

# STAINES PREPARATORY SCHOOL



## Admissions and Attendance Policy

|                                  |                               |
|----------------------------------|-------------------------------|
| <b>Review Procedure:</b>         | <b>Annually for September</b> |
| <b>Person Responsible:</b>       | <b>Headmistress</b>           |
| <b>Date of Review:</b>           | <b>September 2018</b>         |
| <b>Approved by: Headmistress</b> | <b>September 2018</b>         |
| <b>Approved by: Governors</b>    | <b>September 2018</b>         |

## Introduction

Staines Preparatory is a co-educational Independent Preparatory School which welcomes pupils of all faiths or none and, as such, admissions are based on date of Registration. Our aim is for every child to be enabled to develop to his or her potential socially, intellectually, emotionally and physically, regardless of racial or cultural origin, religion, physical or intellectual ability, gender or sexual orientation.

Sunflowers Nursery is the Nursery Department of Staines Preparatory School. **All children who join our Sunflowers Nursery are expected to transfer through to our Main School. If a place is not taken up or your child does not progress from Sunflowers Nursery into Reception then the Deposit is non-refundable.**

## Initial Enquiries

These should be made to the School's [Admissions Manager](#), who will answer preliminary questions and arrange for a prospectus pack and a *Registration Form* to be sent. The Admissions Manager will give details of any forthcoming Open Days and can arrange for a personal tour of the school.

## Registration

The main ages of entry are 3, 4, and 7 but places may be available at other ages. Pupils may be registered any time after birth.

Sunflowers Nursery accepts pupils from the age of 'rising three', i.e. children may be admitted in the term in which they have their third birthday based on the dates issued by the DFE given below:

| Term        | Dates                         |
|-------------|-------------------------------|
| Autumn Term | 1st September - 31st December |
| Spring Term | 1st January - 31st March      |
| Summer Term | 1st April - 31st August       |

Children may join at the beginning of any subsequent term subject to availability of places.

## Sunflowers Nursery timing sessions:

In order to maintain continuity pupils attending Sunflowers Nursery need to be able to attend a minimum number of sessions as follows: **Seedlings (N1)** 3 x sessions and **Petals (N2)** 5 x sessions. A session can be a morning (08:30 to 12:30 incl. lunch), afternoon (12:30 to 16:00 excl. lunch) or a full day (08:30 to 16:00). It is also recommended that pupils build up to full time in readiness for their transfer into Reception (subject to availability).

All pupils in the Reception Year and above are in full-time education.

The Year Group of entry is determined by reference to a child's age at 1st September.

A child's name is entered on the entry list for a given year group upon receipt of a completed *Registration Form* and payment of a non-returnable Registration Fee. When children transfer from Sunflowers Nursery into the main School they are eligible for an automatic placement.

## Offer and Acceptance of a Place

As the School has a non-selective entrance policy, places will be offered following receipt of the *Registration Form* and a visit to the School by parent and child. If this is more than two terms prior to entry the place will be offered conditional on a further visit by parent and child approximately six months prior to the child's entry date.

Pupils wishing to join SPS after the Reception Year will be assessed to ensure they are placed in an appropriate class upon entry. It should be noted that in Years 4 - 6, where the children are streamed,

places may not be available in all classes. Where necessary, the results of the assessments are discussed with parents. Any place offered will be subject to receiving a satisfactory report from the child's current school.

Parents of candidates with special needs, whether physical, behavioural or educational, should discuss these with the Headmistress, prior to a place being offered, to ensure that SPS is an appropriate placement for the child.

A returnable Deposit is payable with the Acceptance Form. The acceptance of this Deposit by the School guarantees that a place will be available subject to assessment. The Deposit will only be returned at the end of Year 6 once the child has completed their education at Staines Preparatory School or earlier, on the condition a full term's notice has been received as per the school's [Terms and Conditions](#). If a place is not taken up then the Deposit is non-refundable.

### **Class Sizes**

Our target class size is up to 20 for Reception to Year 3 and 22 in Years 4 – 6. These are not absolute maximums.

### **Waiting Lists**

Parents will be informed if the Year Group list is full and asked if they wish their child to be placed on a Waiting List.

Where a Waiting List operates, parents who wish their child to be included on the Waiting List must inform the School in writing. Any places that become available will be allocated according to the criteria listed below.

1. Children of staff
2. Siblings of current pupils
3. Children of former pupils or parents
4. Order of Registration.

The Waiting List will be reviewed and revised:

- each time a child is added to, or removed from, the Waiting List
- when a child's changed circumstances will affect their priority
- At the end of each school year, when parents with a child on the waiting list will be contacted and asked if they wish to remain on the list for the following school academic year.

### **Fees**

[Fees](#) are payable in advance and must be received by the first day of term. A full term's written notice addressed to the Headmistress must be given prior to the removal of a child from the School, otherwise a full term's fees in lieu of notice will be charged. Our Methods of Payment are: cash, cheque or online banking. Please note we cannot accept more than £500 in cash.

### **Bursaries**

Awards are available from the Burges Bursary Fund, to both existing and new parents joining to help those who would not otherwise be able to afford a Staines Preparatory education for their child(ren). Awards, which are currently available up to a maximum 50% of fees, may be paid during each year of the child's time at the School. They are reviewed annually to ensure eligibility.

Bursaries are means-tested and applications for Bursaries must be submitted by the first Friday in December, the year preceding entry (e.g. by 1st December 2017 for entry in September 2018). Decisions regarding Bursaries are made at the Spring Term Governors' Meeting in March and parents will be notified of the Governors' decision regarding their application shortly after the meeting. Parents may apply for

Bursaries at other times, but should understand that all funds may have already been allocated. Further details regarding Bursaries are available from the [Business Manager](#).

### **Further Information**

Details of the Registration Fee, Deposit and Final Confirmation Payment may be found in the Annual Information Booklet.

The admission of a pupil is conditional upon the [Terms and Conditions](#) found in the Annual Information Booklet and of any rules published separately from time to time. Whilst every effort is made to inform the parents about serious breaches of School Rules, it must also be accepted that the Headmistress has complete discretion in the imposition of sanctions, including exclusion or expulsion.

The new Reception class has introductory sessions on the first two days of term in September. Sunflowers Nursery practices a phased admission for new pupils at the start of any new term. This assists pupils to settle in to their new environment.

### **Marketing & Admissions Manager**

Mr Paulo Coll

### **Email**

[admissions@stainesprep.co.uk](mailto:admissions@stainesprep.co.uk)

### **Telephone**

01784 450909

### **Request a Prospectus**

Please click [here](#)

At Staines Preparatory School we use a computerised register software (SIMS.Net) to record pupil admissions and attendance. A back up copy is made of both admissions and attendance registers, not less than once a month. These are retained for three years after the end of the school year. Please see Admissions Policy for guidance on the schools admissions process.

### **Admission Registers**

For each pupil, the admission register must contain the following

- Name in full
- Sex
- Date of birth
- Name and address of every person known to the school to be a parent of the pupil ( and an indication of which parent the pupil normally lives with and which parents hold parental responsibility as defined by Section 3 Children Act 1989)
- Where a parent notifies the school that a pupil will live at another address, in addition or instead, the new address, the full name of the parent and the date which the child is expected to live there
- At least one telephone number at which the parents can be contacted in an emergency
- Day, month and year of admission or readmission to the school
- Name and address of school last attended, if any
- A pupil must be included in the register from the beginning of the first day on which we have agreed a start date
- For pupils who leave SPS, the name of the destination school notified by the parent and first date of attendance, where it is reasonably practicable to ascertain this information
- We will inform the local authority of any pupil who is going to be deleted from the admission register where they:
  - have been taken out of school by their parents and are being educated outside the school system e.g. home education;
  - have ceased to attend school and no longer live within reasonable distance of the school at which they are registered;
  - have been certified by the school medical officer as unlikely to be in a fit state of health to attend school before ceasing to be of compulsory school age, and neither he/she nor his/her parent has indicated the intention to continue to attend the school after ceasing to be of compulsory school age;

- are in custody for a period of more than four months due to a final court order and the School does not reasonably believe they will be returning to the school at the end of that period; or,
- have been permanently excluded.

The local authority will also be notified when a school is to add or delete a pupil from its register under the guidance stipulated in [children missing education](#) . This should be done as soon as the grounds for deletion are met, but no later than deleting the pupil's name from the register. It is essential that our school complies with this duty, so that local authorities can, as part of their duty to identify children of compulsory school age who are missing education, follow up with any child who might be in danger of not receiving an education and who might be at risk of abuse or neglect.

Our school will inform the local authority of any pupil who fails to attend school regularly, or has been absent without the school's permission for a continuous period of 10 school days or more, at such intervals as are agreed between the school and the local authority (or in default of such agreement, at intervals determined by the Secretary of State)

### Daily Registers

All class teachers make their own entry in attendance in Sims.net by 09.30am for morning registers and by 1.30pm afternoon. Training on completing the registers is provided during their induction process.

- Check that the registers are complete. If not, 'chase' any outstanding.
- Click 'overwrite existing marks' if an existing entry needs to be changed.
- Find individual pupils and click on date and session (morning/afternoon or both).
- Overwrite with letter corresponding to reason for absence.
- To add a 'note' to a child i.e. in the case of off swimming or going early etc. Right click on the session for that pupil, click 'enter comments' Type necessary comment and then save. A red 'flag' will appear in the top right corner of the session for that pupil, alerting staff to read the comment.
- When all entries are complete for that class, click 'save'.
- On toolbar, change 'overwrite' to 'preserve' to protect changes.
- Click 'browse' to go back a page and enable selection of another class.
- When all entries are completed, click 'X' to exit system.

Our codes are as follows:

### Electronic Registration Codes

|   |   |   |   |
|---|---|---|---|
| / | Present   | P | Approved sporting activity                        |
| \ | Present   | R | Religious observance                              |
| B | Agreed Extended Family Holiday  | S | Study Leave                                       |
| C | Other authorised circumstances  | T | Traveller absence                                 |
| D | Interview / Taster Day  | V | Educational trip or visit                         |
| E | Excluded but no alternative provision made                                  | W | Work Experience                                   |
| G | Family holiday (not agreed with Headmistress / extended beyond agreed time) | # | Planned whole or partial school closure           |
| H | Agreed Family holiday authorised by Headmistress                            | Y | Unable to attend due to exceptional circumstances |
| I | Illness   | X | Non-compulsory school age absence                 |
| L | Late but arrived before register closed                                     | Z | Pupil not on roll                                 |
| M | Medical or dental appointment   | - | All should attend / No mark recorded              |
| N | No reason for absence provided for absence                                  | @ | Late (unauthorised)                               |
| O | Unauthorised circumstances (not covered by any other code)                  |   |   |

All pupils marked with an 'O' code will be followed up the same day by contacting the parents.

Pupils who arrive to class after 8.50am must have a 'Late' slip to present to the class teacher. If the pupil does not have a 'Late' slip they must return to the main office to be registered as 'Late' and obtain a 'Late' slip.

#### Afternoon Registers

When afternoon registration is complete, check that all children are marked 'present' who should be. Any child not marked should be looked for immediately, and then the Register amended.

#### Off-site Games and Swimming

If a child is participating in an off-site Games or swimming activity this must be recorded in the following way:

- 'hover' over the red flag next to the pupils attendance to verify if they are competing in any off site games/swimming.
- Put the details in the 'Sports Registers folders, red folder on desk, purple folder in shelving.

#### Pupils who have appointments during school hours

Parents make a request to the school for their son/daughter to either leave early for an appointment or to inform us they will arrive late from an appointment.

#### **For late arrival to school following an appointment:**

- The pupil is marked in the electronic register, with the appropriate code relevant to their absence and a comment added to explain to the form teacher where that child is.
- When the pupil arrives into school, their absence mark is overwritten with a 'present' mark and the pupil is given a 'Late' slip to hand to their teacher.
- A comment is added to the electronic register giving the time the pupil arrived back.

A late arrival to school, following an appointment, is not recorded on a pupil's attendance record once the pupil is back on the premises.

#### **Leaving early for an appointment:**

- When we know in advance, a comment is put in the electronic register informing staff that a pupil is going early.
- An entry of the pupil's name, class, reason for leaving, time out and initials of the staff member who signed them out is made in the Pupil In/Out Record Book kept in the Emergency Evacuation folder in the Reception Office. Should the pupil return, an arrival back time is also entered in the same book and a 'Late' slip given to the pupil to hand to their teacher.
- If a pupil leaves before afternoon registration, the electronic register is updated with the relevant code for the afternoon absence and a comment added with the time the pupil left the premises.

Attendance is regularly monitored by the Headmistress following statutory guidance [Children missing education](#) .Please also refer to our Admissions Policy, Child Protection and Missing Child policy