

**Stanborough Primary School and Nursery**  
**ADMISSIONS POLICY**

### **1. Introduction**

Stanborough Primary School & Nursery is an independent Seventh-day Adventist school in Garston, Watford, offering a Christian education to all. The school is a one form entry with an Early Years (Nursery and Reception), Infants (Years 1-2) and Juniors (Years 3-6). We admit children into the Nursery from three years of age. The number of children in the Nursery is limited to 24. The number from Reception to Year 6 is limited to 20 per class. This number is balanced against the overall capacity of 120.

Stanborough is happy to consider applications from pupils with a range of abilities and backgrounds. The school community operates on a principle of respect. The children are taught to respect differences and to celebrate diversity. Admissions of pupils are made with consideration given to ensuring that the pupil's needs can be met, that provision is compatible with the efficient education of other children and that it is an efficient use of resources (The Green paper 2011).

### **2. Aims**

- To provide information to parents/carers about Stanborough Primary School and Nursery regarding the admissions process.
- To provide a clearly defined system for admissions, especially in the case of oversubscription.
- To make each pupil's start a happy one, marking the beginning of a successful partnership with parents/carers.

### **3. Related Policies**

The Admissions Policy also relates to the following policies:

Anti-bullying  
Behaviour  
Child Protection  
Equality and Diversity  
Disability Equality Policy & Accessibility Plan

### **4. Admissions Procedures**

4.1 When an enquiry is made to the school, contact information and initial details are requested. An appointment is made for parents/carers to meet the Headteacher and tour the school. Prospective pupils may accompany on this visit if parents/carers so wish.

4.2 At the visit, parents/carers will receive an application form along with additional information (Handbook, Fee Schedule and Clubs/Peripatetic information) about the school. Should they wish to proceed, the application form will need to be completed and submitted to the school office, along with a non-refundable registration fee.

4.3 A taster day (or half day for Early Years and Infants) is then arranged via the office. This is an opportunity for the pupil to spend some time in school. The office will need to be notified of any medical/SEN needs prior to the visit. A school lunch can be booked (payment via the office or online) or the child may bring a packed lunch in. This applies to the Juniors only, as they visit for the whole day. During the taster visit, children from Y1-6 will be assessed in English and Maths.

4.4 References from the current or previous setting will be sought at this time. Parents will also be asked to make available any learning journeys, reports etc... for the school to see, prior to admissions.

4.5 The school will contact the parents/carers following the visit, to confirm whether the application has been successful.

4.6 Where an offer is made, this remains provisional until all the necessary paperwork has been received and approved. The deposit is also collected at this time.

4.7 Once the paperwork is approved, the final written confirmation is issued.

## **5. Induction**

The school has an induction process that supports new pupils with settling in, understanding the routine and making new friends. The teachers are instrumental in implementing this. The induction process includes regular contact between parents/carers and the class teacher, providing an opportunity for feedback during the settling-in weeks.

## **6. Over-subscription**

6.1 In the case of over-subscription, it is necessary to ensure a selection criteria and procedure which is consistently applied.

6.2 The selection criteria and admission procedures is determined and reviewed annually by the governors of the school.

6.3 In the event that there are more applicants than available spaces, the following criteria will be applied:

1. The pupil has a sibling who is at the school or will be at the school when they start.
2. The parents/carers of the pupil are employees of the Seventh-day Adventist Church.
3. The parents/carers of the pupil are members of the Seventh-day Adventist Church and are in regular attendance.
4. The parents/carers live in the local vicinity.

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