



## SOMPTING ABBOTTS SCHOOL

### ADMISSIONS POLICY

The Directors of Sompting Abbotts School considers admissions fairly and equally to all those who wish to attend this school. We are a small family run school that aims to make all children from whatever their background feel welcome and valued. We have a non-competitive policy and the intake is therefore mixed ability by nature. This document contains information that covers the whole school.

This document is available on the school website and on request from the school office. It should be read in conjunction with the following school policies: Behaviour including rewards and sanctions, SEND and EAL provision.

#### **Our aims are:**

To provide an education for children from 2 to 13 years which inspires a desire for excellence and which enables them to develop independent, searching minds and to realise their full academic potential.

To provide each child with the opportunity to experience a wide range of activities and to encourage an interest in these activities through the provision of excellent facilities and teaching.

To ensure that the years children spend at Sompting Abbotts Preparatory School are happy and fulfilling.

To forge a close and supportive relationship with parents throughout their children's lives at the school.

To promote the broadly Judaeo-Christian values which lie at the heart of the foundation of Sompting Abbotts School.

To provide a safe, welcoming, supportive and tolerant environment in which each pupil feels valued as an individual and, in turn, learns the importance of tolerance and consideration towards others.

To help each child realise the importance of contributing to the community, both inside and outside the school, and to ensure that the wider community benefits from the existence of the school.

To prepare children thoroughly for their senior school education. When deciding upon the right school for your son or daughter we believe that a personal visit is invaluable and we very much hope that you and your child will visit Sompting Abbotts School. Each term we hold an open morning, which gives a general introduction to the school and provides prospective parents with the opportunity to tour the site, to meet the teachers and some of the children. Details of our open mornings are published on our website. We are also very happy to welcome prospective parents and their children at other times.

Please call 01903 235960 to contact either the Principal, Mrs Sinclair, or email her on [patriciasinclair@btconnect.com](mailto:patriciasinclair@btconnect.com) to arrange a visit. You will be sent an admissions pack which will contain our Prospectus, information about school fees and an application form. Any information you need about any area of School Life will happily be given on request.

**Our guiding principles:**

1. Children are accepted at any time during any term on the condition that a place is available.
2. Conditional places only are offered upon receipt of a completed registration form and registration fee. Places are confirmed after the child has attended a taster day and upon receipt of a deposit and completed Form of Acceptance.
3. Where there are no places available, a child's name may be placed on the waiting list upon payment of the registration fee. In the event that the school is unable to offer the child a place three months prior to the start of any given term, the parent may request that the registration fee is returned.
4. There is no entry test. However, parents are required to inform the school, on the registration form, of any circumstances concerning health, educational or family background, or learning difficulties/disabilities. Where such information gives cause for concern, the school will discuss with the parent the extent to which it is able to meet the child's needs.
5. Whenever possible, prospective children are given a tour and are invited to spend a taster day at the school. The aim of such visits is to ensure that the child has an enjoyable time whilst becoming familiar with some of the faces and places he/she will meet when joining the school and to ensure that the school is a good 'fit' for the child.
6. We are committed to equal treatment for all, regardless of a candidate's sex, race, ethnicity, religion, disability, sexual orientation or social background and there are no specific quotas allocated to girls or boys.
7. Although Sompting Abbotts School has strong Judaeo-Christian roots, we do not select for entry on the basis of religious belief, and we welcome those of other faiths and none.
8. As a family school we welcome siblings and provide a sibling discount.
9. The school welcomes pupils with special educational needs providing that its learning support department can offer them the support that they require. We welcome pupils with disabilities provided that our site can accommodate them. Please inform the School of any disability or special educational needs, including behavioural or psychological matters and medical issues concerning the pupil, in writing at the time of registration. Failure to inform the School may jeopardise the pupil's admission. Parents should always provide a copy of an educational psychologist's report or a medical report if they have one.
10. A satisfactory reference from the previous school is required before a place is offered at Sompting Abbotts School. This is not a requirement in Nursery and Reception.
11. All staff are fully informed about new children and are encouraged to review transfer information which is retained in the Head's Office.

12. Notice to leave Sompting Abbotts School at the end of a term (other than the Summer Term of Year 8) should be served in writing to the Head before the end of the first day of the relevant term. Failure to do so will result in a term's fees being required in lieu of notice.

### **Foundation Stage and Key Stage 1 (Reception to Year 2)**

For children entering the Pre-Prep department, there is no form of examination. Children are invited to spend a 'taster' day at the school to familiarise themselves with the surroundings and to experience what it might be like to be a pupil at Sompting Abbotts. In the course of the day, the child will be observed by teachers and an assessment made to the Head of the Pre-preparatory School. In the unlikely event that all members of the management staff feel that the child would not benefit from the school's stated aims, ethos and behaviour policy a place would be declined; this would be communicated to the parents verbally; and in writing if requested.

The Nursery is registered with West Sussex County Council for the 'Free Entitlement (Early Years Provision) funding which currently provides up to 15 hours per week. The termly fee is automatically adjusted for the funding entitlement the term after a child has turned 3 years of age. Any residual balance to pay covers the additional time and resources provided by the school which is based on the amount of sessions requested at the beginning of the term and how many eligible weeks in the term.

### **Key Stage 2 (Years 3-6) and Key Stage 3 (Years 7-8)**

There is no formal examination for children entering the main school. Prospective pupils will be expected to spend a day in the class they will be joining, and in the course of the day will be assessed by teachers to see that they will benefit from the education we offer as framed in the school's stated aims, ethos and behaviour policy. The Headmaster will conditionally offer a place based upon the information given by teacher observation during the day and the receipt of a report from the pupil's former school. In the unlikely event that all members of the management staff feel that the child would not benefit from the school's stated aims, ethos and behaviour policy a place would be declined; this would be communicated to the parents verbally; and in writing if requested.

### **Allocation of places**

Places are allocated on a first come first served basis with preferential treatment given where places exist to siblings of pupils already at the school and to children of former pupils. The number of children the school can accommodate in each class is twenty. We keep this number under review and the Directors will apply to change the number if circumstances allow.

### **Registration Fee to confirm the offer of a place**

When a firm offer has been made in writing parents will be invited to complete a form to confirm their acceptance of the place and will be asked to pay a registration fee to secure the place. This fee is non-refundable in the event of the child not subsequently taking up the place as arranged. Where there are two or more siblings enrolled in the school at any one time the school will not request a fee for any sibling after the second.

### **Fees in lieu of notice**

All parents are bound by the school's Terms and Conditions as accepted at the time the Acceptance Form is signed. Should a child be removed from the school without a full term's written notice having been received the parents will be liable to a full term's fees in lieu of such notice. If a parent decides to withdraw their child before enrolment, written notice must be received by the first day of the preceding term or fees will become due in lieu.

### **Disability**

The school will consider applications on behalf of children with a disability as stated in The Disability Access Policy, which lays down the procedure followed when an application is received for a child with special needs, as per the Equality Act 2010. We will consider carefully whether enrolling the child would be appropriate and in the child's best overall interests having regard to the level of care required, the practicalities of making any particular and reasonable adjustments, the available resources and, where relevant, any health and safety issues.

### **Complaints.**

We hope that parents and pupils do not have any complaints about the admissions process; but a copy of the School's Complaints Procedure is available on the web site

**This Policy is reviewed periodically by the Headmaster and the Directors**

**Signed: S J Douch**