



Peregrines Pre-Preparatory

And Falcons School for Girls

Admissions Policy

Policy reviewed by Sara Williams Ryan

Review date: September 2018

Operational from: September 2018 to September 2019

Next review date: May 2019

Reviewer's Signature: Sally Plumb

Head Teacher's Signature:

A handwritten signature in dark blue ink that reads "Sara Williams Ryan". The signature is written in a cursive style.

Circulation: This policy is addressed to all members of staff and volunteers, is available to parents on request. It applies wherever staff or volunteers are working with pupils.

Please note: 'School' refers to Peregrines Pre- Preparatory and Falcons School for Girls; 'parents' refers to parents, guardians and carers.

Introduction

Cherishing Challenging Creative

Peregrines Pre-Preparatory and Falcons School for Girls are housed in two architecturally beautiful and unique buildings to form an Independent school with an Early Years setting, which is non-selective and admits children from the age of three years old, irrespective of race, religion, ethnicity, colour, social background or disability.

We do not test on entry.

The school will arrange special early admissions meetings with parents of disabled prospective pupils to discuss special arrangements. It is advised that parents with children who have mobility difficulties visit the school to assess the suitability, as there are numerous flights of stairs and half landings and there is no lift accessibility.

Registration Process

- The Head of Admissions in the school is responsible for all registrations.
- Registration is made by completing the Registration form and paying a fee of £125.
- The registration form is available on the website or from the Head of Admissions.
- Registrations are accepted by e-mail or post. Postal registrations are taken according to the post date on the envelope.
- Registrations are accepted from birth (we do not register babies before they are born). There are a limited number of places on offer so parents are advised to contact the school as soon as possible after the birth of their child.
- Once the registration form and fee have been received, parents will be sent a letter from the Head of Admissions confirming receipt of this form and fee.
- Parents are encouraged to visit the school at one of the Open Days or for a group tour.

Children from Year 1 and above, whenever possible, will be invited to attend a taster day at the school. We will also request reports and references from the previous school.

Acceptance of places

Parents are required to complete an acceptance form and pay a deposit of £1,000 within 10 days of the offer being made to secure a place. This will be repaid less any money owed when your child leaves the school. The deposit is non-refundable should you not take up the place at the school.

First Term's Fees

Parents are required to pay the first term's school fees in March of the year their child will enter the school. For applications made after the March of the year their child will enter the school parents are required to pay the first term's school fees on acceptance of the place.

Siblings

Siblings of current pupils at any of the Falcons family of schools are given a place when they register as long as the school can meet their educational needs. We offer a 20% reduction on the eldest child's fees for families with three children at any school within the Falcons group.

Peregrines Pre-Preparatory pupils

Girls attending Peregrines Pre-Preparatory will transfer directly to Falcons School for Girls in Year 4. Boys attending Peregrines Pre-Preparatory will be offered a priority place at Falcons Boys School in Year 4 as long as the school can meet the child's educational needs. Parents must commit to accepting the place at Falcons Boys by the end of the Spring Term prior to admission.

Bursaries

Applications for bursaries should be submitted to the Headmistress to then be processed by the Alpha Plus Group's charity partner, The Gold Standard Charitable Trust.

Record keeping

The following details are recorded on the admissions register for each child in the school:

- Full name
- Gender
- Date of Birth
- Name and address of all parents/guardians and at least one telephone number
- Address of new or additional place(s) of residence of the student, and date the student began to reside there
- Full name of parent the pupil lives with (if applicable)
- Date of admission / re-admission
- Name and address of last school
- Name of destination school – where known
- Start date at destination school – where known

We are required to notify our local authority when we add or remove a pupil's name on the admissions register at non-standard transitions, i.e. where a compulsory school-aged child leaves a school before completing the school's final year or joins a school after the beginning of the school's first year.

Admissions arrangements for Special Educational Needs and Disabilities (SEND)

We are firmly committed to inclusivity and to giving every child the best possible start in life. Irrespective of their special educational needs or disability, we consider all children for admission to the school who have the ability and aptitude to access an academic curriculum. Children whose SEND are suited to the curriculum are welcome, provided that we have the appropriate resources and facilities to support them.

Before a child joins us:

- Parents must disclose to the school any known or suspected circumstances relating to their child's health, development, allergies, disabilities and learning difficulties. The school reserves the right to subsequently withdraw any place offered based on incomplete disclosure of known or suspected SEND circumstances.
- Based on such disclosure, the school will confirm whether or not it is able to fully meet the needs of the child.

Where a child's SEND is identified, or develops, after they have started at the school, we will endeavour to continue to support the child as long as:

- a) we have the appropriate resources and facilities to provide them with the support they require, and,
- b) We believe it is in the best interest of the child and of the school community to remain at the school.

Where, in our judgement, either of these conditions no longer apply, we reserve the right to withdraw a place at the school. In such circumstances, we will use our reasonable endeavours to support parents in finding alternative arrangements.

English as an Additional Language (EAL)

We provide a range of opportunities for children to engage in speaking and listening activities in English with peers and adults. Differentiation of texts and materials that suit the child's age is used to encourage learning. Support is also provided through ICT and audio materials.

This policy will be reviewed annually