



GENERAL POLICIES

1.2 ADMISSIONS AND CHILDREN'S RECORDS POLICY AND PROCEDURE

(For more detail see WBS Policies concerning Increasing Accessibility)

1. Prior to the child's attendance at the school the parents or carers must complete and sign the:

- Application Form
- Acceptance of place Form
- Parent-School Contract Standard Terms and Conditions.

2. These provide school with the following vital information:

- Name, home address and date of birth of each child
- Starting date
- Name, address and telephone numbers of parents or guardians
- Emergency telephone numbers of parents or guardians
- Special Diets
- Name, address and telephone number of the child's doctor
- Illness and inoculation details
- Details of any allergies
- Parental consent on emergency procedures

They also inform the parents of the basic standards of behaviour and the attitude towards teaching and learning that the school expects and demands.

3. Parents or guardians will also be asked to provide the school with any further information which they feel will enable us to take that best possible care of their children.

4. The admissions procedure for the School is as follows:

- On receiving a contact from a person considering placing a child here, record the enquirer's and child's names, child's gender and age, address, telephone numbers, other contact information and proposed date of entry. Arrange a time to visit and/or send out a prospectus pack and other information they request.
- On visiting the School, the visiting adults, possibly but not necessarily accompanied by the child, should be taken around the school and be given comprehensive information. Key personnel should speak to them.
- At this time if the registration form has not been completed and the parents wish the child to be considered for a place it must be completed at the end of the visit or as soon as possible afterwards.
- Reports from previous schools, educational psychologists or other relevant experts are to be requested if appropriate at the parents/guardians give consent.
- The child will be invited to spend a day (or days) in school to undergo teacher assessment. The results will be discussed with the Head Teacher and other relevant staff before a decision is made about offering a place.





Rose Hill Westonbirt

SCHOOL

- Before the decision to admit a child is confirmed by the School the parents/guardians are required to complete the “Acceptance Form” and sign the “Parent-School Contract – Standard Terms and Conditions,” and provide a deposit of £500. (£250 for part-time Nursery pupils).
- When a child has enrolled, the parents/guardians names should be added to the list to receive information on the school and invitation to events, along with parents already enrolled.
- Those to undertake base-line assessments are to be informed so that these can be done.
- A place will be offered based on availability and in accordance with the *Code of Practice for Schools, Disability Discrimination Act 1995 Part 4*. (as amended by the Special Educational Needs and Disability Act 2001)

Signed.....

Date.....

To be reviewed by

