

Castle House Preparatory School

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A1 Admission Policy

Actions	Date / details	By whom
Date originally published	March 2019	IS
Adopted by Governors	March 2019	Governors
Amendments	Aug 2021 – Checked / Updated (fees & General references)	IS
Adopted by Governors	Aug 2021	Governors
Review Date	Aug 2022 or before as required	

Please also refer to policy A4: Promoting Good Behaviour including Rewards and Sanctions.

Castle House School is non-selective independent day school for children aged 2-11 years. Through its non-selective approach to admission, the Governing Body aims to make the benefits of a Castle House education available to as wide a sector of the community as possible.

Pupils **with Special Educational Needs and Disabilities (SEND) are admitted provided that the school considers it can make satisfactory provision for them. In accordance with the Equality Act 2010 and with the definition of Special Educational Needs in the Education Act 1996 (which includes pupils with significantly greater difficulty in learning than the majority of children of his/her age, or a disability which means that a pupil cannot make full use of the general educational facilities provided for pupils of their age) but recognising** that not all pupils are disabled by their SEN and vice versa,

- We will not treat disabled pupils less favourably; and
- We will take reasonable steps to avoid putting disabled pupils at a substantial disadvantage (the 'reasonable adjustment' duty) in matters of admission and education.

The duty to make 'reasonable adjustments' does not include a duty to change physical features. From 1 September 2012 it does include a duty to provide auxiliary aids and services: 'where a disabled person would, but for the provision of the auxiliary aid, be put at a substantial disadvantage in relation to a relevant matter in comparison with persons who are not disabled, the school has a duty to take such steps as it is reasonable to have to take to provide the auxiliary aid'. There are no generic answers as to what is a reasonable adjustment. The duty is always child specific and context specific. The school will take such reasonable steps.

It is imperative that any completed or imminent diagnosis/assessment of either need or outstanding ability in any area, is shared with the Headteacher at the application stage.

Parents who express concern about their ability to meet the school's fees, either for a short or longer term period of time are offered the opportunity to apply for a Bursary. A panel of governors meets termly to determine the award of Bursaries. Should parents challenge the decision of this panel, they are invited to refer their Bursary Application to an independent awards body on whose recommendation the governors will act.

Prospective parents are sent a copy of the school's prospectus which includes a clear statement of the school's aims, objectives and ethos together with an outline of its expectations of pupils and parents. Parents are invited to tour the school with their child/children and to meet with the Headteacher.

If, having studied the prospectus, visited the school and met the Headteacher, prospective parents decide that they wish to progress an application, the school arranges for the prospective pupil/s to attend one or more taster days when they are invited to join their new class.

Subject to a satisfactory outcome for all parties, parents are then able to complete the registration form and pay a registration deposit which is non-refundable, unless a place cannot be offered at the appropriate time. The Headteacher will already have received feedback from staff following the prospective pupil's taster days. If there are any concerns about the school's ability to meet the prospective pupil's needs the Headteacher

will ask for another meeting with parents following which s/he will meet with the child for an informal interview. The Headteacher may decline to offer a place at the school if, in his/her opinion, the child would not benefit from a Castle House education, or if the child's attendance would be prejudicial to the life of the school community, its culture and ethos.

Receipt of a Registration form will normally lead to the Headteacher making the formal offer of a place at the school. At this point, parents will be asked to return an Acceptance Form, together with a non-refundable deposit. As soon as this has been received, the child's admission to the school is guaranteed.

Admission to the school's nursery, Castle House School Nursery, will normally lead to the child progressing into the main school, unless nursery staff indicate that the child will not benefit from the Castle House environment or that their admission would be prejudicial to their peer group.

It is our policy to require good behaviour at all times and we expect pupils to exercise self-discipline and restraint. The school reserves the right to impose sanctions which for serious breaches of discipline may extend to temporary or permanent exclusion at the Head's discretion (see Terms and Conditions number 5). The school has detailed policies to promote good behaviour and kindness amongst pupils (which includes the sanctions for misbehaviour), to prevent bullying, to provide for the health, safety and welfare of pupils, to provide for health and safety on education visits and to protect children. These are located on the school's website and in the staff handbook and may be consulted by parents at any time. See also the Statement of Our Expectations of Pupils and Parents.

On admission to Castle House all parents will be asked to complete a pro forma giving permission for their child/ren to participate in school visits. Parents will be notified in advance of all school visits (see admissions pack)

IMPORTANT POLICIES INCLUDED ON OUR SCHOOL WEBSITE INCLUDE:

Safeguarding including ESafety (A6) Provision for Pupils with Special Educational Needs (A2) Gifted and Talented Policy (A2ii) Inclusion Policy(A2ii) the Curriculum, Teaching and Learning(A3), the Promotion of Good Behaviour (See A4 and A5), Anti-Bullying, Policy (A8), Health and Safety (A9, A10, A11, A8 and A12) and Complaints Procedure (see A14)

THE SCHOOL'S MISSION STATEMENT, AIMS AND VALUES

A Castle House Education strives to help children understand their own unique talents and motivate their passions through a creative, comprehensive and challenging curriculum. This is delivered in a nurturing and stimulating environment to enable children to start their journey to becoming inspired, compassionate and fulfilled citizens

Our Aims

- To provide an innovative and extensive curriculum that fosters a love of learning and provides a sense of fulfilment and joy.
- To incorporate a wide range of experiential and hands on learning opportunities for children both inside and outside the classroom.
- To inspire children to be adventurous, passionate, brave and committed towards their learning and projects
- To help children develop a sense of identity and understanding of their own unique self
- To develop skills of compassion, communication and collaboration in order to become happy and active citizens
- To encourage warm, loving and Christian values centred in the core Castle House belief that 'Kindness Counts'
- To develop exceptionally strong and positive relationships with parents, extended family and the wider community in order to establish a strong family atmosphere, a 'home away from home'.

THE CASTLE HOUSE WAY – OUR VALUES

- Treat other people as you would be treated
- Forgive
- Listen to each other

OUR EXPECTATIONS OF PUPILS AND PARENTS

Castle House School is proud of the behaviour of its pupils and this is frequently commented upon in a favourable way by visitors to the school and by the general public when the children are out on school trips. The children are excellent ambassadors for the school and it is our intention that they should remain so.

We do not have a formal Home/School contract, but we would like to draw to your attention some of our expectations.

- ❑ Courtesy and good manners are expected from all the children and encompassed within these are respect for adults, for each other and for their environment. An emphasis is put on kindness and caring for each other.
- ❑ Children are expected to be sporting and encouraging to others at all times, including members of other teams.
- ❑ Children should at all times be properly dressed in the correct school uniform, available from the School Uniform Shop. Parents of children wearing non-standard items of uniform will be contacted and asked to rectify the matter.
- ❑ Children need to bring the correct equipment and books to school for each lesson.
- ❑ We set homework and expect it to be presented on time. If difficulty has been experienced, a note to, or a word with, the appropriate teacher to explain the situation helps to avoid any misunderstandings.
- ❑ We do not allow sweets to be eaten on the school premises, but children are allowed to bring a piece of fresh or dried fruit to eat at break.
- ❑ We expect and encourage parents to be supportive both of their children and of the school and its ethos.
- ❑ If parents or their children have a problem with something at school, we expect you to tell us about it as soon as possible, so that we can deal with it. The first point of contact is the child's own form teacher.
- ❑ Car parking can be a problem at the school. Please respect other parents and do not block the driveway. Staff and parents also have other children to collect, or appointments to attend and need to be able to get out. If you have to come in to school, we ask you to park at the side of the drive or in a neighbouring road or car park.

FEES PER TERM

From September 2021

MAIN SCHOOL FEES – PER TERM (There are currently three terms in our academic year)

Kindergarten	£2650
Key Stage 1 (Years 1 & 2)	£2860
Key Stage 2 (Years 3, 4, 5 and 6)	£3125
Sibling Discount	10% 2 nd child 15% 3 rd and any subsequent child

Individual music lessons with the peripatetic musical instrument teachers are payable extras. The charges for these will be itemised as an extra item on the school fees bill and payable in advance with the fees. A half-term's notice of intention to stop lessons is required.

There are no other extras charged on the bill, but from time to time we do ask for small sums to cover the costs of outings, theatre visits, special activities, e.g. skiing (seniors only), etc.

After-school clubs, with the exception of those provided by outside agencies are included in the fees, as is after school care (Prep-and-Play) up to 5.00 pm, after which a small charge will be made for pick-ups between 5.00 pm and 6.00 pm.

In the event of the withdrawal of a child, notice in writing of one full term, in the absence of which the full fees for the following term must be paid (payment in lieu of notice), is required. Families in receipt of a Bursary Award will be liable for the **full** amount (100%) of school fees applicable at the time of withdrawal of their child if a full term's notice has not been given in writing by the due date for such notice. Notice can be given at any time prior to the start date of the term to which the notice relates. The School reserves the right at their absolute discretion to charge and recover the full fees payable. There is no reduction or remission of fees for absence through illness or any other cause, but an insurance fee remission scheme is obtainable from some specialist education brokers. Notice of half a term of intention to cease peripatetic music lessons is also required.

A Registration Fee of £50 per child is payable with the form and is refundable only if a place is not offered by the School. A place at the school is secured only when the school offers a place and this is accepted by the Parent or Guardian, which shall be indicated by the payment of a deposit of £200. This deposit becomes refundable on request up to twelve months after the child has left the school less any deductions for payments outstanding.

The fees must be paid before the first day of term. The School reserves the right to make an administrative charge of 2% per month for any monies, fees or other charges, outstanding.

EMPLOYERS' CHILDCARE VOUCHER SCHEME

We are pleased to accept payment for Holiday Care and Nursery in the form of childcare vouchers issued by an employer provided that the payment of the voucher value is made by BACS transfer. A proportion of school fees which represents After-School Clubs and PPP can also be covered by Childcare Vouchers. If you require more information about this scheme please enquire at the school office.

BURSARIES

There is a scheme of means-tested bursaries to assist with fees at Castle House School for those who could not otherwise afford them. Applicants will be asked to complete a confidential statement of their financial situation supported by detailed evidence. An Awards Committee will assess each application on its merits and may offer a bursary. Bursaries awarded will be on a sliding scale according to household income. Should parents disagree with the decision of the Awards

Committee they are free to refer their application to an External Independent Awards Panel on whose recommendation Governors will act. A parental contribution will be required from all recipients, together with payment of the normal other extra items such as school trips, uniform, fees in lieu in full etc. The school retains full discretion over admissions.

Castle House School

The School Day

Children attending early Morning care should arrive at school between 8am and 8.20am at the latest when activities stop and they prepare to join their class teacher in the playground at 8.25am. Children in Kindergarten and Years 1 to 6 should arrive at school by 8.25am when they are collected from the playground by their class teachers. Morning play is between 10.25am and 10.45am and lunchtime 12.15pm and 1.05pm

All children not attending an after-school club or Prep and Play should be collected from the playground at 3.50pm.

After-School Clubs

We offer a wide range of after-school clubs for children from Kindergarten upwards. These are optional and children are enrolled in these on a termly basis. Clubs finish at different times, mostly up to 4.45 pm, with some running until 6.00 pm, and these can be planned to fit in with our after-school care scheme, Prep and Play. A nominal charge is made for any clubs for which an external provider is employed. However, the majority of clubs are provided by Castle House Staff and are included in the school fee.

Wrap-Around Day care and Prep-and-Play 8.00 am to 6.00 pm

Children may arrive at school at 8.00 am. They will be supervised by suitably qualified staff until they are taken to the playground at 8.25am to meet their class teachers. There is no charge for this service.

We also operate an after-school care scheme for Kindergarten to year 6 – Prep and Play – to which parents can subscribe for a full term or use on an ad hoc basis. Again, this service is included in the school fees. A nominal charge is made for pick- ups after 5.00 pm. Qualified staff supervise the children during this period. Younger children participate in games and craft activities or watch TV and videos while older children are supervised to do their homework. Children are encouraged to bring in a healthy snack to eat at the beginning of the session.

TERMS AND CONDITIONS

1. A Registration Fee of £50 per child is payable with the form and is refundable only if a place is not offered by the School. A place at the school is secured only when the school offers a place and this is accepted by the Parent or Guardian, which shall be indicated by the payment of a deposit of £200. This deposit becomes refundable on request up to twelve months after the child (ren) leave the school less any deductions for payments outstanding.
2. The fees must be paid before the first day of term. The School reserves the right to make an administrative charge of 2% per month for any monies, fees or other charges, outstanding.
3. The school reserves the right to take appropriate action, including legal action, to recover any fees and interest that remain unpaid. In addition, the school will seek to recover any cost incurred in the process of pursuing unpaid fees, including but not limited to, legal costs, interest, court fees, and bailiff's charges.
4. In the event of the withdrawal of a child, notice in writing of one full term, in the absence of which the full fees for the following term must be paid (payment in lieu of notice), is required. Families in receipt of a Bursary Award will be liable for the **full** amount (100%) of school fees applicable at the time of withdrawal of their child if a full term's notice has not been given in writing by the due date for such notice. Notice can be given at any time prior to the start date of the term to which the notice relates. The School reserves the right at their absolute discretion to charge and recover the full fees payable. There is no reduction or remission of fees for absence through illness or any other cause, but an insurance fee remission scheme is obtainable from some specialist education brokers. Notice of half a term of intention to cease peripatetic music lessons is also required.
5. Acceptance of a place at the school implies that parents and child are willing to conform to the school's expectations with regard to good behaviour, attitudes, manners, consideration for others, complaints, participation, routine procedures, school uniform requirements and academic work. The school expects parents to be supportive of it and its staff.
6. The Headteacher reserves the right to require the immediate removal of any child in the school without notice if in his judgement it would be in the best interests of the school or the child to do so; and in such case no fees shall be refundable for any outstanding portion of the term.
7. It is the intention of the Governors to give a full term's notice of an increase in school fees but the right is reserved to impose a surcharge on the basic termly fees should it be necessary to do so.
8. The closure of the school during the term due to illness, epidemic or other circumstances beyond the control of the school shall not give rise to any liability for reimbursing of fees paid for the particular term.
9. Provision is made for children to have a good midday meal as far as possible from additive-free foods. Vegetarian meals can be provided. A charge is made termly for meals, billed with the fees and payable in advance. There is no refund for meals missed.
10. Parents are required to adhere to the school's code on medicines at school. The school cannot accept any liability for the non-administration of a medicine and reserves the right to refuse to administer any medicine or drug. A number of teaching and support staff are fully trained in First Aid.
11. The school insures against fire and burglary, but parents are advised to insure children's personal belongings and take out personal accident cover if they require it.
12. The financial affairs of the school are managed by the General Manager and Business Manager, under the direction of the Governors.
13. Parents' Liaison Association – there is an active Parents' Liaison Association which meets regularly and raises funds for amenities and organises social functions for parents. All parents are automatically members and entitled to vote annually and stand for election for its Committee. There is a termly subscription charge of £5 per child to a maximum of £10 per family which is invoiced with the termly fees.
14. The Governors and the Headteacher retain absolute discretion in the running of the school's affairs and reserve the right to amend any of these Terms and Conditions with immediate effect if in their opinion to do so is appropriate and necessary.