



CHINTHURST SCHOOL

## **ADMISSIONS POLICY**

Including EYFS

<b>UPDATED</b>	<b>REVIEW DATE</b>
1 <sup>st</sup> December 2017	1 <sup>st</sup> December 2019
Name of staff member responsible for document Cathy Trundle	

**Admissions Policy**

*This is a copy of the policy published on the school website.*

### **Admissions criteria**

Chinthurst School is a non-selective school, and therefore entry is based upon the appropriateness of the school for the child, by agreement between the school and parents or carers. The school must also feel reasonably sure that it will be able to educate and develop the prospective pupil to the best of his or her potential and in line with the general standards achieved by the pupil's peers. Therefore, if a pupil has special educational needs, (SEN), which the school feel could not be appropriately catered for, admission may be refused. After registration pupils are invited in to spend a morning/day ('taster day') in their current year group. During the course of the taster a member of the teaching staff will work through an age appropriate assessment or equivalent class work to ensure the prospective pupil will cope with the programme of study. Classroom observations of behaviour and social interaction are also noted. Again, admission may be refused if, in the Headteacher's opinion, the school is not suitable for the child's needs.

The school's criteria for admissions are: a) that the school is able to meet the needs of a prospective pupil without impairing the education of other pupils; b) that there are sufficient vacancies in the appropriate year-group.

### **Waiting List**

Where demand exceeds places, the school will hold waiting lists. Priority may be given to where the child already has sibling(s) at Chinthurst, along with the date of registration and any other factor that the Headteacher feels appropriate to each case.

### **Age of entry**

Pupils can be admitted to the school at any age, providing there are vacancies and the school is suitable for the child.

### **Registration**

Parents may register a child at any time. There is a Registration Fee (non-returnable) of £100 which should be sent with the completed registration form. Acceptance of this fee does not guarantee the offer of a place. Deposits of £400 are requested a year prior to the child entering the school.

### **IAPS and References**

Where pupils who are currently at another school within the IAPS association are to be offered a place, in most instances and when practically possible to do so, the Headteacher will contact the Head of the other school to notify them before a formal offer is made, this is in accordance with the IAPS association code of conduct. In addition to this a written report/reference will be sought. It is therefore important that parents inform their child's current school that they have lodged an application with us.

### **Disability and Special Needs**

The school is open to applications from any prospective pupil with a physical and/or mental impairment. The school's policy is to apply the criteria stated above to all pupils and potential pupils regardless of any disability\* of which it is aware, and not to put any disabled pupil or potential pupil at a substantial disadvantage compared to any pupil who is not impacted by a disability. All applications will be judged fairly, and the school will consider any reasonable adjustments that may need to be made to cater for the child's disabilities. When applying for a place, parents are asked to complete the section of the registration for setting out the nature and extent of any disability. In cases of doubt, parents should consult the school well in advance of any application.

A full and detailed Special Educational Needs/Learning Difficulties and Disability Policy is available from the Admissions Secretary.

*\* For the purposes of this document, disability includes any pupil or prospective pupil whose mobility, hearing, sight or other physical functions are impaired, or who exhibits other special educational needs, such as dyslexia or dyspraxia, or significant behavioural or emotional problems.*

### **Entrance deposit**

On accepting a place at Chinthurst, an entrance deposit £400 will be required this will be retained until the end of the child's final term at the school. The deposit once paid is not refundable should the parents withdraw the pupil before admission. **In the event of a withdrawal less than one term before admission, a full term's fees will be payable in lieu.**

### **Reception Place Deposit**

An additional Reception Place Deposit will be payable a year before the pupil moves up to the Reception year, or a year before the pupil joins the reception year directly. The Reception Place Deposit is refunded in full against the first terms Reception year fees. Should the pupil for whatever reason not take up their place into Reception Year the reception Place Deposit is not refundable.

### **Terms and Conditions**

All offers of places are made subject to the school's Terms and Conditions, which will be made available to all new families or which can be obtained in advance from the Admissions Secretary. The Terms and Conditions are available on the school website. Pupils are admitted to the school at the discretion of the Headteacher, whose decision will be final.

### **Reigate Grammar School Transfer**

Chinthurst is proud of its record of performance and progress tracking and therefore the accuracy with which we are able to predict success in the entrance exams to Reigate Grammar School. In short we are able to predict, with a high degree of accuracy, those pupils who will cope with the depth and pace of study at the senior school and those who are likely to struggle.

It has always been a priority to make sure that children leaving Chinthurst go to the **right** school and are never 'shoe horned' into a school where they may struggle or feel out of place.

Therefore, we recommend pupils for places at Reigate Grammar School in Year 5 based on their on-going aptitude and tracked academic performance. These pupils do not need to sit the RGS entrance examinations.

Any children who do not receive this early recommendation will still be permitted to sit the entrance exam to RGS. However, such children will be those for whom we will already have been recommending other senior schools that we believe will suit the child better, both academically and socially.

### **Assisted Places and other means-tested fee reductions**

Reigate Grammar School Assisted Places are intended to enable gifted children to attend the school even if their parents cannot afford the full school fees. Please contact the RGS Bursar for further information.

### **Sibling discounts**

A discount of 10% of the full fees is provided for each second child and subsequent children, educated simultaneously at the school.