we offer. We ask parents to sign a home/school agreement and to commit to working collaboratively with us.

Initial Enquiry

When an initial enquiry is received by The Hall, details of the child's name, contact information and date of birth are taken and they are directed to the school website for further information. The parents are offered an opportunity to be shown around the School by the Head Teacher.

Registration

To register a child formally, the registration form must be filled out and signed by a person with parental responsibility. This is returned to the school, together with a cheque, for the non-returnable registration fee of £75.

Allocation of Places

There are no specific entry points to the School, we admit new pupils wherever and whenever we have a space available however this is usually at the beginning of an academic year. The precise numbers of places vary from year to year, depending on how many children move on to their next schools. Places are offered in writing, however they are not secure until an acceptance letter from the parent(s) along with a deposit for that place has been received and acknowledged by the school. Deposits are fully refundable as long as the school has been given a full term's notice of a child leaving and point 9 on the parent contract has been adhered to.

Assessment of Pupils

We do not formally assess children but ask that all potential pupils come in for a play session to allow staff to ascertain suitable working groups. The school does however need to assess pupils with Special Needs to ensure that we are fully equipped and prepared to cater for them. In certain circumstances we will request an Educational Psychologist's report, but more often the assessment will consist of an informal meeting with the parents and child.

Information for Parents

Parents whose child is joining the school are invited for settling in session before they are due to start. The Head teacher or Manager and relevant staff conduct these sessions and provide parents with a new starters pack. Parents are given the opportunity to meet their child's teachers and keyworkers.

Parents are given the opportunity to discuss details of their child's development and care during the settling in sessions and during their child's first week at school. Parents are also required to sign consent forms, fill in contact detail cards and sign a home/school agreement to ensure that both parties are working together to achieve the best educational experience for that child.