



The Children's House

ADMISSIONS POLICY

The Children's House School operates across two separate sites, offering educational provision for children from 2 ½ to 7 years of age.

Transfer from the Nursery School to the Upper School is automatic. Parents are required to fill out one Registration Form only. Registration costs £100 and a deposit of £2,000 per child is payable on acceptance of a place in the school. The deposit will be refunded to parents in the usual way in the child's last term at the School, or on early withdrawal from the school, provided the required notice has been given.

Sibling Policy

Places at The Children's House are allocated principally according to order of date of registration at the School, but as far as possible, preference will be given to siblings. However, the Headteacher retains discretion over the allocation of all places throughout the school.

Admission to the School:

If you would like to register your child for a place at The Children's House, you will need to complete the Registration Form and return it to us with a Registration fee of £100. Your child's name will then be placed on a waiting list and we will write to you confirming the proposed term of entry for your child. Firm offers of places are made in the term, or two terms, preceding entry. The sibling priority policy operates, provided the younger child(ren) has (have) been registered before the age of one. Other offers are made in order of the date of registration. If it is not possible to offer your child a place in the proposed term of entry, you will be contacted by us in writing and given the option of going on to the following term's waiting list, again in order of date of registration. On acceptance of a place, a deposit of £2,000 per child will be payable.

Children should be 2 ½ years of age on the first day of the month of entry, i.e.

2 ½ by 1st September for Autumn Term entry

2 ½ by 1st January for Spring Term entry

2 ½ by 1st April for Summer Term entry

The youngest children, aged 2½, are offered a morning place in their first term. This is a gentle introduction to school. The morning session runs between 8.45am and 12.00pm.

After the first term, parents can opt for their child to either continue attending morning sessions, or to attend school for a full day. The full-day session runs between 8.45am and 3.00pm. We do appreciate that young children can become tired, particularly at the beginning of term when they are adjusting to a whole day in the nursery. We are therefore flexible about collection times. If you feel your child would benefit from being collected early one or two days a week (Wednesday and Friday are the suggested days), this can be arranged with your child's teacher. Notwithstanding the above, fees for five full-day sessions will be payable.



The Children's House

In the term during which a child has their fourth birthday, we would normally expect them to take up a full-day place in the pre-reception cohort. The full-day session runs between 8.45am and 3.00pm.

This provision provides a gentle introduction to school, with flexibility where required.

How Class Groups Are Made Up

When children first start in the morning group, we use date of birth as the primary means of organising the class groups. All groups are mixed ability. The principle of keeping children together who share a birthday in the same term, continues throughout the Nursery. Whilst the main principle is to arrange classes according to age, occasionally we may need more flexibility and will make exceptions to achieve the right balance in a class.

This policy has been formed to ensure a fair approach to each child and the best allocation of resources across the school. There is no guarantee that the way one child progresses through the school will be common to others. Date of birth, class sizes and availability of places will be deciding factors, as well as your child's individual needs.

Admission to the Upper School

Nursery children are guaranteed entry to the Upper school. If chance vacancies for Reception occur, offers will be made to external candidates in order of date of registration. Offers must be accepted within two weeks and on acceptance, the appropriate deposit must be paid.

Hours: Children can be dropped off at the Upper School from 8.30am onwards. Registration begins promptly at 8.55am.

Reception	8.55am – 3.15pm
Year One	8.55am – 3.30pm
Year Two	8.55am – 3.30pm

How Class Groups are Made Up at The Upper School

When children join Reception, we create two class groups, determined primarily by age. We might also take into account gender balance and individual needs. Both class groups are mixed ability. The two classes follow the same curriculum and take part in the same activities, but work is differentiated according to children's individual needs. The two groups share many activities and play together at playtime. These class groups remain the same for the entire year.

The children come together as one whole-class group for Years One and Two.

Children with Special Educational Needs, disabilities or special medical needs:

On registration and before accepting the offer of a place in the School, parents are required to fully disclose information about any known medical condition, disability or learning difficulty affecting their child. The School can then make an accurate and



The Children's House

comprehensive assessment as to whether or not we can make the reasonable adjustments required to meet all of the child's needs.

Chance Vacancies

Chance vacancies can occur at any point in the school. The school administrator maintains a chance vacancy waiting list for all year groups and when a vacancy occurs, contacts people on the list (in order of registration date).

Please contact Sue Garcin at the Nursery for all registration and chance vacancy enquiries. suegarcin@childrenshouseschool.co.uk Tel: 020 73542113

This Policy was reviewed, amended and agreed by the Council of Management in June 2018. It will be reviewed again in one year's time.

Signed: Dawn Brindle

Chair of the Council of Management