



## The Granville School

### Admissions' Policy (Including Early Years Foundation Stage)

The Granville is a very popular school which admits children from a wide area. A guided tour is given to individual parents 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.

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 and pay a registration fee of £100. 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 Registrar's Office. It has no legal status and is merely for the Headmistress's information. During the twelve months 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 deposit of £1,000 and to sign an Acceptance Form. This constitutes a formal contract between the school and parents. The deposit is refunded on the child's leaver's bill. Cancellation of a reserved place will forfeit the deposit.

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 and to remain on the Waiting List.

#### Admissions Criteria

We will request a report from the child's current school (unless they are joining in Kindergarten) We will offer a place if we are satisfied that:

- The child will thrive at the Granville.
- The school can accommodate the needs of the pupil.
- The child will not adversely affect the education of the other pupils in the school.

#### Admissions into Kindergarten

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

The Granville is a registered provider with Kent County Council for the provision of Free Nursery Places for 3 and 4 year olds.

#### Admissions at Year 3

A small number of girls are admitted at the beginning of Year 3 where the year group is split into two groups of mixed ability pupils if numbers allow. Entry is non-selective, but tests are taken in Reading, Maths and Verbal Reasoning to establish potential. Social skills will also be observed to ensure that the pupil will be able to thrive.



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### **Occasional Places**

If a place becomes available places will be offered to a child on the Waiting List. Children are then invited to spend a day in school when they will have the opportunity to follow the curriculum of that day. During the day they will be engaged in a range of activities which will assess their potential to thrive at the Granville. These may include specific English and maths activities as well as the monitoring of their social skills.

### **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. Bursary Administration Ltd provide the school with an independent assessment of the family's financial situation. This report is then used by the Governors' Bursary Committee to decide the appropriate level of bursary award. The amount awarded will vary according to need but can amount to 100% of the fees. Each awarded bursary is reviewed annually. Once awarded a bursary, parents are expected to sign a further agreement with the school.

### **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. (Please see the school's Equal Opportunities Policies).

### **When a Child Leaves the School**

The Granville School will inform the Local Authority of any pupil who is deleted from the Admissions Register when a child is taken off role at non-standard transitions ie, when a child leaves school before completing a full year of when they join the school after the beginning of the school year.

Where a parent or carer has expressed their intention to remove a child from school with a view to educating at home, we try to co-ordinate a meeting between school staff, other key professionals and the parents ideally, before a final decision has been made, to ensure the best interests of each child has been considered, especially where a child has SEND or is vulnerable.

DfE guidance for local authorities on Elective home education sets out the role and responsibilities of LAs and their powers to engage with parents in relation to Elective Home Education.

### **Linked Policies:**

- Equal Opportunities for Pupils Policy