

## ABSENCE POLICY AND PROCEDURES FOR SUPPORT STAFF

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Signatories:	Headmaster:  Chair of St Andrew's Prep Committee: ✓ J Hewley

## Admissions Policy (including EYFS)

## Admissions Policy and Procedures

### Visiting the School

**Individual Appointments:** Many prospective parents visit St Andrew's on an individual basis. Some bring their children with them, whilst others prefer to make the first visit on their own and return with their children at a later date. The Head will usually meet with you and either he, the Registrar or Deputy Registrar will give you a tour of the School which will provide you with the opportunity to meet pupils and staff. Those interested in boarding will be shown around the boarding house. A visit can be arranged through the Registrar.

**Open Mornings:** Open Mornings are held at two points in the year, usually in early October and early May. No appointment is necessary to attend these informal occasions. We welcome parents and their families to visit the School, meet with the Head, staff and current parents and have a tour of the School, led either by current senior pupils or by our own staff. Details of Open Mornings are published on our website – [www.standrewsprep.co.uk](http://www.standrewsprep.co.uk)

### A Taster Day at the School

Following a visit, most prospective pupils spend a day at the School. This is an ideal opportunity for children to get a real feel for the School and to meet other children in their peer group. Please contact the Registrar to arrange.

### Applying for a Place

Entry to St Andrew's is essentially non-selective and we welcome applicants from all educational backgrounds. The School's primary concern is that the individual educational needs of each child can be met, whilst ensuring that they will thrive socially as well as academically whilst in the School's care.

Applications should be submitted to the Registrar who will acknowledge receipt thereof. An offer of a place will usually be made at this time but on occasions where we have considerable demand for limited spaces in a year group, we reserve the right to delay making any offer until later in the academic year.

Registration can occur for potential or prospective pupils at any entry point during the academic year by completing the Registration Form and paying a non-refundable registration fee as stated in the School's Scale of Charges. Popular entry points are 9 months of age (Baby Room), 2 years of age (Nursery), 4+ (Reception), 7+ (Year 3), 11+ (Year 7). However, the School accepts pupils to any year group at any stage of the academic year, subject to availability.

The Registration Form is an essential indicator of interest from parents, but is not a final commitment. The form provides information which helps the Registrar give assistance in the admissions process. Early Registration is recommended to reserve a place.

Any information the School holds will be kept entirely confidential and will not be submitted to a third party in accordance with the Data Protection Act. The School operates an Equal Opportunities Policy.

## **Acceptance**

Once the offer of a place has been made by the School, the place can be secured by paying a deposit (please refer to the School's Scale of Charges). The deposit is non-refundable until the end of a pupil's stay at the School and will be credited to the final 'extras' bill. A Guaranteed Place form should also be completed, thereby agreeing to the School's Terms and Conditions as detailed in the Parent/School Contract. The Guaranteed Place form, together with the deposit, must be returned to the Registrar by the date specified in the offer letter. If we are not in receipt of a Guaranteed Place form or deposit, the School reserves the right to advise the parent should the place be no longer available.

At registration stage we ask parents to inform us of any information regarding any medical conditions, allergies, disabilities and special educational needs. Parents complete a form which is kept by the Senior Matron and stored in the Medical Centre. It is important that St Andrew's obtains this information to establish if a pupil's needs can be met.

By way of standard procedure, the School may request information on a child from their previous school and take such advice as appropriate. This request will be made during the term preceding entry.

All information will be treated with the utmost confidence and will only be disclosed if that information has a direct bearing on safety or the provision of an appropriate education.

No child will be barred from entry on the grounds of race, religion, sexual orientation or gender. The school does not unlawfully discriminate in any way regarding entry and welcomes pupils with disabilities and/or special educational needs including those with EHC Plans providing we can offer them the support that they require with suitably qualified staff and that our site can accommodate them.

## **Refusal of Candidates**

In rare cases, it is possible that a pupil may be refused a place if, after due consideration, the School believes that it is unable to provide for the educational and/or emotional requirements of the child.

## **Cancellation of a Place**

If the parent wishes to cancel their acceptance of a place less than a term before the entry date, or if the pupil does not join the School after a place has been accepted and not cancelled, a term's fees will be payable and the deposit will be credited to the account. Parents who cancel their acceptance giving more than a term's notice before entry, will not be required to pay fees in lieu of notice, but the deposit will be retained by the School unless a previous agreement has been reached. Cases of serious illness or genuine hardship may receive special consideration on written request.

## **Aims and Ethos**

The School aims and ethos hinge on our commitment to offer breadth and excellence, whilst nurturing integrity. Our broad aims (as outlined in greater detail in the appropriate section of the school website) are as follows:

- We aim to provide a broad and balanced education which stimulates, excites and inspires all children.
- We aim to give children opportunities to achieve excellence as individuals and as team members. We believe that excellence can be defined within the context of each child's abilities and potential.
- We aim to educate the whole child and to engender in all of them the qualities enshrined in our school values which are based upon Christian principles.
- In aiming for the above we seek to nurture the potential and character of each individual child.

The School's further commitment to **integrity** is expressed concisely in our **school values** and which are as follows:

- To be kind and honest
- To listen to each other
- To be tolerant and forgiving
- To try our best

### **Academic Assessment**

The School asks for a copy of a child's latest report and any results or background information that may be helpful in placing children in the correct academic sets for their ability. Children joining the school in Years 7 or 8 will need to be able to cope with the demands of the Independent School's Common Entrance curriculum. More information on this can be found on the Independent Schools Examination Board website at <http://www.iseb.co.uk/syllabus.htm>. The Headmaster will establish through discussion with parents whether this is likely to be the case and advise accordingly if not. All children are also expected to be able to follow instructions, to display a good standard of behaviour and demonstrate an awareness of the needs of others in the classroom situation.

Very occasionally the School may offer places to pupils one year ahead or behind their peer group if we consider that this would be in the best interests of the pupil and the School. The Headmaster will be happy to advise parents on this matter.

### **Scholarships and Awards – Academic, Art, Drama, Music, Sport**

Scholarship assessments for children aged 6 to 11 (current Years 2 to 6) usually take place during the Spring Term of each year for entry the following September. Candidates who are successful in gaining a scholarship award automatically gain an offer of a place in the School.

All scholarship awards are subject to terms and conditions which the parents will be asked to agree to when accepting the award. The scholarship and awards are tenable throughout a child's time at St Andrew's, subject to satisfactory progress and behaviour which is reviewed termly.

### **Bursaries**

Financial support may be available to those families of pupils who would not otherwise be able to attend St Andrew's. The relevant fee remission varies in value depending on financial need, and all Bursaries are subject to means-testing as required by the Charities Commission. Parents should request and complete a Statement of Financial Circumstances form which will then be assessed by the Finance Bursar. The form is available from the Finance Bursary. For advice on financial assistance or bursaries, please contact the Finance Bursar at Eastbourne College.

### **Additional Information**

In the interest of your child, it is imperative that you inform us of any factors – social, medical emotional or academic (such as learning support) – that might affect your child's learning and other school activities. It is important that the School receives any information to enable us to establish if a child's needs can be met and to ensure that we are able to make the necessary reasonable adjustments as the School is obligated to do under the Special Educational Needs and Disabilities Act 2001.

### **Standard of English**

In order to cope with the academic and social demands of the school, pupils must have some command of the English language. Tuition of English as an additional language (EAL) can be arranged at the parents' expense. (Please refer to the EAL Policy)

### **Learning Support**

If during a child's time at St Andrew's it is necessary for the child to receive learning support to enable him or her to keep up with the academic standard of their peer group, the School will meet with the parents to decide what level of support may be necessary. The cost of any such learning support will be met by the parents.

A child with Learning Support requirements will only be offered a place if the School feels that the provision available within the Learning Support Department is sufficient to meet the individual needs of the child and can provide the recommended level of support required.

### **Policies and other relevant information**

Prospective parents should be aware that policies and information which relate to the following are available either on the School's website or on request from the School Office.

- School Aims
- Code of Conduct for Pupils

- Child Protection
- Anti-Bullying
- Serious Misconduct, Suspension and Exclusion of Pupils
- Supervision of Pupils
- Curriculum
- SENDA plan
- Special Educational Needs
- EAL
- Gifted and Talented
- Health and Safety on Educational Visits
- Rewards and Sanctions
- Complaints Procedure
- List of staff and their qualifications
- Equal Opportunities
- First Aid

*Please Note: A Parents' Handbook is sent to all parents of newly registered children before entry to the School.*

### **Contacting the School**

For further information or to arrange a visit, contact the Registrar by telephoning on 01 323 733203 or via email: [admissions@standrewsprep.co.uk](mailto:admissions@standrewsprep.co.uk)

### **Contacts:**

Head: Gareth Jones, MEd (Buckingham), BA Hons, PGCE

Head of Pre-Prep and Nursery, Deputy Head Outreach: Heather Stokes, B Ed Hons (Brighton)

Acting Bursar – Eastbourne College Charity: Chris Bentley-Mawer AMCA

Registrar: Catherina Ashford

Headmaster's PA: Annette Adams

Marketing and PR: Katie Gent and Chanda Newton

Administration Assistant: Louisa Snell, Katie McDonald