



**St John's Priory School  
Banbury, Oxon**

## **ADMISSIONS POLICY and PROCEDURE**

For Prep School and Early Years Foundation Stage

## ADMISSIONS POLICY

### Applies to:

- the whole school including the Early Years Foundation Stage (EYFS), the out of school care and extra-curricular activities inclusive of those outside of the normal school hours;
- all staff (teaching and support staff), the proprietors and volunteers working in the school

### Available from:

- School Office and website

### Monitoring and Review:

- This policy will be subject to continuous monitoring, refinement and audit by the Headmistress.
- The proprietors will undertake a formal review of this policy for the purpose of monitoring the efficiency with which the related duties have been discharged, by no later than three years from the date shown below, or earlier if significant changes to the systems and arrangements take place, or if legislation, regulatory requirements or best practice guidelines so require.

Signed:

Date: June 2019



Tracey Wilson  
Headmistress

Giorgio Mystkowski  
Governor/Proprietor

## **Admission Policy**

### **St John's Priory School**

All applications for admission to the School require the completion of the Application Form and payment of the Registration Fee (which is non-refundable). The forms are available from the school and should be returned to the School Office. Pupils who have an elder sibling who is or has attended the school will be given priority in the application process. No child is refused entry on the grounds of race, ethnicity, gender, religion or sexual orientation.

### **Assessment Procedure**

As a non-selective school our admissions process does not involve any formal assessment. We encourage pupils to attend a taster day ahead of joining the school so that we can observe the child within the setting and to help them to make a successful and happy transition to our school.

Prior to the child's attendance at the school the parents or guardians must complete and sign the:

- *Registration Form*
- *Acceptance/Health Form*
- *Parent-School Contract Standard Terms and Conditions.*

This provides school with the following vital information, and informs the parents of the basic standards of behaviour and attitude towards teaching and learning that the school expects and requires.

- Name, home address and date of birth of each child
- Starting date
- Name, address, telephone numbers and emails of parents or guardians
- Emergency telephone numbers of parents or guardians
- Special Diets
- Arrangements for collection for younger children or those with special needs that makes collection by an adult essential
- Name, address and telephone number of the child's doctor
- Illness details
- Details of any allergies
- Parental consent on emergency procedures

Parents or guardians will also be asked to provide the school with any further information which they feel will enable us to take the best possible care of their children.

We require confirmation of the date of birth of a child.

The admission procedure for the School is as follows:

- On receiving contact from a person considering placing a child here, record the person's and child's names, child's gender and age, address, telephone numbers, other contact information and proposed date of entry. Arrange a time to visit and/or send out a prospectus pack and other information they request.
- On visiting the School, the visiting adults, should be taken around the school and be given comprehensive information. Key personnel should speak to them.
- The child may be invited to spend a day (or days) in school.
- The parents choose to register their child.
- Before the decision to admit a child is confirmed by the School the parents/guardians are required to complete the "Acceptance Form" and sign the "Parent-School Contract – Standard Terms and Conditions."
- When a child has enrolled, the parents/guardians names should be added to the list to receive information on the school and invitation to events, along with parents already enrolled.
- Those to undertake base-line assessments are to be informed so that these can be done

St John's Priory School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. It is our aim that all pupils fulfil their potential.

- A place will be offered based on availability and in accordance with the *Code of Practice for Schools, Disability Discrimination Act 1995 Part 4*.

For more details please see the *Prospectus, website* and the following *Registration form, Acceptance form* and *Parent-School Contract - Standard Terms and Conditions*

### **Special Educational Needs and Disabilities (SEND)**

Where a child who has an Education, Health and Care (EHC) Plan joins St John's Priory School, we will always consult with parents and, where appropriate, the Local Authority to ensure that the required curriculum is provided for as set out in the Statement, including the full National Curriculum if this is specified. We will also cooperate with the Local Authority to ensure that relevant reviews, including the annual review, are carried out as required by regulation and best practice. The school will make reasonable adjustments to meet the needs of children with a statement of special educational needs. Any additional services that are needed to meet the requirements of the Statement or additional services such as dyslexic tuition will be subject to charge. This will be either directly to the parents, or the Local Authority if they are responsible for the fees and St John's Priory School is named in the Education, Health and Care (EHC) Plan. Our school has a policy and procedures for children with *Special Educational Needs and Disabilities (SEND)*.

### **English as an Additional Language (EAL)**

We do not regard pupils as having a 'learning difficulty' solely because the 'language or medium of communication of the home is different from the language in which he or she is or will be taught' (Education Act 1996, Section 312(1), (2) and (3)). However, pupils for whom English is an additional language (EAL) will be provided with appropriate support. They will be assessed to gauge the support that may be needed in order to ensure equal access to the curriculum along with all other aspects of school life. Our school has a policy for pupils requiring *English as an Additional Language (EAL)*.

The Headmistress of the school is Mrs. Tracey Wilson, whose address for correspondence during both term-times and holidays is the school address: St John's Priory School, St John's Road, Banbury, Oxfordshire, OX16 5HX The telephone number on which the Headmistress may be contacted is 01295 259607 and the email address is [hm@stjohnspriory.co.uk](mailto:hm@stjohnspriory.co.uk)