

Admissions Policy

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This policy is reviewed on an annual basis

Annual Policy reviewed by: Miss Annette Elstob: **September 2021**

Next date of Annual Review: **July 2022**

Signed:





Rolfe's Nursery School is part of The Alpha Plus Group Ltd.

Our aim is to provide a happy and safe environment with differentiated learning for all children. We ensure that our admission procedure includes children with special needs.

We welcome children from the age of two years of age and we run a two-year programme preparing children for entry into their Pre-Preparatory School.

Our Morning Session runs from 8.30am until 12 noon and our Afternoon Session runs from 12.10pm until 3.10pm, during term time only.

Our offer

All children start Rolfe's on a minimum of 5 sessions per week in their first year of Nursery Education. Preferably mornings, however, we offer flexibility in choosing either mornings, or afternoons or a mixture of both, as long as the minimum number of sessions are taken.

In their second year we expect all children:

- to commence on a minimum of 6 in the first term (Autumn)
- to progress to 8 session in the Spring term
- to progress to 10 sessions in the Summer term, this progression ensures that all children are school ready.

Siblings of children who have already attended the school are given priority for a morning place but this is not guaranteed.

We are committed to equal treatment for all regardless of race, religion, ethnicity, social background and if appropriate sexual orientation.

We welcome children who do not speak English as their first language and we will support their development and adapt our programme as required, so that all children can access the curriculum to the best of their ability.

Procedure

- Parents are advised to register their child as soon as possible after birth by contacting the school.
- Our prospectus, including a registration form and current fee information is sent to each family.
- After completing and returning the Registration Form enclosed in the prospectus and a non-refundable fee of £150, the child is entered onto the 'Waiting List' for his or her appropriate entry year.
- Parents are then invited to arrange an appointment to see the school and to meet the Head of Rolfe's, Miss Annette Elstob approximately 18 months prior to their child's start date.
- Places, subject to availability, are offered approximately 18 months prior to entry.
- Siblings of children who have already attended the school are offered a confirmed place at birth and are given priority for a morning place.
- When accepting a place, a deposit of £2000 is required and this is not refundable if the child does not take up the place at the nursery (except where the nursery fills the vacancy created by the child's with drawl, in which case the nursery shall refund the deposit less administrative costs).
- The deposit is refunded against the final term's fees provided that a full term's notice has been received by the school. The deposit is non-refundable if the parent or guardian subsequently chooses not to take up the place.
- The first terms fees are payable on the first day of the academic term.
- A pre nursery visit is arranged for all families at the end of the term prior to commencement.
- Fees are set by the Alpha Plus Group Ltd. They are payable termly, in advance and rise annually. Rolfe's Nursery School does accept company childcare vouchers.
- All admission documents are kept by the school both on a secured database and in a locked cabinet in the school office.

Admissions policy for SEND

We are firmly committed to inclusivity and to giving every child the best possible start in life. Irrespective of their special educational needs or disability (SEND), we consider all children for admission to the school/college who have the ability and aptitude to access an academic curriculum. Pupils whose SEND are suited to the curriculum are welcome provided that we have the appropriate resources and facilities to provide them with the support that they require.

Before a place is offered at the school/college (and preferably prior to application):

- Parents must disclose to the school/college any known or suspected circumstances relating to their child's health, development, allergies, and disabilities and learning difficulties. The school/college reserves the right to subsequently withdraw any place offered based on incomplete disclosure of known or suspected SEND circumstances.
- Based on such disclosure, the school will confirm whether or not it is able to fully meet the needs of the child.

Where a child's SEND is identified, or develops, after the child has started at the school, we will endeavour to continue support the child as long as:

- a) We have the appropriate resources and facilities to provide them with the support they require,
- b) We believe it is in the best interest of the child and of the school community to remain at the school

Where, in our judgement, either of these conditions no longer apply, we reserve the right to withdraw a place at the school. In such circumstances, we will use our reasonable endeavours to support parents in finding alternative arrangements.