



Milverton House School and Nursery

Policy on Admissions

1 Introduction

- 1.1 We wish to comply with the School Admissions Code of Practice. We will consider all applications for admission as we are an inclusive school and will admit pupils without reference to general ability or aptitude. We believe we operate a fair and equal admissions policy.

We as a school community have a commitment to promote equality. Therefore, an equality impact assessment has been undertaken and we believe this policy is in line with the Equality Act 2010.

We believe it is essential that this policy clearly identifies and outlines the roles and responsibilities of all those involved in the procedures and arrangements that is connected with this policy.

As a fee paying institution parents will be liable for charges in relation to the education of their child. Fees structuring is discussed with parents during the application process and fee payment structures can be organised with the school bursar.

2 Aims and objectives

- 2.1 We seek to be an inclusive school, welcoming children from all backgrounds and abilities.
- 2.2 All applications will be treated on merit, and in a sensitive manner.
- 2.3 The only restriction we place on entry is that of number. If the number of children applying for Reception and Pre School entry exceeds the places available, we adopt the procedure set out below to determine whether a child is to be accepted or not. It is our wish for parents and carers to find a place for their child at the school of their choice. However, this is not always possible, due to excess demand on the places available.
- 2.4 A child's level of ability is irrelevant to this school's admissions policy, as are any special needs the child may have.

3 How parents and carers can apply for their child to be admitted to our school

- 3.1 Our school is an independent school, and it adopts its own fees policy relating to the education and care of pupils.
- 3.2 The school informs parents and carers how to apply for a place at Milverton House School following an application process Application should be made on a form that can be obtained from the School, and should be returned by the date suggested by the school. The school will notify parents and carers of the decision as soon as all the applications have been considered.
- 3.3 In this school children may enter the school at the start of the academic year in which they become three. There is one main admission date per year, early in September (i.e. when

the autumn term begins). Therefore, parents and carers who would like their child to be admitted to this school during the year their child is five should ensure that they return the necessary application form. When classes remain incomplete positions may be available throughout the school year and advertised accordingly to parents.

4 Admission appeals

- 4.1 If we do not offer a child a place at this school, this will be because to do so would prejudice the education of other children by allowing the number of children in the school to increase too much.
- 4.2 If parents and carers wish to appeal against a decision to refuse entry, they can do so by applying to the school.

5 The standard number

- 5.1 The 'standard number' is the number of children the school considers can be accommodated. The standard number for our school is on average 24 per class. We keep this number under review, and the school will apply to change the number if circumstances change.

6 Sizes of classes for infants

- 6.1 We teach infant children (aged five to seven) in classes that have a maximum number of 24 children. However in many classes constraints are in place which lower this limit. Practical numbers for classrooms rarely exceed 20 from Year 1 to Year 6.

7 Monitoring and review

- 7.1 This policy will be monitored by the school.
- 7.2 The policy will be reviewed every two years, or earlier in the light of any changed circumstances.

Signed: O Pipe

Date: 19/7/17