

# Dudley House School

## Admissions Policy

### 1 Introduction

- 1.1 Dudley House School is an independent school maintained by the Seventh-day Adventist Church to serve the whole community. It provides a Christian education for children between the ages of 3 and 11.
- 1.2 Our governing body is responsible for all decisions about admissions and applies the regulations on admissions fairly and equally to all those who wish to attend this school.

### 2 Aims

- 2.1 As a caring Christian school we do the very best for every child who attends.
- 2.2 We provide high quality education in a safe nurturing environment guided by Christian values, where pupils are encouraged individually to achieve their full potential.
- We **inspire** and **nurture** each child in a rich Christian environment, where they **discover** and develop a love of learning and values that impact on a changing and diverse community.
- 2.3 We are an inclusive school, welcoming children from all backgrounds and abilities, providing we can meet their needs.
- 2.4 All applications will be treated on merit, and in a sensitive manner.

### 3 How parents can apply for their child to be admitted to our school

- 3.1 At Dudley House School we are happy to welcome new pupils at any time throughout the year, providing we have sufficient places for them.
- 3.2 Parents should apply directly to the school for a place by completing the Dudley House School Application Form. This is included with the school's prospectus, can be found on the school website, or can be requested from the school office. Completed application forms should be returned directly to the school as soon as possible. On receiving the completed application form the school will consider the request and confirm in writing whether a place has been offered.
- 3.3 Just before your child starts at Dudley House a £500 security deposit will be requested (except for those who are only accessing their free Early Years Entitlement). The deposit must be paid prior to each child starting school, or your child's admission may be delayed.
- 3.4 When a child leaves Dudley House the deposit, with accumulated interest, will be returned to parents providing all outstanding invoices are paid and 6 weeks written term time notice has been given. In the absence of this the deposit will be forfeited.

### Nursery Applications

- 3.5 Children starting school for the first time usually enter the school's nursery in the September following the child's third birthday and can attend on a full-time or part-time basis. These children however may join at any time during the year. (If parents wish to delay entry to the school, a place will be allocated at a later date if spaces are available.)  
The school will consider requests for three-year-old children to start earlier in the nursery if places are available.
- 3.6 In the term before a nursery child is registered to start at the school, parents will be contacted with confirmation of a child's place and to arrange dates when the child will be welcome to join the class for familiarisation sessions.
- 3.7 Parents will receive an information pack and be asked to sign an Early Years Contract to agree which sessions they wish their child to attend each term.

## **4 Admission criteria**

- 4.1 Places will be allocated to children wishing to attend the school using the following criteria in the order given:
1. Children who are regular attendees of the Seventh-day Adventist Church.
  2. Children who have a sibling in the school or have siblings who attended the school.
  3. Children who intend to continue through the school after their nursery year.
  4. Children who do not meet the above criteria but are on the waiting list.

## **5 Admission appeals**

- 5.1 If parents wish to appeal against a decision to refuse entry, they can do so by applying to the school's governing body. Their decision will be final.

## **6 The number of pupils**

- 6.1 We can accommodate 80 pupils in our school. We keep this number under review, and the governors may change the number if circumstances change.

## **7 Sizes of classes**

- 7.1 **We** teach children in classes that have a maximum of 20 pupils. These are usually made up of 10 children per year group.

## **8 Monitoring and review**

- 8.1 This policy will be monitored by the governing body and reviewed every three years, or earlier in the light of any changed circumstances, either in our school or in the local area.

**Signed:**

**Date:** February 2017