



Admissions Policy

Aims

- To make each child's start a happy and successful one.
- To achieve this giving children and parents as much information about Elliott Park School and the education we provide as possible.
- To begin a partnership with parents that will be lasting.

Procedures – School Intake

Children are admitted in our Reception Class and to any other following year group as and when places become available.

Information is sent out as requested and interested, prospective parents are asked to ring to make an appointment to be shown round the school (with or without their child) on a normal working day, by the Headteacher. Any discussion as to the procedure for their child's admission to the school is conducted at this visit. No children are admitted until personal contact has been made.

Parents are offered a trial day for their child, during which their child will be assessed and able to participate in a normal school day. Parents will then be informed of the suitability of the school to their child.

A place will be offered if we believe that child's potential is sufficient so that they will not be unhappy keeping up with the generally expected high standards at Elliott Park School. If agreed a place will be offered within one week.

Parents are able to register their child on the submission of the appropriate registration form. This expresses an interest in a place (but does not mean that a place will be automatically offered). Registration can take place at any time throughout the school year.

If the number of candidates exceeds availability, then places are allocated based on the following priorities:

1. A sibling already at the school,
2. Length of time on the registration list

At other year group stages other than Reception, assessment is done on an individual basis, by the Headteacher and at least one relevant year group teacher.

Admissions Policy

Every effort to conform to our Equal Opportunities Policy will be made in our 'selection' process. Race, religion, colour, nor disability will play any part in that selection.

Teaching is conducted in English; however, French is taught as a modern foreign language as detailed in the curriculum.

Parents of children already in schools in the area, or in an independent school anywhere, are asked to discuss a possible move with the Headteacher of the school which their child is already attending. We do not encourage parents to move their children from current schools without good reason.

Parents are asked to complete an Emergency & Illness Information card prior to admission.

Once the child has been admitted, parents are asked to keep in close contact with the class teacher to ensure that their child's transition to a new school is a smooth one.

As soon as the child starts school, the school secretary will request records from the previous school (including standardised testing results where appropriate), and further details for our own school records.

Procedures – Nursery Intake

Children are admitted in our nursery class.

Information is sent out as requested and interested, prospective parents are able to ring to make an appointment to be shown round the nursery (with or without their child) on a normal working day, by the Headteacher.

Any discussion as to the procedure for their child's admission to the school is conducted at this visit. No children are admitted until personal contact has been made.

Parents are able to register their child on the submission of the appropriate registration form. This expresses an interest in a place (but does not mean that a place will be automatically offered). Registration can take place at any time throughout the school year.

If the number of candidates exceeds availability, then places are allocated based on the following priorities:

1. A sibling already at the nursery / school
2. Length of time on the registration list

Admissions Policy

Every effort to conform to our Equal Opportunities Policy will be made in our 'selection' process. Race, religion, colour, nor disability will play any part in that selection.

Parents of children already in nurseries in the area are asked to discuss a possible move with the Headteacher of the nursery which their child is already attending. We do not encourage parents to move their children from current nurseries without good reason.

Parents are asked to complete an Emergency & Illness Information card, an 'All About Me' and a Parental Declaration Form for funding (if applicable) prior to admission. Original birth certificates must be shown to verify names and birth dates.

Nursery applicants will be invited to attend with their parents for a morning taster session prior to their start date.

Once the child has been admitted, parents are asked to keep in close contact with the nursery staff to ensure that their child's transition to a new nursery is a smooth one.

Registration forms for both school and nursery can be found on the website.