



## **ADMISSIONS POLICY**

(Updated Summer 2017 - EJN)

### **AIMS**

- To admit to Rose Hill School, children of both sexes from the ages of 3+ who have the ability and aptitude to follow a differentiated Preparatory School Curriculum.
- The school is registered as a co-educational school. We aim to ensure that a good proportion of both sexes is present in each year.

### **IMPLEMENTATION**

*Children are admitted to Rose Hill through:*

- The Kindergarten (3+). The Early Years Foundation Stage – Kindergarten and Reception – promotes teaching and learning to ensure children’s ‘school readiness’ and gives the children the broad range of knowledge and skills that provide the right foundation for good future progress through Rose Hill.
- The Pre Prep: Reception – Year 2
- The Prep School: Year 3 – Year 8

*The following are specific criteria for admission to Rose Hill:*

#### ***Kindergarten***

A pupil is eligible for the Kindergarten class in the September following his/her third birthday. Offers of places are based on date order of registration. Siblings are prioritised.

NB – all children are required to attend 3 ‘taster’ sessions during the Summer term prior to entry in September. In exceptional circumstances, if these taster sessions demonstrate a lack of readiness or a serious concern, the school will discuss with the parents the extent to which it would be able to meet the child’s needs.

Parents are asked to declare information about any known learning difficulties or disabilities in order to help the school to anticipate and plan for the child’s needs in advance of their arrival at the school.

#### ***Pre Prep***

Movement from the Kindergarten to the Reception is expected and usually automatic. However, the school reserves the right in exceptional circumstances to refuse a place in Reception to a child for whom the pace of learning will not be appropriate or whose behaviour could have a significant impact on the learning of other pupils.

Entry to Pre-Prep from outside the school, should space be available, occurs after parents have registered their child and is based on date order of registration. Entry will be confirmed only after a successful taster morning during which the child will spend time in the appropriate class and academic level (including readiness for learning) and behaviour will be assessed.

Parents are asked to declare information about any known learning difficulties or disabilities in order to help the school to anticipate and plan for the child’s needs in advance of their arrival at the school.



### ***Prep School***

Entry to Year 3 from Pre-Prep is expected and usually automatic. However, the school reserves the right to refuse entry to a child for whom the academic level and pace of a differentiated Prep school curriculum will not be appropriate or whose behaviour is impacting on the learning of other pupils. In this instance, a term's notice will be given to the parents.

Entry to Years 3 to 6, should space be available, takes place after the child has been registered and is subject to assessment and social observation within the appropriate peer group. The assessment will be based around literacy and numeracy skills. More formal assessments (eg standardized reasoning tests) may be used.

Entry to Year 7, should space be available, is normally via a taster day which includes formal assessment in English and Maths. Awards are available for pupils who show a good level of academic, sporting, creative or citizenship skills and means-tested Bursaries are designed to enable wider access to the school so that as many children as possible who meet the school's entry criteria may take up a place. (See separate policy on Awards and Bursaries).

Parents are asked to declare information about any known learning difficulties or disabilities in order to help the school to anticipate and plan for the child's needs in advance of their arrival at the school.

### **WAITING-LISTS**

Registration puts potential entrants onto a waiting-list. Offers and confirmation of places in the Kindergarten are normally made at least a year in advance. If a place becomes available in other year groups, the person at the top of the waiting list is invited to attend the school for taster day during which there will be assessments as above. Siblings and children of staff members are given priority.

Once a parent/guardian has registered, their child's name will move automatically from year to year until a place becomes available or until parents advise that they do not wish to be considered for a place. Registration fees are non-returnable.

### **REGISTRATION**

Registration is made when a signed Registration Form and registration fee (£50) have been received and acknowledged by the school. (See Appendix I)

The Registration Form requests parents to provide details of any medical conditions, learning difficulties or disabilities of which the school should be aware. If this section is completed, parents will receive a separate form requesting further detailed information about their child. (See Appendix II). For Kindergarten entry this form will be sent to parents who have confirmed acceptance of a place for completion prior to the children attending the taster sessions.

In assessing any prospective pupil, the school may take such advice and require such assessments as it deems appropriate.



The School will advise parents of the reasonable adjustments it can make based upon the information given and advice received, to enable a prospective pupil to take up a place at Rose Hill and to satisfy the admissions criteria.

The School may not be able to provide auxiliary aids and services or to make physical alterations to existing buildings. A pupil with restricted mobility may be unable to access some or all of the educational and recreational facilities that the school offers.

Wherever practicable the school will make reasonable adjustments to the timetable to allow children with restricted mobility to attend accessible parts of the school.

The School aims to make new buildings fully accessible to disabled pupils.

### **CONFIRMATION OF A PLACE**

Confirmation of a place is made when a signed Acceptance of Place Form and deposit of £500 (siblings £250) have been received and acknowledged by the school. This deposit will be returned, less any outstanding disbursements, at the end of the final academic year. The deposit is non-returnable if the place is not taken up.

### **FURTHER INFORMATION**

In their dealings with pupils and with staff, Rose Hill School will have regard only to the merits, abilities and potential of the individuals concerned and not to their gender, colour, ethnic origin, age, socio-economic background, disability, religious or political beliefs, family circumstances, sexual orientation or other irrelevant distinction. We do not discriminate against a child (current or prospective) when:

- Admitting children
  - Providing teaching or allocating pupils to teaching group
  - Applying standards of behaviour, dress or appearance
  - Excluding pupils
  - Allocating resources
  - Providing other benefits, facilities or services that the school covers
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- The school admits children who need learning support provided they are able to cope with the social and academic expectations of the school.
  - For pupils who are finding it difficult to cope with subject specialist teaching, it may be in the child's best interest to move to a school more suited to their needs. Parents/guardians will be helped in these circumstances to find an alternative school.
  - It is a policy of the school to contact the Head of the pupil's current school before an offer of a place at Rose Hill is made. Last available Reports and Key Stage Assessments will be also requested.



## **ROLES AND RESPONSIBILITIES**

- The Head is ultimately responsible for all entries to the school. She has absolute discretion in this matter.
- The Head of each section of the school will be responsible for liaising with the Head and the Admissions Secretary on entries.
- The Admissions Secretary keeps an up to date register of all entries to the school and liaises with the Head.
- The Admissions Secretary and the Bursar control registration fees and deposits.
- The school requires parents, guardians and pupils to agree to the rules and regulations of the school.

## **MONITORING AND EVALUATION**

The whole Admissions process is monitored and evaluated by the Head and Governors.



## **Appendix I**

### Registration Form

(not attached as already completed)

## **Appendix II**

### Personalised Learning Record

(sample only attached)



Rose Hill School

REGISTRATION FORM – already completed



# ROSE HILL SCHOOL

ROYAL TUNBRIDGE WELLS

**THIS IS A SAMPLE ONLY –**

**DO NOT COMPLETE**

Personalised Learning

Records: Background

Information From Parents.

Name of Pupil

D.O.B.

Date of entry

First language

Languages spoken/heard by the child at home

Relevant information concerning the child's early development and experience, which may include pregnancy and birth details

Has your child ever had a hearing test? If yes, please give date(s) and any details

Sight test?

Family history of Special Learning Difficulties.

Have there been any previous concerns/support given at previous pre-school/involvement with other specialists? (eg Speech Therapy)

Key points to pass on to other members of the school staff team

Signature of parent/guardian \_\_\_\_\_ Date \_\_\_\_\_

Name \_\_\_\_\_