

DAME CATHERINE HARPUR'S SCHOOL AND NURSERY ADMISSIONS POLICY



Dame Catherine Harpur's School and Nursery is an independent school for pupils from ages 3 to 11. Deciding on the right school for your child is very important and we believe that a personal visit is not only invaluable but essential.

We therefore very much hope that you and your child will visit Dame Catherine's. We hold a number of Open Events throughout the year details of which are published online on our website and on our facebook page a few weeks in advance of the day but we welcome prospective parents and their children into our school at any time and just ask that an appointment is made wherever possible in advance by contacting our school office.

The entry procedure

Dame Catherine's is **NOT** a selective school.

The main points of admissions into the school and nursery are:

- Nursery (age 3)
- Reception class (the academic year the child turns 5)

However we welcome children into any year group and mid-year, where spaces are available.

There are 2 separate admissions / applications for the above. If a child has attended our school nursery, whilst they will receive priority in being allocated a school place, this cannot be guaranteed and it will still be necessary to make an application to the school for the reception class / class 1.

Parents should initially enquire about the availability of spaces from the school office. Waiting lists will be held in circumstances where we have no spaces available and the criteria listed below would apply.

Entry into the School is determined using the following selection criteria:

- The presence of a sibling already in the school or nursery;
- Attendance in the school nursery (if applying to reception / class 1)
- a previous family connection with the school
- The family has shown an ongoing interest in sending their son/daughter to the school as demonstrated by attending an Open Day or visiting in person.

Dame Catherine's is fortunate to have children whose families bring a wide diversity of backgrounds. We do not discriminate in terms of race, sex or disability. Please see our SEND policy for further details on children with disabilities or special educational needs.

Admissions process

Nursery

We accept children in the term that they have their 3rd birthday.

School

We accept children in the academic year in which they have their 5th birthday

NB. Should parents feel that it is beneficial for their child to remain in the EYFS nursery setting rather than join our class 1 to complete their EYFS provision (in reception year) we will discuss their individual needs and whether this can be accommodated. This will be for an agreed length of time to be reviewed regularly. We endeavour, wherever possible, to accommodate requests, but can only do so when we have spaces in nursery and staffing capacity to do so. The school still requires parents to re-apply through the normal school admissions procedure for children aged 4-11.

Registration

To begin the admissions process parents will need to register interest by visiting and if possible booking a taster day for the child / children. By doing we ask parents to agree to the small admissions fee which will cover the cost of registration and the taster day. This will be non-refundable. Should parents wish to proceed with an application, they will be asked to complete the school admissions form and provide the deposit as outlined in the fees schedule for that year.

For parents interested in places for children in advance of the next academic year, the school will keep a pre-registration list and ensure that families are kept informed of any open day events to enable them to keep in touch with the school.

Offer of a place:

Should a place be available and your child is a good match with the school (which forms part of the discussion following the taster day) you will be offered a place in writing. If a class is full, your child will be placed on a waiting list.

Acceptance:

A place is deemed accepted when we receive the completed parent contract (signed by parents with parental responsibility) together with the appropriate deposit (which contains terms and conditions.) These should be read before accepting the place.

Children will not be placed on the school roll until the following are in place:

- An admissions form with all required information
- A parent contract signed by parents with parental responsibility.
- Identification for the child / children (birth / adoption certificate or passport)

Special needs

Some of our pupils have special educational needs and we can offer them the support that they require. We advise parents of children with special educational needs or physical disabilities to discuss their child's requirements with the school before completing the admission process so that we can make adequate provision for him/her. Parents should provide a copy of an Educational Psychologist's report or a medical report to support us in meeting the child's needs.

We will discuss thoroughly with parents and their medical advisers the adjustments that can reasonably be made for the child if he/she becomes a pupil at the school.

Sibling policy

Most siblings join us at Dame Catherine's however admission is not automatic and there may be occasions where a sibling is likely to thrive better in a different environment.

Bursaries

The school reserves the right to consider bursaries when in a position to do so but these will only be available to existing families to provide financial assistance with fees.

The School reserves the right to change the above process and description at any time.

Last updated: May 2019

Review date: April 2020