



Admissions Policy

This Policy applies to the entire setting including the EYFS.

Staff Responsible for policy review: Headteacher, Registrar & School Business Manager

Next Review: 1st May 2025 (or before if legislation requires it)

Last Review	Updates made
April 2021	Updated to include new deposit scheme for joining the school and new criteria for entry into the school Nursery from September 2021.
Sept 2021	Updated to reflect more robust procedure in receipt of registration form before taster day sessions and other minor organisational and terminology changes.
April 2023	Clarity surrounding use of Government funded hours and subsequent shortened session.

General

The Mead School is a co-educational independent school for pupils rising 4 years of age to 11 years of age (Pre-Reception to Year 6). Deciding on the right school for your child is a very important decision and we believe that a personal visit is invaluable. We very much hope that you and your child will visit The Mead School. We hold three open day events, one each term, which give a general introduction to the school and details of these days are published on our website. We are also very happy to welcome prospective parents and their children at other times. Please contact the school's registrar, Miss Elizabeth Winter on 01892 525837 or email office@themeadschool.co.uk.

Introduction

This Policy applies to the entire setting including the EYFS. It should be read in conjunction with the school's SEND Policy, Equal Opportunities Policy and Terms and Conditions of the school contract.

It is the policy of The Mead School to admit children who will benefit from a broad education and who will contribute to and benefit from the ethos and activities of our school community. We will only admit a child and their family who meet these criteria and then the offer of a place is based on the date of registration and receipt of deposits. Siblings are given priority.

Equal Treatment

We are a school with a Christian ethos, but also welcome children from many different ethnic and racial groups and backgrounds from all religions and none. Human rights and freedoms are respected but must be balanced with the lawful needs and rules of our school community and the rights and freedoms of others. All candidates for admission will be treated equally, irrespective of their (or their parents') race, colour, language, religion, political or other opinion, national or social origin, association with a national minority, sexual orientation, property, birth or other status. We expect all of our pupils to attend all assemblies and outings, and to take full part in all Religious Education activities.

Admission Procedure

Initial Enquiry

Prospective parents initially contact the school, request a prospectus and visit the school.

Application Process

Parents wishing to make an application for a place for their child at The Mead should complete a registration form which can be obtained from the registrar. The registration form must be signed by adults with contractual responsibility for the child being registered. This should be returned to the school together with the non-refundable registration fee £50. No further action will be taken until this form has been received.

A holding deposit £500 and a commitment deposit £750 will be required once a child has been offered a place at the school and also following a successful taster day for entry into Years 1-6.

The Registration Fee of £50 is non-refundable except in circumstances where the School in its absolute discretion does not accept the application for registration. This is applicable to all entrants to the school.

The Holding Deposit (Pre 10th November 2019 £250): (£500) will be retained in the general funds of the School until the Pupil leaves and will be repaid by means of a credit without interest to the final amount due to the School on leaving or by bank transfer should the amount of the deposit exceed the amount due to the school. Should the pupil not join the school the holding deposit is only refundable if the class the pupil would have entered is full on the first term day of the term they would have entered.

Commitment Deposit (Post 10th November 2019): (£750) will be retained in the general funds of the School until the Pupil enters the Main School (Reception Infants to Year 6) and will be repaid by means of a credit without interest to the first invoice. Should the pupil not join the main school (Reception to year 6) the commitment deposit is only refundable if the class the pupil would have entered is full on the first term day of the term they would have entered.

Free Early Education: The school claims the 15 hours Free Early Education for eligible children aged between three and five on a termly basis. Copies of the child's birth certificate are required by the office when submitting claims. Your child is entitled to 570 hours Free Early Education each year. At The Mead we are not able to offer the full 570 hours due to school term dates (we provide 495 hours). The remaining entitlement of 75 hours cannot be claimed at another setting.

If you wish to use solely the 15 hours free entitlement these are available in our Pre-Reception and Reception classes from 8:30 – 11:30 am to appropriately aged children, subject to availability. In choosing these hours alone you would not be able to attend school lunches or activities outside these hours. Those children following this pattern are not required to wear school uniform, pay the deposit and registration fee or stay for the full session.

Parents are asked to declare information about any known learning difficulties or disabilities on the initial registration form in order to help the school to anticipate and plan for the child's needs in advance of their arrival at the school. Should a child have additional educational needs, before a child can be offered a place at The Mead, open discussion between the parents, the Head and the school's Head of Learning Strategies (HoLS) is required to ensure The Mead can meet the needs of that individual and that the child can fully access and benefit from a Mead education.

In assessing any prospective pupil (Y1-6), the school may take advice and require assessments as it deems appropriate. It is a policy of the school to contact the pupil's current school before an offer of a place at The Mead is made. Last available reports and key stage / school assessments will also be requested and considered in any application.

The school will advise parents of the reasonable adjustments it can make based upon the information given and advice received, to enable a prospective pupil to take up a place at The Mead School and to satisfy the admissions criteria.

Wherever practicable the school will make reasonable adjustments to the timetable to allow children with restricted mobility to attend accessible parts of the school. The school may not be able to provide auxiliary aids and services or to make physical alterations to existing buildings. A pupil with restricted mobility may be unable to access some or all of the educational and recreational facilities that the school offers. It must be remembered that The Mead is on four floors with no lift access.

Please refer to our SEND policy for further information.

Taster Sessions

All prospective pupils (for Years 1-6) must attend a taster morning or day in the term prior to entry (or as far in advance as possible) to help the School and the parents decide whether The Mead is the right environment for them and their child. Please note, under all circumstances this will only be actioned once a completed registration form has been received. If the period of registration is over a school holiday, this may be waived. Under exceptional circumstances where a child does not attend a taster day prior to starting at The Mead and is found on starting to have additional needs, then the parents will be contacted and the aforementioned procedures will come into immediate operation.

Next Steps

Once a place has been offered and accepted, an acknowledgement letter is sent to the parents, explaining the next steps.

If a September start is planned, an invitation is sent to prospective parents inviting their child to attend New Children's Morning (for those in Reception and above) which is held towards the end of the Summer term and at which all the existing and new children will spend the morning with their new teacher. Parents too have the opportunity to briefly meet their child's prospective teacher. Parents are given access to policies on complaints, anti-bullying, safeguarding, online safety and behaviour via the website.

In addition, prospective Reception and Pre-Reception children will be invited to a series of transition sessions during the Summer Term. This gives the children a chance to familiarise themselves with the school environment. Please note that it is expected that all children entering Pre-Reception and Reception are fully toilet trained during the day.

Before their child commences at the school, all parents are written to and are sent key dates, the uniform list and any other relevant paperwork from the relevant year group team.

The balance of the fees is payable on or before the first day of the child's first term at The Mead School.

Year group 'transition' meetings are held in the half term before children 'move up,' in which teachers can outline the potential class timetables and parents have the chance to ask any questions.

At the start of each academic year, the school reserves the right, in exceptional circumstances, to refuse a place to a current child whose SEND needs have changed and a further professional assessment indicates that The Mead School cannot make reasonable adjustment to meet their educational needs. In this instance a term's notice will be given to parents.

Admissions Register

An additional electronic back-up copy of the admissions register is made once a month.

The Mead School has an admission register and an attendance register. Pupils are placed on both registers.

The Admissions Register contains an index in alphabetical order of all the pupils at the school and contains the following particulars:

- a) Name in full;
- b) Sex;
- c) the name and address of every person known to the Head of the school to be a parent of the pupil and, against the entry on the register of the particulars of any parent with whom the pupil normally resides, an indication of that fact and a note of at least two telephone number at which the parent can be contacted in an emergency; where a parent of the pupil notifies the Head that the pupil will normally reside with a parent at a specified other address in the future; whether in addition to or instead of the address at which the pupil currently normally resides:
 - the full name of the parent with whom the pupil will normally reside;
 - the specified other address, and
 - the date from which it is expected the child will normally reside there, where it is
 - reasonably practicable for the Head to obtain the information.
- d) date of birth;
- e) date of admission or readmission to the school
- f) name and address of the last school attended, if any, and
- g) where a parent of the pupil notifies the Head that the pupil:
 - is also registered at another school; or
 - will be attending a specified other school in the future, the name of that other school and the first date on which the pupil attended or is due to attend that school, where it is reasonably practicable for the Head to obtain that information.

The Mead School informs KCC of any pupil who is going to be off rolled from the admission register:

- a) Where the pupil is registered at the school in accordance with the requirements of a school attendance order, that another school is substituted by the local education authority for that named in the order or the order is revoked by the local education authority on the ground that arrangements have been made for the child to receive efficient full-time education suitable to his age and aptitude otherwise than at school;
- b) Except where it has been agreed by the Head that the pupil should be registered at more than one school, in a case not falling within sub-paragraph (a) or (q), that he/she has been registered as a pupil at another school;
- c) Where a pupil is registered at more than one school, and in a case not falling within sub-paragraph (j), (m) or (q), that he/she has ceased to attend the school and the proprietor of any other school at which he is registered has given consent to the deletion;

- d) In a case not falling within sub-paragraph (a) of this paragraph, that he/she has ceased to attend the school and the Head has received written notification from the parent that the pupil is receiving education otherwise than at school;
- e) that the pupil has ceased to attend the school and no longer ordinarily resides at a place which is a reasonable distance from the school at which he/she is registered;
- f) in the case of a pupil granted leave of absence exceeding ten school days for the purpose of a holiday whereby permission has been given by the Head in advance, that
 - i) the pupil has failed to attend the school, within the ten school days immediately following the expiry of the period for which such leave was granted;
 - ii) the Head does not have reasonable grounds to believe that the pupil is unable to attend the school by reason of sickness or any unavoidable cause; and
 - iii) the Head and the local education authority have failed, after jointly making reasonable enquiries, to ascertain where the pupil is;
- g) that the pupil has been certified by the school as unlikely to be in a fit state of health to attend school before ceasing to be of compulsory school age, and neither he/she nor his/her parent has indicated to the school the intention to continue to attend the school after ceasing to be of compulsory school age;
- h) that the pupil has been continuously absent from the school for a period of not less than twenty school days and
 - at no time was his/her absence during the period authorised by the Head
 - the Head does not have reasonable grounds to believe that the pupil is unable to attend the school by reason of sickness or any unavoidable cause; and
 - the Head of the school and the local education authority have failed, after jointly making reasonable enquiries, to ascertain where the pupil is;
- i) that the pupil is detained in pursuance of a final order made by a court or of an order of recall made by a court or the Secretary of State, that order being for a period of not less than four months, and the Head does not have reasonable grounds to believe that the pupil will return to the school at the end of that period;
- j) that the pupil has died;
- k) that the pupil will cease to be of compulsory school age before the school next meets and the relevant person has indicated that he will cease to attend the school;
- l) that he/she has ceased to be a pupil of the school (this does not apply where the pupil has completed the final year of education normally provided, ie. completed Year 6 at The Mead)
- m) that the pupil has been permanently excluded from the school;
- n) where the pupil has been admitted to the school to receive nursery education, that he has not on completing such education transferred to Reception, or higher class

- q) the child has no fixed abode for the reason that his parent is engaged in a trade or business of such a nature as to require him to travel from place to place;

KCC must be notified when The Mead School off rolls a pupil from its register under the above circumstances. This should be done as soon as the grounds for off rolling are met, but no later than removing the pupil's name from the register. The return must give:

- the full name of the pupil;
- the full name and address of any parent whom the pupil normally resides;
- at least one telephone number at which that parent can be contacted in emergency;
- where transferring to another the school, the name of that other school and first date on which the pupil attended;
- the grounds upon which the name is to be deleted from the admissions register.

The duty to make a return does not apply where the pupil has completed the final year of education provided by the Mead School.

In addition, The Mead School will make a return to KCC when a pupil is entered on the admissions register by the end of the fifth day after the day on which the pupil was added.

Children Missing in Education

Staff should follow the school's procedures for dealing with children that go missing from education, particularly on repeat occasions, to help identify the risk of abuse and neglect, including sexual exploitation, radicalisation and to help prevent the risks of them going missing in future.

The Mead School has put in place appropriate safeguarding policies, procedures and responses for children who go missing from education, particularly on repeat occasions. It is essential that all staff are alert to signs to look out for and the individual triggers to be aware of when considering the risks of potential safeguarding concerns such as travelling to conflict zones, FGM and forced marriage.

The Mead School informs KCC of any pupil who fails to attend school regularly, or has been absent without the school's permission for a continuous period of 10 school days or more. If a child is missing in education, Kent County Council must be notified via their Kelsi Digital Front Door and complete the attached form online.

The Mead School informs KCC of any pupil who is going to be deleted from the admission register for any of the 15 reasons (as stated above) as soon as the grounds for deletion are met, but no later than deleting the pupil's name from the register.

Role and Responsibilities

The Head is ultimately responsible for all entries to the school and has absolute discretion in this matter.

The Registrar keeps an up-to-date register of all entries to the school and liaises with the Head.

The Registrar and the Business Manager control registration fees and deposits.

The school requires parents, guardians and pupils to agree to the rules and regulations of the school.

Monitoring and Evaluation

The whole Admissions process is monitored and evaluated by the Head, SLT, the Registrar and Wishford Directors.

Complaints

The School hopes that parents and pupils do not have any complaints about the school's admissions process; but a copy of the school's complaints procedure can be found on the website and can be sent to parents on request.