



'ALIS VOLAT PROPRIIS'

SEATON HOUSE SCHOOL

POLICY FOR ADMISSIONS

(BOYS)

All confidential reports and minutes are stored online on a register. The file is password protected. Hard copies are stored in a locked cabinet in the Head's office.

Admissions Policy for Boys

1. Admission to the Nursery only

- 1 Seaton House Nursery is co-educational, admitting both girls and boys, in accordance with the admission limits detailed below in section 4.
- 2 Pupils may be admitted to the Lower Nursery in the term that they turn 3 years. In that term, pupils may only attend for 5 morning sessions. In the term following their 3rd birthday, parents may opt to remain at 5 mornings or add some extended or whole day sessions, provided Nursery staff are satisfied that your child is ready to extend their day.
- 3 In the September following their 3rd birthday, all children join the Upper Nursery class and must attend for a minimum of 5 mornings each week.
- 4 The school operates an equal opportunities policy and, in accordance with the stated admission limit, children will be eligible for admission to the Nursery regardless of gender, ethnic origin, religion, culture or class. Successful applicants will be those whom the School believes will be able to benefit from the whole educational experience which the Nursery has to offer. Seaton House has a broadly Christian ethos but all major faiths and festivals are recognised and celebrated.
- 5 Should employees of the school wish their son(s) to attend Seaton House Nursery, their application will have to comply with all the conditions outlined above.
- 6 Prospective parents are asked to submit a completed **Nursery Registration Form** and a non-refundable **Nursery Registration Fee of £55** the School Office. On receipt of this a **Contract of Acceptance** will be issued requesting a **Deposit of £500** indicating their commitment to Seaton House School Nursery. This deposit will be returned in the final term of Upper Nursery only.
- 7 Prospective parents are asked to provide proof of their home address, together with a birth certificate and passport, if they have one. Copies will be made to be kept in each child's file and if the applicant proceeds, those copies continue to be kept in the pupil's file.
- 8 One term's notice of withdrawal of a pupil from the Nursery would be required for any pupil wishing to leave before the final term of Upper Nursery; in default a term's fees will be payable in lieu.

2. Equal Opportunities

In line with the Equality Act (2010), we do not discriminate in any way regarding entry. The school has due regard for and complies with the protected characteristics as listed in the above Act.

2.1 The school recognises that it is unlawful to discriminate against a pupil, prospective pupil or other person with whom the pupil is associated, by treating them less favourably because of their sex, race, disability, religion or belief, sexual orientation, gender reassignment, pregnancy or maternity.

2.2 Our school offers a place, subject to availability, to any child who, in the opinion of the school, can benefit from the education provided, given the educational facilities, support and financial resources available at the time.

2.3 The school makes provision for children with moderate special educational needs. Parents are invited to discuss any arrangements, including financial, that may need to be made if they wish the school to accommodate a child with more severe learning difficulties. In those cases, where parents are willing to fund the extra support and possible training required, the school will take this into consideration when offering a place.

2.4 We welcome pupils with physical disabilities, provided that our school site can cope with them. However, we advise parents of children with special educational needs or physical disabilities to discuss their child's requirements with the Head at interview, or before they sit the assessment, to determine whether we can make adequate provision for them.

2.5 In accordance with new GDPR regulations, all information supplied to us will be kept securely in a locked filing cabinet and digital records will be password protected for the duration of your child's stay at Seaton House. Unsuccessful applications will be kept either on the school's waiting list, with permission from parents/carers, or destroyed. For more information, please check our Privacy Notices and Data Protection Policy on our school website or refer to the *Information and Records Management Society's toolkit for schools*.

REVIEW

This policy will be reviewed every two years.

Reviewed May 2018

Judy Evans
Chair of Governors

Debbie Morrison
Headmistress