ADMISSION POLICY

(Including Early Years Foundation Stage)

The Granville is a very popular school which admits boys and girls from the term after they turn 3 into the Pre-School and girls from Reception to Year 6. We have families 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 Registrar 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 £120 inc VAT. This completed form, with details such as date of birth, address and telephone number as well as photo ID for both child and parents is then kept in an Admissions File for reference in the school's secure admissions database. It has no legal status and is merely for the school'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 are invited to a taster day or session depending on the age of the child and then 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 or Registrar to inform parents that the school is oversubscribed. Parents will be advised to seek a place at another school and the child placed on the Waiting List.

Admissions Criteria

We will request a report from the child's current school (unless they are joining in Pre-School or Reception). We ask that the child spends some time with us in school either on a taster day or at one of our 'Fledgling' sessions. 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 Pre-School

Children are eligible to start at The Granville the term during or following their third birthday. They are usually admitted in September, November, January, February 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. Please refer to the Pre-School Fees Schedule for more information about Free Early Education, Wrap-around fees, registration fees and deposits.

Admissions in other year groups

A small number of girls are admitted into year groups through the school, if numbers allow. Entry is non-selective, but assessments are done in Reading, Maths and English to establish potential. Social skills will also be observed to ensure that the pupil will thrive in our community. Children are invited to spend a day in school when they will have the opportunity to follow the curriculum of that day.

Bursaries

The school has a fund for bursaries, usually for children in Year 3 and above. Parents are required to complete an in-depth financial disclosure form. Bursary Administration Ltd provides 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 in rare cases amount to 100% of the tuition 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).

Parental responsibility and whose application will be considered where more than one is received or where there is a valid child arrangements order

If one parent has parental responsibility (as evidenced by a court approved child arrangements order) that parent's application is the one that will be accepted. If parents are separated or divorced and both have parental responsibility, then they must determine between them who will make the application and if they cannot agree then either parent may seek to have that determined by a Court. In the event of a dispute between parents who do not have this matter resolved by the Court, we will accept the application by the parent with whom the child resides the majority of the school week. Where that is equal, we will put the application on hold until all parties with parental responsibility can agree, or the court determines where the child is to be educated. This will ensure the child has an active application for a school place. Where the parent applying does not live in the same address as the child, we will require evidence of the child's home address. Applicants will not be able to change to the other parent's address mid-year unless the current arrangements as set out in any Court Order have changed. Applicants must also provide a copy of any Court Order.

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 or when they leave the school before the end of Year 6. (as we do when they arrive).

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