

1. ADMISSIONS

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Finton House School **Admission Policy**

This policy is made available via the school website, is provided to all parents (current and prospective), is provided to all Governors in the Governors' handbook, is provided to all staff in the Staff Handbook, is available from the school office and is kept in the Library.

Central to the philosophy of Finton House, an independent fee-paying school, is the practice of non-selective admission. Finton House allocates places to pupils on a first-come, first-served basis. This principle is uniformly applied if the school can meet the needs of the pupils.

Mainstream Admission

Process of Admission for Mainstream Pupils to Reception

(Please also refer to Policy for Admission of Children with Special Educational Needs (SEN), on page 3)

- Parents contact the School for a prospectus, and they may register by returning a registration form and a £30 fee. All parents are advised to apply for a place as early as possible. Lists are opened four years ahead of their child's actual starting year. Two lists are opened for each year, the first on September 1st and the second on March 1st - enabling a more equal age spread over the year. There are sixty mainstream places available altogether, and these are quickly filled.
- Once these 'definite' places are filled, subsequent applicants are placed on a Waiting List for which there is a £30 registration fee.
- Every October, the School holds an Open Evening to which all prospective parents are invited. This provides an opportunity to look at the children's work, to chat informally with the staff and get to know the school better.
- Two years ahead of the expected date of admission, Open Mornings are held during the Autumn and Spring Terms for parents who are on the Waiting List. These Open Mornings provide parents with an opportunity to meet the Head in a small group and tour the school during a normal working day.
- Eighteen months before the expected start date, parents with a definite place are invited to meet the Head and look around the school during the school day. About an hour is spent with each set of parents. It is important that parents use opportunities such as this to disclose to the school any information they have about their child's early development so that the school can assess whether learning support will be required, and if the appropriate level of support can be provided. (Please see procedure for applicants with Special Needs). After this meeting, the parents decide whether they wish to confirm their child's place with a £500 deposit.

- Should this place be taken up, the £500 deposit already paid will form part of the general funds of the School until it is credited without interest to the first term's payment of fees. The £500 deposit is not refundable if the child does not take up a place at the School. An offer of a place for the child at the School is accepted by the completion the Acceptance Form and paying the Fees in Advance.

- The Fees in Advance, of £3000, are to be paid on the first day of the Autumn Term twelve months prior to the child joining the School. The Fees in Advance are not refundable if the child does not take up a place at the School. The Fees in Advance will form part of the general funds of the School until £1000 is credited without interest towards the first term's payment and the remaining £2000 is credited towards the final term's payment of the fees or other sums due to the school on the child's leaving.

Policy for Admission of Siblings

Finton House has a sibling policy. If parents of siblings are unable to obtain a place on the Definite List, their child is automatically placed at the top of the Waiting List.

Policy for Admission of Older Children (Occasional Places in Year 1-Year 6)

In addition to Reception entry, the school maintains Occasional Waiting Lists for each year group. If a place becomes available in Years 1 to 6, the child who is top of the Occasional Waiting List for that particular year group is invited into the school to spend some time in a class and to be informally assessed. Pupils are not formally tested but a general assessment is made of their abilities and suitability for the curriculum at Finton House. Pupils are offered a place if it is felt their ability is within the range of the class and that resources are available for support, if support is thought to be required.

The Head meets the parents and they are shown around the school. Upon offering a place the School expects parents to be able to confirm whether or not they wish to take up the offer within two weeks.

Following acceptance of the occasional place parents are invoiced for Occasional Place Fees in Advance of £2000. The Occasional Place Fees in Advance are not refundable if the child does not take up a place at the School. The Occasional Place Fees in Advance will form part of the general funds of the School until £2000 is credited without interest towards the final term's payment of the fees or other sums due to the school on the child's leaving.

Special Needs Admission

Children with Special Needs: Philosophy and Admission Criteria

Finton House has a tradition of providing an education for a number of children with known and described special educational needs, in addition to those pupils in the School who may find some difficulty in an aspect of their learning. The School actively recruits and welcomes Special Needs children and this group can comprise about 10% of the school roll at any one time. Typically there are up to three Special Needs places in Reception each year.

Once assessments (completed approximately 17-15 months before entry) confirm the school can meet the needs of the child the applications are treated as follows: siblings are given priority on a first-come, first-served basis. Further applicants are offered places on a first-come, first-served basis based upon the date of receipt of the first registration with the school. If the registration date is the same as another applicant priority is given to parents living nearer to the school.

It is important to note the date of first registration with the school (either for a mainstream place or for a Special Needs place) is the determining date in the first-come first-served principle. Thus an original mainstream applicant having transferred to the Special Needs Place List may be given priority if their date of first registration was earlier than other applicants. All parents are advised to apply as soon as possible after contacting the school.

Transfer to Special Needs Admission from Mainstream Lists

If a child has a definite place or is on the Waiting List for a mainstream place and it comes to light during early childhood development that there is a special educational need, the parents are obliged to inform the school so that the Special Needs assessment procedure can be implemented eighteen months prior to school entry. It is important that parents disclose to the school any information they have about their child's early development so that the school can assess whether the appropriate level of support can be provided. The child's mainstream place will be held whilst the assessments are carried out to confirm whether the school can meet the child's needs through either a mainstream place or a Special Needs Place or not at all. The Head of Special Needs will then share the School's decision with parents.

Process of Admission for Children with Special Educational Needs (SEN)

1. The School sends out a Special Needs registration form, as soon as parents know that a Special Needs place may be required. Parents are advised to apply as soon as possible by the Registrar. This is required for all candidates both those registering for the first time and those wishing to register an interest in a Special Needs place having previously been registered for a mainstream place.
2. Parents return the Special Needs registration form (together with a £30 registration fee if it is the first registration) and any relevant reports. Parents are asked to send copies of any new reports or assessments at any stage. The Registrar will ensure that the date the form is received is logged on the school database and a copy of the registration form passed to the Head of Special Needs who will then oversee the admission process of each year group for which a separate Special Needs place list is kept.

3. All children requiring assessment are listed on the Special Needs Place list in order of their first registration date at Finton House for their year of entry. There is a separate Special Needs Place List for each year group. The Special Needs Place list may be closed anytime from the 31st of March onwards, (eighteen months prior to the child's expected September start date) if there is an excessive number of applicants.
4. Approximately eighteen months before entry, The Head of Special Needs writes to all parents on the Special Needs Place list enclosing a copy of the Admissions policy, requesting confirmation that parents are still interested in the place and understand the admission's criteria. If interested, parents are asked to supply the school with all up to date reports and assessments. Parents are required to return a signed consent form together with a cheque to cover the cost of the school-based assessment. Additional consent maybe requested to contact individual therapists or medical practitioners.
5. In May (~17 months prior to expected entry) the school's SENCO (Special Educational Needs Coordinator) will advise parents when their child will be observed in their nursery setting.
6. On observing the child in the nursery setting, the School may decide that it is not appropriate to put the child through the informal assessment at Finton House. If this is the case the Head of Special Needs will discuss this with the parents.
7. After the nursery observation the SENCO will advise parents of the date and time of the informal assessment at Finton House.
8. The child is assessed in June/July (~16/15 months prior to expected entry) by the Head of Special Needs, the SENCO and an external Educational Psychologist or a specific specialist e.g. Teacher of the Deaf to ascertain that the school is able to meet the needs of the child.
9. A recommendation is made to the Head by the assessment team as to whether or not the needs of the child can be met by Finton House. Due consideration is given to the issues highlighted below. Following the Head's decision, the parents are notified by the Head of Special Needs. This is usually within one week of completion of all assessments.
 - Identification and description of the child's needs and the teaching approaches and environment required.
 - Whether the child will be able to access the mainstream curriculum and inclusive environment at the school.
 - Whether the school has the skills, knowledge, facilities and resources to meet the child's needs.
 - Whether any adjustments are required to accommodate the child in the school, and if so whether these are reasonable for the school to put in place.
 - Whether the child's attendance would be incompatible with the efficient education of others and detrimentally affect their good progress.

If there are more than three children whose needs can be met then priority will be given according to the admission criteria described above (see section titled, *Children with Special Needs: Philosophy and Admission's Criteria*, page 3).

10. If a Special Needs Place is offered and accepted by the parents, the child is placed on the 'definite' Special Needs list and the parents are invited to meet the Head and have a tour of the school with the Head of Special Needs. The parents will also be asked to sign a Special Needs contract and to confirm the acceptance of the place by 1st August (thirteen months prior to child's expected September start date) in writing. Following this they will be invoiced for a term's fees in line with mainstream entry to Reception.

Reapplication

In some cases following the June/July assessment the School may suggest the parents reapply the following year. In such cases the child will be invited back to go through the whole assessment procedure again the following year alongside the existing applicants for that year's Reception entry.

Throughout this process the school will have regard to the Special Educational Needs Code of Practice 2002, the Disability Discrimination Act Code of Practice for Schools 2002 and the Equality Act 2010.

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