



CRICKLADE MANOR PREP

ADMISSIONS POLICY

Whole School	Agreed	Published	Review Date	Signed
Yes (including EYFS)	Jan 2022	Jan 2022	May 2022	<i>CB</i>
Yes (including EYFS)	May 2022	May 2022	May 2023	<i>CB</i>
Yes (including EYFS)	May 2023	May 2023	May 2024	<i>CB</i>
Yes (including EYFS)	Jan 2024	Jan 2024	Sept 2024	<i>CB</i>

Year	Amendments
05/21	<ul style="list-style-type: none">• None
05/22	<ul style="list-style-type: none">• Changed Sex to Gender• Amended assessment criteria• Changed sibling admissions criteria
05/23	<ul style="list-style-type: none">• Addition of Reception 'Commitment Deposit'

01/24	<ul style="list-style-type: none">• Removal of 'Commitment Deposit'
01/24	<ul style="list-style-type: none">• Update to Nursery offers
01/24	<ul style="list-style-type: none">• Inclusion of Code of Conduct & Home School Agreement

This Policy applies to the entire school including the EYFS, After School Club and Holiday Club. It should be read in conjunction with the following documents:

- Equal Opportunities Policy
- Behaviour, Rewards, Discipline and Exclusions Policy
- School's Terms and Conditions

1. General

Cricklade Manor Prep is a non-selective co-educational independent school for pupils from ages 2 to 11. Deciding on the right school for your child is a very important decision and we believe that a personal visit is necessary before any offer of a place can be made. We hold three open day events, one in each term, which give a general introduction to the school and details of these days are published on our website. We are also very happy to welcome prospective parents and their children at other times. Please contact the school's Registrar, Mrs Penny Kelly, on 01793 754415 or email penny.kelly@crickladede Manor.com to arrange a visit.

2. Introduction

Cricklade Manor Prep is pleased to accept applications for children to join in various age groups and maintains a selective policy for admissions. The school aims to provide a balanced, well-rounded education.

It is the policy of Cricklade Manor Prep to admit children who will benefit from an academic education and who will contribute to and benefit from the ethos and activities of our school community. We will only admit a child and their family who meet these criteria.

3. Equal Treatment

We welcome children from many different ethnic and racial groups, backgrounds and creeds. 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. All candidates for admission will be treated equally, irrespective of their (or their parents') race, colour, language, religion, political or other opinion, national or social origin, association with a national minority, sexual orientation, property, birth or other status. We expect all of our pupils to attend all assemblies and outings, and to take full part in all Religious Education lessons.

4. Disability and Special Educational Needs

Due to the nature of the school buildings, we have limited facilities for the disabled but will do all that is reasonable to comply with the legal and moral responsibilities under equality legislation in order to accommodate the needs of applicants who have disabilities or special educational needs for which, with reasonable adjustments, the school can cater adequately.

The school needs to be aware of any known disability or special educational need which may affect a child's ability to participate in the admissions procedure and take full advantage of the education provided at the school. Parents of a child who has any disability or special educational needs should provide the school with full details at the time of the application for the entry assessment days. This also includes any support which is or has been offered or provided by a previous school or any interaction with external services or agencies.

The school needs this information so that, in the case of any child with particular needs, the school can assess those needs and consult with parents about the adjustments which can reasonably be made to ensure that the application procedure is accessible for the child and the school can cater adequately for the child's needs should an offer of a place be made. Parents should provide a copy of an Educational Psychologist's report or a medical report if they have one.

The school will do all that is reasonable to ensure that the information and application procedure is accessible for disabled candidates and will make such reasonable adjustments as necessary.

If special educational needs or a disability become apparent after admission, the school will consult with parents about reasonable adjustments that may allow the child to continue at the school.

5. Nursery Place

Priority of a Nursery place is given to children who commit to continue through to our Reception year. All Nursery places are offered in the hope that a child will transfer into the Reception year, however, we do understand this will not be possible for all based on personal circumstances or in some cases, it is not in the best interest of a child. If the latter, automatic transfer from the Nursery into the School is not guaranteed. Although acceptance of the school's Terms and Conditions automatically registers a child for Reception, if the school is unable to offer a Reception place, the school will give parents a minimum of one term's notice.

6. Application Process

Application

Parents wishing to enroll their child(ren) at Cricklade Manor Prep should fully complete and sign all the relevant sections of the Registration Form. The Registration Form must be signed by all adults with parental responsibility for the child being registered. The Registration Form should then be returned to the School together with a Registration fee of £50 and Acceptance deposit of £500.

Application for Registration does not guarantee that a place will be offered. If your application is unsuccessful your Registration fee and Acceptance deposit will be returned to you.

Assessment

The school will require your child's last school report and a reference form may be sent to your child's existing school requesting further information on your child's academic and social progress. Our admissions process is designed to identify pupils who are able to benefit from our balanced and well-rounded education and to make a positive contribution towards the life of the School.

Cricklade Manor Prep is looking for well-rounded pupils who are kind, have a good work ethic, with a genuine interest in education in the broadest sense of the word, with interests that stretch beyond the confines of the academic curriculum. The school has strong traditions in music, drama and sport. There are many extra-curricular activities, all of which are important in developing a well-balanced, confident child.

Assessment for non-standard entry into Reception is based on observing informal play in small groups.

Assessment for entry into Year 1 to Year 6 - pupils sit papers in Maths and GAPS (Grammar, Punctuation and Spelling), which are designed for their age group. On occasion, children may also be required to sit an additional reading assessment.

No specific preparation for the assessments is needed, all candidates start on an equal footing, with identical opportunities to display their academic aptitude and extra-curricular skills. If, following the successful completion of the assessment days the School decides to offer your child a place, a confirmation letter will be sent to you.

The offer of a definite place is made on the understanding that you intend that your child remains at the school until they leave at age 11.

Deposit and Cancellation

Please refer to the School's Terms and Conditions for information as to how the deposit will be held and in what circumstances it will be refunded. Further information is also provided in the Terms and Conditions about cancellation of a place that has been accepted.

Most siblings join us at Cricklade Manor Prep. However, admission is not automatic and individual applications will need to be made for each child.

Disclosures

Parents must as soon as possible disclose any particular known or suspected circumstances relating to their child's health, allergies, disabilities, learning difficulties or behavioral difficulties. Failure to do so could result in the school withdrawing the child's place.

7. Admission Register

The School maintains an Admission Register. Upon entry to the School we will record and retain the following information on the Register:

- Name in full
- Gender
- Day, month and year of birth
- Day, month and year of admission or re-admission to the school
- Previous school/setting if applicable
- Name and address of every person known to the school to be a parent of the pupil (and an indication of the parent with whom the pupil normally resides and which parents hold parental responsibility as defined by Section 3 Children Act 1989). NB Parents holding parental responsibility, even if not actually caring for the child, have a right to receive relevant information from the school in respect of any pertinent matter affecting the child, unless a court order indicates otherwise
- Telephone number at which the parent can be contacted in an emergency

The School holds this information electronically and retains it securely to comply with our obligations regarding the retention and security of records under its Data Protection Policy.

8. Code of Conduct & Home School Agreement

At time of offer, parents are asked to read and sign the School's Code of Conduct for parents and carers. The document is designed to give clear guidance on the standards of behavior parents are expected to observe. If the Code of Conduct is breached, the school may ban the offending adult(s) from entering the school site. If repeatedly breached, parents/carers may be required to remove their child(ren) from the school.

The Home School Agreement is put in place for the school to work in partnership with the pupils, parents and carers in order to best support a child's learning. This agreement outlines the requirements expected from pupils, parents and carers. Repeated failure to comply with the Home School Agreement will result in a parent/SLT consultation.

9. Termination by the school

The School may terminate this agreement on one full term's notice in writing. The School will not terminate this agreement without good cause and full consultation with Parents and also the Pupil (if of sufficient maturity and understanding). The Acceptance deposit will be refunded without interest less any outstanding balance of fees.

10. Complaints

The School hopes that parents and pupils do not have any complaints about the school's admissions process, but copies of the school's Complaints Procedure can be sent to parents on request.

11. Approval & Review

This policy was approved by the Head in January 2024. It will next be reviewed in January 2024.
