

ADMISSIONS POLICY

Updated Spring 2010

AIMS

1. To admit to Rose Hill School, children of both sexes from the ages of 3+.
2. 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 Pre Prep: Reception – Year 2
- The Prep School: Year 3 – Year 6
- Year 7 and Year 8

The following are specific criteria for admission to Rose Hill:

1. 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.

2. Pre Prep

Movement from the Kindergarten to the Reception is expected and usually automatic. However, the school reserves the right to refuse a place in Reception to a child whose behaviour is impacting 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 and behaviour will be judged informally.

3. 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 whose behaviour is impacting on the learning of other pupils or whose academic level is not appropriate for the increasingly subject specialist teaching of the Prep school. In this instance, a term's notice will be given to the parents.

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

Entry to Year 7 is normally via a taster day which includes formal assessment in English and Maths and a standardised reasoning test. Scholarships 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 Scholarships and Bursaries).

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 an assessment day or taster morning. 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.

Parents who turn down the offer of a place may be moved to the bottom of the list.

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)

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 child's final academic year. The deposit is non-returnable if the place is not taken up.

FURTHER INFORMATION

- ❑ The school admits children of all races and denominations.
- ❑ 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

1. The Headmaster is ultimately responsible for all entries to the school. He has absolute discretion in this matter.
2. The Head of each section of the school will be responsible for liaising with the Headmaster and the Admissions Secretary on entries.
3. The Admissions Secretary keeps an up to date register of all entries to the school and liaises with the Headmaster.
4. The Admissions Secretary and the Bursar control registration fees and deposits.
5. 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 Headmaster and Governors.

THIS POLICY HAS NON-CONTRACTUAL STATUS

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Appendix I

Registration Form

Appendix II

Medical/Learning Difficulty/Disability Declaration Form



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MEDICAL/LEARNING DIFFICULTY/DISABILITY DECLARATION FORM

CHILD'S SURNAME..... CHRISTIAN NAME

DATE OF BIRTH

MEDICAL MATTERS
Please give details of any medical condition, health problem or allergy which affects your child:

DISABILITIES AND LEARNING DIFFICULTIES
Please give details of any learning difficulty or disability giving rise to a special educational need: