

## **ADMISSION POLICY AND PROCEDURES**

1. **Introduction:**  
Fletewood School is an independent Seventh-day Adventist Church day school in Plymouth for boys and girls aged 3 – 11.
2. **Responsibility:**  
The Headteacher is responsible for admissions and the operation of this policy.
3. **The aims of this policy are:**
  - I. To ensure compliance with the Church's purpose regarding its schools
  - II. To record the procedures that are consistent with that purpose and are fair to applicants
4. **Entry Points:**  
The usual entry points are at Nursery (age 3) and Reception (age 4/5), although pupils may be accepted at other points if places are available.  
  
For the purposes of entry, applicants' ages are calculated according to UK custom.
5. **Admission Process:**
  - Parents enquire about the school.
  - Parents can access the prospectus and application form via the school's website
  - The Parents either write or telephone to arrange an appointment to visit the school.
  - Children accompany their parents for the visit.
  - This takes the form of an informal interview. Parents have the opportunity to ask questions and to find out more about the school in the guided tour.
  - Children are not expected to take any entrance tests.
  - A half term's deposit is required up front before a place can be given. This applies from when a child turns 5 years' of age. The deposit is refundable at the end of the child's time at the school. If a child has siblings in the school, a deposit is only required for the first child which will be refunded at the end of the last child's time at the school.
  - Fees must be paid up front at the start of each term. Parents will be able to pay by monthly standing order in advance of the following term if they so wish. If fees are not forthcoming on the first day of each term, the child's place will be withdrawn effective immediately.
  - A full half term's notice must be given in writing if parents wish to remove their child from the school. If insufficient notice is given, the deposit will be held in place of the required notice.
  - The child will be invited in for a trial day before commencing the placement to ensure the school is right for the child and that the child will be comfortable in the school. After the visit, parents will have an opportunity to talk to the teachers who have taught the child and will get a full debrief from the Headteacher. The Headteacher may make a verbal offer of a place

at this meeting or will explain why a place may not be offered. In this eventuality we will provide information to support parents in finding a suitable alternative.

- Subject to our entry requirements being met, we welcome pupils with special educational needs or physical disabilities. However, we advise parents of children with special educational needs or physical disabilities to discuss their child's requirements with us in detail before registering for a place. This will enable the school to determine if their needs fall within the scope of our Learning Support provision (this may be at additional cost to the parents) and to determine if the nature of the school site can accommodate the needs of those children with physical disabilities. Where necessary, parents will be asked to provide a copy of an Educational Psychologist's report/medical report/Individual Education Plan/Education, Health and Care Plan and the school may need to discuss the provision with medical/other advisers to assess how the child's needs could be met, should they become a pupil at the school.
- The school requests records from the previous school, if a child is transferring.
- Children will be allowed to join on the day that parents specify.
- If a space is unavailable in the desired year group, the applicant will be placed on the waiting list on a first come, first served basis, only to be over-ruled if the child already currently has a sibling in the school.

Factors that will not be taken into account in the assessment of a pupil for admission are:

The applicant's skin colour, race, nationality or ethnic or national origin, religious faith or socio-economic group.

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