



# Pilgrims School

---

## Admissions Policy

Revised Jan 2022

To be reviewed Jan 2023



Please note: 'School' refers to Early Years Foundation Stage (Little Pilgrims and Pre School) and Pilgrims Main School.

## **Policy Statement**

Pilgrims Pre Preparatory School (which includes Little Pilgrims and Pre School) is not an academically selective school, although we must feel confident that we can educate and develop the prospective pupil to the best of his or her potential and in line with the general standards achieved by his or her peers. Progression through the school is automatic unless it is felt that this would not be in the best interest of the child or the other children.

This policy aims to:

- ensure compliance with the School's charitable purposes.  
(Pilgrims Pre Preparatory School is a Harpur Trust School)
- identify and admit children who will benefit from the broad and varied curriculum and contribute towards Pilgrims School ethos and values.
- welcome children and parents from a diverse range of backgrounds in order to enrich our community.
- take account of pupils' needs, under the terms:
  - The SEND Code of Practice: 0-25 years 2015
  - The Children and families Act 2014
  - The Equality Act 2010
  - The Special Educational Needs and Disability Regulations 2014

## **Equal Treatment**

All candidates for admission will be treated equally, irrespective of their or their parents' race, nationality, religion, beliefs, SEND, class, gender, culture, sexual orientation and linguistic background. Human rights and freedoms are respected but must be balanced with the lawful needs and rules of our school community and the rights and freedoms of others.

## **Disability and Special Educational Needs**

The school will do all that is reasonable to comply with its legal and moral responsibilities.

Parents of children with physical disabilities or special educational needs are advised to discuss their child's requirements with the school at the point of registration. The School requires full written details of any known disability or special educational needs which may affect the child's ability to take full advantage of the education and opportunities provided at Pilgrims. This is in order to accommodate the needs of applicants who have such disabilities for which, with reasonable adjustments, the school can cater adequately.

## **Home/School Agreement**

At Pilgrims School our vision is to 'inspire a love of learning'. To achieve this, we believe it is important to have a close and mutually-respectful partnership between the school, the parents and the children; a partnership which reflects the school's aims and values of curiosity, kindness and respect. Our Home/School agreement has been established to clearly outline the school's responsibility towards the children, the parents' responsibility towards the school and what the school expects of the children. Two copies of the agreement is included in the child's enrolment pack which is issued on the formal offer of a place. We ask that parents read and share the agreement with their child before signing it and returning a copy to school.

## **Admission Criteria**

All Admissions are dealt with directly by the School's Registrar.

Admission to the school is subject to:

1. Availability of places in the appropriate year group, as set out below:
  - Little Pilgrims: under 2s
  - Kindergarten: 2 to 3 years
  - Pre School: 3 to 4 years
  - Reception: 4 to 5 years
  - Year 1: 5 to 6 years
  - Year 2: 6 to 7 years
  
2. Whether the School feels that a child's special educational/behavioural needs can be successfully met by the School, ie that the child
  - will fit happily into his or her peer group
  - does not demonstrate behaviour that would adversely impact the teaching and learning of other pupils
  - is willing to benefit sufficiently from the educational opportunities and community life offered by the school

## **Registration Process & Disclosures:**

On registering their child, parents must disclose any particular known or suspected circumstances relating to their child's health, allergies, disabilities or learning difficulties as per the registration form. Parents are expected to inform the school should the needs of the child change at any point after registration.

In any of these cases, we may request further information such as medical certificate or educational psychologist's report and any associated correspondence or details from the pupil's current school (including samples

of work) or any family history of dyslexia, as we consider necessary to make a fair assessment.

In order to register their child at Pilgrims School, parents are required to complete the school's registration form and pay a non-refundable £100 registration fee. Registration is acknowledged and the place (or waiting list place) is provisionally confirmed in writing.

### **Pre-Enrolment**

In line with Covid guidance, restrictions on visitors to the setting may be in place. Therefore, the school's Pre Enrolment process will reflect any necessary changes to ensure the safety of children, parents and staff. This may now involve communication with the parents either via a telephone conversation or a safe 'remote meeting app' such as 'Zoom' during which the relevant staff within the school will ask questions about the child in order to complete a Pre Enrolment Settling-In form. This form will provide the necessary information in order to assist and support the child's transition into school, should a place be offered and accepted.

Should parents wish the school to consider offering their child a place outside of their child's academic year group, this is only considered in exceptional circumstances and where the school feels it is in the child's best interests. Offers such as these must consider the impact on the child's educational journey throughout Pilgrims and beyond. In such cases, and before an offer is made and accepted, we would advise that parents contact the relevant prep or junior school of choice, following on from Pilgrims.

Should parents and children be able to visit the school the following process will be in place:

### **Little Pilgrims (birth to 2 years), Kindergarten (2 to 3years) and Pre School (3 to 4 years)**

Prior to enrolment, each child is invited to experience some time playing and exploring, with their peers, in their relevant room, as appropriate. During this time key personnel will carry out informal observations and talk to the parents with regards to the criteria set out above. Offer of a place will be made based on a successful and happy visit for both the child and parent. Once fully enrolled, and to support a smooth transition, children will be invited for play visits within their relevant room, in preparation of them joining.

### **Reception (4 to 5 years)**

Children registered to join Reception have no formal assessment. However, they will be invited to spend time with their relevant peer group to experience some time playing and exploring and for observations to be carried out to judge readiness and suitability for Reception. Any observations and assessments are carried out at a level and in a way that enables a child to show us what he/she can do. Where a child is joining mid-academic year, the child will be observed in a Reception class, by the Head of Reception. During this time, the child will take part in activities involving reading, writing and Maths. This is to determine a child's ability within their peer group and their suitability, measured against the criteria set out above.

### **Year 1 and above (5 to 7 years)**

Children registered to join Year 1 and above are invited to spend time in their relevant year group prior to a place being offered. Although Pilgrims is not academically selective, class observations and formal assessments will be carried out in literacy and numeracy. These are carried out at a level and in a way that enables a child to show us what he/she can do. This is to determine a child's ability within their peer group and their suitability, measured against the criteria set out above. We may also consider reports and transition information from previous schools attended.

We encourage parents to alert the school as early as possible if their child has any known special educational needs as we will need to involve the school's Special Educational Needs Co-ordinator (SENCo). If it becomes apparent during the day visit that there are specific problems, the SENCo may also be called upon to make observations and provide advice as to suitability.

### **Enrolment**

When considering whether to offer a place, it is important that parents understand that we will always act in the best interest of each individual child.

Places are offered:

- Once a successful pre-enrolment process has been completed (whether under the revised Covid-19 restrictions outlined above, or not), a formal offer of a place will be made in writing.

or

- In some circumstances, offers may be made subject to certain conditions based on observations and assessments made during the child's visit. This is to ensure that the child benefits fully from all the school's educational opportunities and community life.

Places will not be offered:

- Where it is apparent that the child would not benefit fully from the opportunities offered or they demonstrate behaviour that would adversely impact their own learning and/or the teaching and learning of other pupils,

*And / or*

- the pupils learning and or behavioural needs requires a level of support or medication which, in the professional judgement of the Head, the school cannot reasonably be expected to provide, manage or arrange.

### **Acceptance of place**

To accept the offer of a place, parents must sign and return the Acceptance and enrolment forms, together with payment of a £500 deposit (which will be refunded on the leaver's **final** fee account) upon receipt of which their place is confirmed as guaranteed. **It is crucial that parents read the school's Terms & Conditions in full, in particular Cancellation of Place Offered (8.7, 8.8, 8.9).**

## **Post-enrolment**

If Special Educational Needs (including behavioural needs) or a disability becomes apparent after enrolment, the school's Pastoral & SEND Coordinator will consult directly with parents to discuss any reasonable adjustments the school may be able to make in support of their child's identified needs. The outcome of such discussions may require parents to cover the costs of additional support within school, ie a 1:1 member of staff, to ensure that their child continues to benefit from their time at Pilgrims. During these discussions, should the school feel that they can no longer appropriately support the child's identified needs, the school may ask parents to consider a suitable alternative setting / school for their child.

For further information and procedures, please refer to the school's policies regarding (1) Special Educational Needs (2) Behaviour and Assertive Discipline and (3) Supporting Pupils at School with Medical Conditions.

## **Early Years Funding**

In line with the Bedfordshire code of practice on the provision of Nursery Grant Funded places for 3 and 4 year olds, 3 hours per session will be provided up to a maximum of 15 hours per week. If sessions are chosen by parents, the funding will be offset against the normal cost of a session.

**Additional factors:** If the year group is oversubscribed and we need to decide between two or more candidates who meet our Admission criteria, we may give preference to:

- A child who already has a sibling in the school.
- A child who has a sibling who previously attended the school.
- A child who has a sibling attending another Harpur Trust school.

**School Contractual Terms and Conditions:** A copy will be given to parents when an offer of a place is made, as part of the enrolment process. All parents must read this document carefully prior to signing and returning their Acceptance form.

**Complaints:** It is hoped that parents will not have any complaints about our admissions process. However, a copy of the school's complaint procedure is available on request or on the school website at [www.pilgrims-school.info](http://www.pilgrims-school.info).

## Appendix X - Policy Change Tracking (internal use only)

<b>Policy Name:</b>	Admissions
<b>Owner:</b>	Karen Sinclair
<b>Ratified by:</b>	Jo Webster / Curriculum Committee
<b>Last review Date:</b>	June 2020
<b>Next Review date:</b>	Jan 2023

**Date:** 11/01/2022

<b>Comment:</b>	
<b>Page #</b>	Updated SEND documentation dates
	Siblings who are registered at the same time incur a single £100 charge.
	Incorporated Disclosures into Registration process at positioned at the beginning of this section
	Updated Little Pilgrims structure removing reference to room names.
	Updated Pre Enrollment process to reflect changing Covid guidance – in school visits or virtual.
	Amend and reposition information regarding places offered / consider for children out of year group.
	Clarified and highlighted where school places are not offered linking to the T&C regarding behaviour and the potential level of support a child may require.