HOWE GREEN HOUSE SCHOOL

ADMISSIONS POLICY

ISI Reference	15a
Issue Number	5
This policy is endorsed by	Governing Board and the Headteachers
This policy is owned by	The Headteachers
Review Body	Finance Committee

Most Recent Revision Date	October 2024
Last Reviewed by Governors	October 2024
Period of Review	Annual
Next Review Date	September 2025
Previous Reviews	5

To be made available	YES
To be on website	YES
Internal staff only	NO
Internal students only	NO
Internal staff and students	YES

Registration and Admissions Policy 2024-2025

Statement of intent

Howe Green House School is a broadly selective co-educational independent preparatory day school for pupils from 2 to 11 years of age. We welcome children from all backgrounds irrespective of sex, gender, sexual orientation, disability, race, religion or belief.

The staff and governors of Howe Green House School believe that our school should provide a caring, positive, safe and stimulating environment, which promotes the intellectual, social, physical, and moral development of the individual child. Howe Green is committed to safeguarding the welfare of children and young people and expects all staff and volunteers to share this commitment.

The Structure of the School

Little Oaks Nursery	
Squirrels	2-3 years of age
Hedgehogs	3-4 years of age

Pre Prep	
Reception	4-5 years of age
Year 1	5-6 years of age
Year 2	6-7 years of age

Prep	
Year 3	7-8 years of age
Year 4	8-9 years of age
Year 5	9-10 years of age
Year 6	10-11 years of age

Registration and Admissions for Little Oaks Nursery

Registration forms are available to download from the website and upon request from the School Office. A £75.00 non-refundable fee is charged, payable on registration. Parents are asked to sign the registration form agreeing to abide by the Nursery's policies and procedures.

Little Oaks Nursery is the main feeder into Howe Green House School. Children wishing to enrol for Reception for Howe Green House School should also complete the school registration form at the same time as registering for admission to Little Oaks Nursery. This will ensure that places in the school's Reception class will be prioritised to those attending Little Oaks Nursery.

Children are admitted to the Nursery after their 2nd birthday, space permitting. Entry is usually at the start of the term following their 2nd birthday. Alternative entry points can be discussed with the Nursery Manager and may be offered at their discretion.

Prior to a child's attendance at Little Oaks Nursery the parent/carer must complete the appropriate registration form, entry form and provide a copy of their birth certificate.

For the avoidance of doubt, fees for pre-booked sessions at Little Oaks Nursery are payable in advance on a termly basis. The school will confirm in writing the availability of the requested sessions in the term before the child is due to start nursery.

Little Oaks Nursery is flexible with regard to attendance patterns to accommodate the needs of individual children and families wherever possible.

Registration for Howe Green House School

Registration forms for school places are available, upon request, from the School Office and on the school website, and a non-refundable Registration Fee of £120.00 (this includes VAT) is payable to begin the admission process.

The school will make a formal offer of a place in writing and simultaneously request payment of the Acceptance Fee of £500 and submission of the signed Acceptance Form. The school's terms and conditions will be sent to the parents with the request for the Acceptance Fee and form. Both parents are required to sign the Acceptance Form. Any court orders, including adoption certificates, school reports and educational psychologist reports should be made available to the Admissions Office when paying the deposit. Failure to do so is in breach of contract.

If the aforementioned are not received before the school by the deadline given in the letter the place may be offered elsewhere. This fee is refundable when the child leaves the school at the end of Year 6, less any amounts outstanding on the final account. Parents whose children enter the school during the academic year will be required to pay the Acceptance Fee immediately, once a place is confirmed. If an offered and accepted place is subsequently not taken up, there will be a cancellation charge equal to one term's fees.

A full term's notice in writing is required (or a term's fees in lieu) before withdrawing a child from the school.

Waiting Lists

When a child is registered to join a year group that is full, or if they are registered far in advance of entry, the child's name is placed on a waiting list. If a place arises for entry at the desired time, assuming all the admissions criteria have previously been met, a place will be offered. If the entry date specified on the registration form passes without a place being offered, the child's name is automatically added to the waiting list. Parents wishing to keep

their child on the waiting list for entry in the future must inform the Admissions Office in writing.

It is the responsibility of the parent or guardian who registers the child to keep the school informed of any changes to contact information. Attempts to contact families will be made usually via email or telephone in the first instance. Where an email address is provided on the Registration Form, it is accepted that this is the primary form of communication for written correspondence. Repeated failure to contact a family will result in the child's name being removed from the waiting list.

Admission into Reception

Children are admitted to Reception in the September following their fourth birthday. Places will be confirmed in October prior to their joining and are prioritised to those attending our nursery or with siblings at the school. The remainder of places provisionally allocated on a first come first served basis, based on registration date. If more children are registered to enter into Reception than there are places available, a waiting list is compiled. The number of additional places available is dependent on the number of pupils already at the school whose parents do not wish to secure a Reception place. If the pupil has not attended Little Oaks Nursery the school will carry out a visit to their current nursery setting or home and invite the pupil to a taster session(s) in school. The school will not make a formal offer to a pupil who has not attended Little Oaks or a taster session but attendance at a taster session does not guarantee an offer. Following consultation with the parents, a decision will be taken as to the suitability of Howe Green House as a school for the child.

If an offer of a place in Reception is made, parents will need to submit the £500 deposit and signed Acceptance Form by the submission deadline in order to secure the place. Places not secured by the deadline may be offered to another family.

Admission into Pre-Prep and Prep

For admission to the school from Year 1, prospective children will be invited to attend the school for two taster days to take place during term time. This will provide the school an opportunity to:

a) assess a prospective pupil's skills in English and Maths to ensure that they will be able to cope with the academic curriculum offered by the school should a place be offered and accepted by them. This assessment will likely take the format of asking the prospective pupil to undertake short tasks under observation by the appropriate class teacher during a typical school day; and

b) allow the school to assess whether a prospective pupil's behaviour and social and emotional needs can meet the school's expectations and that the school are able to support them appropriately.

Children in the Prep are preparing for entrance assessments to senior schools and it is therefore of utmost importance that new pupils are able to uphold the level of work being completed by the class as a whole. In addition to assessments in English and Maths, the Headteachers must be satisfied that each prospective pupil is suited to join the dynamics of the current year group. Following consultation with the parents, a decision will be taken as to the suitability of Howe Green House as a school for the child.

If a child is transferring to us from another school a reference will be sought and a copy of the previous year's report will be requested as part of the admission process. Offers to a prospective pupil will then be made by the Headteachers acting in their absolute discretion.

Transition Through the School

It will be assumed that pupils will automatically progress through the school, subject to them making suitable progress in their academic, behavioural, emotional and social development, and the school continuing to be able to meet their needs. If at any time it becomes apparent that the child's needs are greater than first thought, or beyond the capabilities of the school, or cause detrimental effect on other children, the Headteachers reserve the right to ask the parent to find a more suitable school.

Special Educational Needs

Offers of a place at Howe Green House School are given on the basis that the school believes that a pupil will likely thrive under the normal provision and procedures available at the school.

The school welcomes pupils with special educational needs providing the learning support department can offer such pupils the support they require. We strongly advise parents of children with special educational needs to discuss their child's requirements with us before they attend taster days and, in any event, before registering their child for admission. Should a pupil require special provision for any reason, the school will carefully consider before offering any place, the needs of the child in discussion with parents and medical or educational professionals to decide whether they can offer them the support they require. A place will be offered if the school believes that a reasonable adjustment(s) can be made to support the pupil without adverse effects on the educational opportunities and welfare of other pupils.

Parents must provide, on application, a copy of any educational psychologist's report, professional assessment, or a medical report if they have one. Failure to do so will be in breach of contract. The school reserves the right to ask parents of pupils with special educational needs to pay for any additional education support they require.

The Admission Register

Registration information is recorded in electronic format and backed-up every month for inspection purposes. The school shares data with the local authority in accordance with

legislation relating to children of statutory school age. For more information on how your data is stored and used please see our Data Retention Policy.

Sibling Priority

We offer sibling priority wherever possible, providing that all the usual admissions criteria and assessments have been met and the Headteachers are satisfied that the sibling is well suited to Howe Green House School.

Signed: Anna Lipani and Paul Bailey

Headteachers

Signed: Samantha Bristow and Ed Fielding

Chair of Governors

Date: October 2024

Next Review: September 2025