



## ADMISSIONS POLICY AND PROCEDURE

### Admission Policy

Entry to Dair House School can occur at any point in the academic year as long as places are available and the admissions criteria are fulfilled.

#### Admissions criteria for entry to Nursery

Children can enter Nursery during the term of their third birthday ('rising threes'), provided there is an available space, and after a successful assessment session.

The number of sessions offered is negotiable, depending upon the child's experience of a nursery setting. Minimum attendance is three morning sessions a week.

#### Admissions criteria for entry from Reception to Year 6

Admission to other our classes from Reception to Year 6 would normally take place at the beginning of any term, but urgent need for a place will be granted at any time provided there is availability and the child completes a successful assessment day.

From the start of Reception upwards, a child's attendance at Dair House is full-time.

#### Siblings

Whenever possible, and where places are available, preference will be given to a request for a place for a sibling of a current pupil.

#### Priorities for a place at Dair House

Priority is given to siblings, families showing a commitment to Dair House beyond the Early Years Foundation Stage and long standing applicants.

#### Disability

The School will act reasonably when considering an application for entry by a parent/guardian of a prospective pupil with a disability. In so doing, it will wish to have detailed discussions to determine the nature of the child's disability, the level of care required, the need for the school to maintain academic and other standards, the practicality of making a particular adjustment, the resources available, the health and safety of the prospective pupils and others, and the interest of both the child and other pupils.

#### N.B.

Dair House School reserves the right to refuse entry, if the School's structure, in the opinion of the Headmaster and teachers, does not meet the educational, pastoral and social needs of the pupil concerned. Parents have the right to appeal against an unsuccessful application. Appeals are made to the Chairman of Governors.

## **Admission Procedure**

1. On receiving a contact from a prospective parent/guardian considering placing a child at Dair House School, the school will record the parent's and child's name, child's gender, age, address, telephone numbers, other contact information and proposed date of entry and how they heard about the School.
2. On visiting the school the prospective parent/guardian will be taken on a tour of the School and be given comprehensive information.
3. If the prospective parents/guardians wish the child to be considered for a place they must complete the Registration Form with a payment of a £50.00 registration fee which is non-refundable.
4. Before acceptance, the child will be invited for an assessment day or session, depending upon age.
5. Reports from the previous school, educational psychologist or other relevant experts are to be requested if relevant.
6. After the assessment day the Headmaster will write to parents informing them of his decision. The letter will be accompanied by the standard terms and conditions which presents the contract between school and prospective parents/guardians.
7. If a place is offered prospective parents/guardians are required to read and sign the complete the Acceptance Form, pay £250.00 refundable deposit and enclose a copy of the child's birth certificate.  
*N.B. The deposit will form part of the general funds of the School until it is credited without interest. The deposit will be used to offset extra costs incurred in the last term at school and the balance will be refunded when the child leaves at the end of Year 6. Deposits are not refunded if a pupil is withdrawn prior to reaching the end of Year 6.*
8. Prospective parents/guardians are required to complete a Medical Questionnaire, and General Consent forms for their child, prior to the child's entry to the School.

## **Cancelling an acceptance**

A term's fees less deposit held will be payable by the parents if for any reason they cancel their acceptance of a place or the pupil does not join the School after a place has been accepted. Cases of serious illness or genuine hardship may receive special consideration on written request.