

AYSCOUGHTEE HALL SCHOOL



ADMISSIONS POLICY

At present the maximum number of children in any year group is set at 20.

We endeavour to help parents make an informed choice about sending their child to Ayscoughfee Hall School, offering a prospectus, guided tours and a welcome booklet to new parents.

Parents are encouraged to register their children at the earliest opportunity to ensure a place. There is a non-returnable registration fee required with the entrance form to secure a place. Where classes are full, the school operates a waiting list. If a space becomes available, the place will be offered to the first registered on the waiting list. However, children will be given priority on the list if there are siblings currently at the school (or who will be joining the school in the year of entry.)

There is no catchment area for the school and applications are welcomed from families regardless of race, religion, culture, gender or background.

Children with disabilities are also welcome, although it should be noted that the main building is Grade II* listed and certain parts may be inaccessible to those with mobility problems. Where any area does prove to be inaccessible, the school will take all reasonable steps to ensure delivery of the full curriculum without prejudice.

Children entering Kindergarten have a taster session at the school in the term before they begin where they participate in class activities and play to give the teacher an idea of their various abilities and help ensure we can meet their needs. Any problems highlighted during this visit will be discussed between the Head, Class Teacher and parents in order to ensure that Ayscoughfee can make the best possible provision for their child's education. Children generally enter Kindergarten in September following their third birthday.

Entry to the school for older children can be at any time during the year if a place is available in the particular class. No entrance examination exists, but, prior to being offered a place, the child will typically come to the school for two "taster" days where they will join the class. This helps to ensure that the child is comfortable with the school and that the school can meet the child's needs. During the two days, informal Maths and English assessments will be carried out.

The school must feel reasonably sure that it will be able to educate and develop the prospective pupil to the best of his or her potential and in line with the general standards achieved by the pupil's peers so that there is every chance that the pupil will have a happy, complete and successful time at the school.

Exclusions

At all times we endeavour to liaise closely with parents regarding pupils' behaviour, however, should it be necessary, the Head teacher and Board of Governors reserve the right to temporarily or permanently exclude any pupil whose conduct is deemed to be unacceptable. Permanent exclusions would be reported to the LEA.

This Policy should be read in conjunction with policies on:-

- Equality Policy
- Behaviour Policy
- Complaints Policy

Any reference to the word 'School' implicitly includes all its associated clubs/activities including Kids Club. This policy also applies to EYFS

PREPARED BY	AUTHORISED BY	LAST REVIEWED	REVIEW DATE	NO. OF PAGES
SMT	Clare Ogden	Spring 2020	Spring 2022	2