

THE GRANVILLE SCHOOL

Admissions' Policy

Children are eligible to start at The Granville the term following their third birthday. They are usually admitted in September, January and April of each year.

The Granville is a very popular school which admits children from a wide area. A guided tour is given by the Headmistress as an introduction by prior arrangement. When places are oversubscribed, priority is given to children who already have siblings at the school or whose parents are former pupils. Admission is then given to children who are on the Waiting List, in order of application.

The Granville is a registered provider with Kent County Council for the provision of Free Nursery Places for 3 and 4 year olds. Currently this covers five 2½ hour sessions per week. However, the fees received from Kent County Council do not fully cover the school's expense and a top up fee is charged in this respect. This fee also covers the additional costs incurred due to the school day being longer than that prescribed by Kent County Council. The full fee is clearly shown on the Fee Bill Statement with a separate credit in respect of the funds received directly from Kent County Council. Kent County Council wish us to inform parents that if they do not wish their child to stay for the normal school day they are not expected to take up or pay for any additional service as a condition of the child attending the school unless they wish to do so. Parents who are considering this option should in the first instance discuss this with the Headmistress so that they are fully aware of the implications of this action for their child and also the school.

When parents inform the Headmistress that they would like to take up the offer of a place at The Granville, they are asked to complete a Registration Form. This completed form, with details such as date of birth, address and telephone number is then kept in an Admissions File for reference in the School Office. It has no legal status and is merely for the Headmistress's information. During the year prior to the child's expected entry to the school, parents will be asked to confirm whether they still wish to take up the place and asked to pay a refundable deposit and to sign an Agreement Form. This constitutes a formal contract between the school and parents.

However, on occasions, it will be necessary for the Headmistress to inform parents that the school is oversubscribed. She will then advise them to seek a place at another school or to remain on the Waiting List.

Admissions at Year 5

A small number of girls are admitted at the beginning of Year 5 where the year group is split into two groups of mixed ability pupils. Entry is non-selective but tests are taken in Reading, Maths and Verbal Reasoning to establish ability.

Bursaries

The school has a number of bursaries available for children at all levels of the school. Parents are required to complete an in depth financial disclosure form which is then considered by the governors' Bursary Committee. The amount awarded will vary according to need but can amount to 100% of the fees. Each awarded bursary is reviewed annually.

Equal Opportunities

The Granville is conscious of the need to combat unfair treatment and to promote equality, and in doing so complies with all relevant legislation and Codes of Practice in the field of equal opportunities.

The School believes that all children should be respected and their individuality and potential recognised, valued and nurtured. It offers a community which values the religious, racial, linguistic, cultural and physical identity of all children and facilitates their active participation within the School. The School aims to offer all children opportunities to develop in an environment free from prejudice and discrimination.

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