



'ALIS VOLAT PROPRIIS'

SEATON HOUSE SCHOOL

POLICY FOR ADMISSIONS

(GIRLS)

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 Girls

1 Registration

- 1.1 Prospective parents are asked to submit a completed **Registration Form** and a non-refundable **Registration Fee of £55** to the School Office.
- 1.2 Successful applicants will be those whom the School believes will be able to benefit from the whole educational experience which the School has to offer, regardless of ethnic origin, religion, culture or class. Seaton House has a broadly Christian ethos but all major faiths and festivals are recognised and celebrated.

2 Admission to the Nursery

- 2.1 Seaton House Nursery is co-educational, admitting both girls and boys, in accordance with the admission limits detailed below in 2.4
- 2.2 Pupils may be admitted to the Lower Nursery in the term that they are 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.
- 2.3 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.
- 2.4 Should employees of the school wish their children to attend Seaton House Nursery, their application will have to comply with all the conditions outlined above.
- 2.5 Upon receipt of a completed Registration and if we are able to confirm the offer of a place, parents be required to:
- a) Sign a **Contract of Acceptance**, indicating their commitment to Seaton House School.
 - b) Return to the school a **Deposit of £500**. This sum will be carried forward and offset against the Reception deposit if the pupil is moving up to Reception. Alternatively, it may be refunded at the discretion of the Head or if the school is unable to offer a place in Reception due to being over-subscribed.

3 Admission to the Main School

- 3.1 Seaton House School is single sex, admitting girls only.
- 3.2 The admission limit in each year group is 20 pupils.

Admission into Reception

- 3.3 In the September preceding their **fourth** birthday (i.e. 12 months prior to their starting date for Reception) 20 girls eligible and/or registered for admittance into the Main School will be offered a place in Reception according to the following priorities:

1st places will be offered to girls with older sisters who have been pupils at Seaton House School for more than 1 year prior to offers being made

2nd places will be offered to girls currently attending Seaton House Nursery and in the event of more than 20 girls currently attending Upper Nursery, the length of time as a

pupil will be taken into account

3rd remaining places will be offered in order of registration date at the discretion of the Headmistress.

In the event of more than 20 girls being eligible and current pupils, the parents of those not offered a place will be notified that their daughter's name will remain on our Waiting List.

3.4 Offers of places in Reception must be accepted by **30 September. This date will be strictly adhered to.**

3.5 Upon acceptance of the offered place, parents will be required to:

- a) Sign a **Contract of Acceptance**, indicating their commitment to Seaton House School **(or additional Contract if transferring from UN)**
- b) Return to the school **Deposit of £1,000**. This sum will be deducted from the final term's fees in Year Six. **(If transferring from UN the additional £500 deposit will be required).**

The Contract of Acceptance and Deposit must be received by **31 October**. If these have not been received by that date, the place will be offered to a child whose name is next on the Waiting List.

Please note that, should a pupil be withdrawn prior to completing Year Six, the full deposit will be forfeit.

Admission into Year Groups above Reception

3.6 Applications for pupils to transfer to the School after Reception will be considered according to the criteria given in paragraphs 3.1 and 3.2 above. When considering any such applications, account will be taken of the composition of working groups within the year group so as not to disadvantage our existing pupils. It is expected that prospective pupils will attend Seaton House for a full day, during which time the child's current ability in Mathematics and English (and verbal reasoning in Form V & VI) will be assessed. Parents seeking admission for their daughter into Key Stage Two (Year Three and above) will be asked to provide evidence of their Key Stage One test results, if these were taken at the end of Year 2.

3.7 Parents of successful applicants will be offered a place for their daughter to transfer to Seaton House as soon as is practicable.

3.8 Any offer is dependent upon:

- i) Parents signing of a Contract of Acceptance, indicating their commitment to Seaton House School.
- ii) Receipt of a Deposit of £1,000. This sum will be deducted from the final term's fees in Year Six. Should a pupil leave Seaton House before the end of Year Six, this fee will be forfeit.
- iii) Confirmation that any outstanding fees/costs owed to the pupil's current school have been settled in full.

Daughters of School Employees

3.9 Should employees of the school wish their daughter(s) to attend Seaton House School, their application will have to comply with all the conditions outlined above.

4. 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.

- 4.1 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.
- 4.2 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.
- 4.3 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.
- 4.4 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. We will discuss thoroughly with parents and their medical advisors the adjustments that can reasonably be made for the child if they become a pupil at the school.

Prospective parents are asked to provide proof of their home address, together with the original birth certificate of their daughter. If they have a passport, they should bring this in to school so a copy can be made for their daughter's file, all personal and sensitive information is kept in a locked cabinet in the main office.

At any time after starting Main School, a full term's notice in writing is required on or before the first day of term, for the withdrawal of a pupil from School and also for the discontinuance of any subject. In default, a full term's fees are payable.

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