



'ALIS VOLAT PROPRIIS'

SEATON HOUSE SCHOOL

Policy for Admissions

Date Reviewed: September 2019
Next Review Date: Autumn 2021
Reviewed by: Head, SLT & Governors

Admissions Policy

1. Registration

- 1.1 Prospective parents are asked to submit a completed **Registration Form** and a **non-refundable Registration Fee of £55.00** 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 Nursery, following a successful taster day and provided they are confident using the toilet (usually from the age of two and a half). During their first term, it is recommended that pupils attend either morning sessions or school days. Parents may then opt to add wraparound care provided Nursery staff are satisfied that their child is ready for this.
- 2.3 In the term before Reception, it would be expected that all children attend for at least four full school days 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, prospective pupils from Lower Nursery to Form VI will be invited in for an assessment. If the assessment is satisfactory, parents will be formally offered a place at Seaton House School and will be required to:
 - a) Sign a **Contract of Acceptance**, indicating their commitment to Seaton House School.
 - b) Return to the School a **deposit of £500.00**. 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 (ie: 12 months prior to their starting date for Reception) 20 girls eligible and/or registered for admittance into the Main School and will be offered a place in Reception according to the following priorities:
- ❖ In the first instance, 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.
 - ❖ Secondly, places will be offered to girls currently attending Seaton House Nursery and in the event of there being more than 20 girls, the length of time as a pupil will be taken into account.
 - ❖ Thirdly, any remaining places will be offered in order of registration date, after a successful taster day, and at the discretion of the Headteacher.
 - ❖ 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 **30th September. This date will be strictly adhered to.**
- 3.5 Upon acceptance of the offered place, parents will be required to:
- Sign a **Contract of Acceptance**, indicating their commitment to Seaton House School.
 - Pay a **deposit of £1,000** to the School. This will be refunded at the end of Form VI, minus any fees outstanding. **(If transferring from our Nursery, a £500 deposit will be required).**

The **Contract of Acceptance** and **Deposit** must be received by **31st 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 Form VI, the full deposit will be forfeited.

Admission into Year Groups above Reception

- 3.6 Admissions for pupils to transfer to the School after Reception will be considered according to the criteria in 3.1 and 3.2. 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 the child's current ability in Mathematics and English will be assessed. Parents seeking admission for their daughter into Key Stage Two (Form III and above) will be asked to provide evidence of their Key Stage One test results, if these were taken at the end of Form II.
- 3.7 Parents of successful applicants will be offered a place for their daughter to transfer to Seaton House School as soon as is practicable.
- 3.8 Any offer is dependent upon:
- i) Parents signing a **Contract of Acceptance**, indicating their commitment to Seaton House School
 - ii) Receipt of a **deposit of £1,000**. This sum will be refunded at the end of Form VI, minus any fees outstanding. Should a pupil leave before the end of Form VI, this fee will be forfeited.

Daughters of School Employees

- 3.9 Should employees of the School wish for 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 any 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 at the time.

- 4.3 The School makes provision for children with special educational needs or disabilities, on a case by case basis. Parents are invited to meet with the Headteacher and SENCO to discuss their child's specific needs, so that the School can ensure that it will be able to properly meet their needs and ensure that it would be the right environment in order for the child to thrive.

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 into School so a copy can be made for their daughter's file, all personal and sensitive information is kept securely.

At any time after starting the Nursery or the 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. In default, a full term's fees are payable.

In accordance with the 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 School.

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 September 2019.

Judith Evans
Chair of Governors

Ruth Darvill
Headteacher