



ADMISSIONS POLICY

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Person Responsible: Director of Marketing and Admissions

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ADMISSIONS POLICY

This policy provides information on the admission and registration of pupils for entry to the school and should be considered alongside the Admissions Process information provided in the prospectus and on the school website.

1. Open Mornings and Visiting the School

We always encourage parents considering Gayhurst to visit the school so that they can personally experience the friendly, calm but purposeful atmosphere of our school, which is so palpable across the school, for themselves.

Open mornings are held termly throughout the year. The open mornings are advertised locally and online and we ask parents to register their attendance electronically.

Parents are also welcome to make individual appointments to visit the school at a mutually convenient time. A personal visit with one of the Senior Leaders usually takes the form of a tour, followed by an informal meeting with the Head if required. Year 6 pupils are always delighted to take prospective parents on a tour on Open Mornings.

To arrange a visit or to book onto one of our open mornings please use our online forms <https://gayhurstschool.co.uk/visit-us/> or contact the Director of Admissions and Marketing by email at admissions@gayhurstschool.co.uk or on 01753 882690.

2. Entry to the school

2.1. Main Entry Points

The main points of entry to Gayhurst are:

- Nursery (age 3+)
- Reception (age 4+)
- Year 3 (age 7+)

Entry to all year groups is at the discretion of the Head and is subject to availability of places.

Admission into other year groups is possible if vacancies are available. New pupils usually enter at the start of a new academic year or term but flexibility is offered and a mutually convenient start date can be agreed that suits both the family and the school.

2.2. Registration

To register a child for entry to Gayhurst parents should complete a registration form and return it to the school, along with a non-refundable registration fee of £120 (£100 for Nursery)

Following receipt of a completed registration form a child's name will be added to the list for entry (waiting list if appropriate) and a confirmation email will be sent.

2.3. Admissions

The aim of the school's admissions process is to identify a pupil's potential and ability to cope with the school's curriculum independently. We are looking for well-rounded pupils with a genuine interest in education in the broadest sense of the word, with interests that stretch beyond the confines of the academic curriculum.

The school has strong traditions in music, drama, art, and sport and all children partake in these as part of the school's curriculum. There are many extracurricular activities, all of which are important in developing a confident, independent and resilient individual.

Nursery and Reception:

For entry into Nursery and Reception, prospective pupils are invited to attend an activity session. We do not formally academically assess children at this stage. We are looking to ensure that each child will fully utilise the opportunity of being educated at Gayhurst, whose needs can be met, and who attendance would not disadvantage any other child or adult. A visit to the children's current Nursery takes place in the terms preceding entry. A report is requested from their current Nursery school if relevant.

Years 1 & 2:

For entry into Years 1 and 2, prospective pupils are invited to spend a morning at the school, when a gentle, informal assessment on suitability for Gayhurst will be undertaken, which predominantly focuses on social 'fit' and interaction with existing pupils as well as a broad overview of academic ability, engagement and conduct in lessons.

In addition, a distance report from their current school is always requested. Where feasible, parents will be contacted within twenty-four hours of an assessment to update them on their application and their child's suitability for the school. If a place is to be offered it will be sent in writing at this time. Any delays in receiving information from the current school can affect this timescale.

We will initially invite the prospective pupil in for an academic assessment. Following the assessment we offer a taster session where the prospect pupil is placed within a form for the duration of their visit. A report is also requested from the child's current school. The school accepts a broad ability range but a decision will be made on whether the child will be able to thrive and to make a positive contribution at the school and benefit from all the school offers.

For all year groups, to secure a place a deposit of £1000 is required when requested by the school.

Following the activity session, assess mentor taster morning, if for any reason it is decided that a place will not be offered or alternatively is not accepted, it may be possible to have a further assessment within a year.

2.4. Overseas pupils

If a family is not currently resident in the UK when applying for a place at Gayhurst, an 'International Pupil Report Request' will be sent to the child's current school. If we can offer a place based on the detail in that report, an offer will be made with an assessment

carried out at Gayhurst on arrival in the UK for form/setting placement purposes. If it is felt that a place cannot be offered based on the report, it will be requested that the pupil sit an assessment at Gayhurst before an offer can be made.

2.5. Allocation of places

Nursery	25 Places
Reception	29 Places (dependent on numbers progressing from Nursery; more spaces may become available)
Year 3	54 places are available in each year group including existing pupils and new joiners. Spaces available is dependent upon those already at the school and expected to remain at the school subject to their progress.

The places available on each list are allocated in date of registration order, with priority given to siblings (see bands below), taking into account the results of the admissions activity session or taster morning. All places are offered at the discretion of the Head. If any Year group becomes full a *waiting list system will be put in place.

2.6. Siblings

The Head will, whenever possible and subject to availability, give preference to siblings of pupils already at the school, or those wishing to join at the same time, in keeping with the school's family ethos. Preference will be subject to successful completion of any entry activity session or taster morning and reports.

2.7. Waiting List

Waiting lists are maintained by placing applicants into a band and then in chronological order by date of registration with priority given to those with siblings (see above and chart below). From time to time, however, the Head reserves the right to offer places to siblings or to a child not at the top of the waiting list.

Band A	Applicants with siblings already attending the school
Band B	Applicants with siblings registered to join the school in the same calendar year
Band C	Applicants with siblings registered to join the school in future calendar years
Band D	Applicants without registered siblings

3. Offers, Deposits, Withdrawals and Fees in lieu of notice

3.1. Offers

When an offer is sent out the family has 14 days in which to accept the offer and make payment of the deposit. However, if the child is joining the school at short notice, the time allowed to accept the place may be shorter. All offers will be made based on the position of the applicant on the waiting list. Where the waiting list position has been set by the sibling priority banding, and all siblings do not take up the offer, the offer may be withdrawn.

3.2. Deposits

As explained in the Admissions Process section of this policy, all places (with the exception of bursary places) are secured by the payment of a deposit. Once a place has been formally offered the deposit provided by a parent is non-refundable if a child does not take up the place. Deposits form part of the general funds of the school until it is credited without interest to the final payment of the fees or other sums due to the school when a child leaves the school.

3.3. Withdrawals and fees in lieu of notice

If parents wish to withdraw acceptance of a place after submitting the Acceptance Form and paying the deposit but before their child starts at the school, they are required to give a contractual one term's written notice. This is due at the latest on the first day of the term immediately preceding the term in which the child is due to start (therefore one term's notice is due once the acceptance form has been signed). If such notice is received by the school by that time the deposit will be forfeited but no further fees will be payable.

If no notice is received prior to the first day of the term immediately preceding the term in which their child was due to start, a term's fees will be payable at the applicable rate when a child was due to start at the school.

4. Equal Opportunities

Gayhurst is committed to encouraging applications from children with as diverse a range of backgrounds as possible where we can support their needs so that they can thrive within the school both academically and socially. This enriches our community and is vital in preparing our pupils for today's world.

5. Special Needs, Learning Difficulties and Disabilities

We welcome pupils with special educational needs, learning difficulties, disabilities and regular prescribed medication, providing a suitable level of support can be given, after making reasonable adjustments, if necessary, to enable the child to make appropriate progress at the school.

We require parents of children with any additional needs to provide the school with full details (including any reports) prior to the admissions procedure, at registration or subsequently before accepting an offer of a place and to keep the school informed of any changes. Failure to declare such information may result in a breach of contract and the offer of a place may be withdrawn, or if the child has already been enrolled, asked to leave the school, especially in the case that the child is not making the expected progress compared to peers, given the level of additional support and intervention received.

6. Bursaries

More information about Bursaries can be obtained from the Bursary and Scholarship Policy and Bursary application forms are available from the bursar.

7. Related Policies

- Means Tested Bursary Policy
- Accessibility Plan