

AYSCOUGHTEE HALL SCHOOL



ADMISSIONS POLICY

At present the maximum number of children in any year group including Early Years Education 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, taster days 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.) Terms and conditions are available on request and are also shown on each fees invoice.

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 Headteacher, 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.

Prior to a child starting at Ayscoughfee Hall School, parents must complete and sign a registration and other forms that provide the school with important personal details relating to the child.

Early Years Entitlements Funding EYEF

Ayscoughfee Hall School are in receipt of EYEF for 3 and 4 year olds. All our 3 and 4 year olds are entitled to the 'Universal' 15 funded hours during term time, this is available from the term following your child's third birthday until the end of the funding period in which they celebrate their 5th birthday.

Ayscoughfee Hall School is usually open for 34 weeks of the year and 'Universal' funded hours normally equate to approximately 510 hours. Each child's maximum free entitlement is 570 hours per year. The school does not offer the 'Extended' 30 hours a week.

The school allocates a maximum of 15 funded hours per week to the afternoon sessions. The afternoon sessions are fixed, Monday to Friday 12.20pm to 3.20pm. There are 17.5 unfunded hours per week that will be addressed by charging tuition fees for the morning attendance. This is based on your child attending their full sessions which we do advise but are mindful that every child is an individual and may require more time to settle into the school and their new routine. It is important that child, parent and school are happy before a child attends their full sessions so please do keep talking to our Early Years staff. Parents should refer to the registration form for further details on fees or speak to the school Bursar who will be happy to explain in more detail about EYE Funding and Fees.

To access the EYE funding, you must complete an EYEF Parental Declaration Form provided to you by the school on registration of your child. The completed form must be returned to the school along with evidence of your child's date of birth in the form of a birth certificate or passport.

Exclusions

At all times we endeavour to liaise closely with parents regarding pupils' behaviour, however, should it be necessary, the Headteacher 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. For further information on exclusion please refer to the school's Exclusions Policy.

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

- **Exclusion Policy**
- **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

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