



Admissions Policy

Reviewer: Karen Papirnik (Principal)

Review date: 20th February 2017

Operational from: September 2017 to August 2018

Next review date: September 2018

Principal's Signature: 

'School' refers to Jack & Jill School, including the Pre-prep and Clarence House Preparatory School (CHPS); 'parents' refers to parents, guardians and carers.

This policy is available on the School MIS (School Kompanion); hard copies will be provided on request).



JACK AND JILL SCHOOL ADMISSIONS POLICY

Applies to:

This policy applies to the whole school from the Early Years Foundation Stage (EYFS) through to the end of the preparatory phase at Clarence House Preparatory School.

Related Documents:

- Education (Independent School Standards) Regulations 2014
- Equality Act 2010
- Special Educational Needs and Disability Act (SENDA)
- Disability Discrimination Act 1995

- Equality and Diversity Policy
- Attendance Policy
- Inclusion Policy
- Early Education Funding (EEF) Policy
- Registration Form
- Acceptance Form
- Parent-School Contract – Standard Terms & Conditions

Available from:

- School Office, website by request and School MIS (KSM)

Monitoring and Review:

- This policy is continuously monitored and reviewed by no later than two years from the date shown below.
- It is the responsibility of the Principal to ensure that the procedures listed within it are applied accurately and fairly.
- Should any parent, prospective or current, feel that the contents of this policy have failed to be applied, they should write with details of their complaint to the Principal. She will consider the issues listed and reply to the complaint with a week with measures to rectify the situation, if appropriate. Should this fail to sort the matter, the procedures listed in the School's complaints should be followed.

Jack & Jill School Admission Policy

Introduction

Jack & Jill is an independent school with three sectors that from Sept 2017 will be based on three sites. The main points of entry are to the mixed Nursery (2+), single sex girls Reception classes (4+) and girls Preparatory at Year 3 (7+). However the school considers pupils at any stage between for occasional entry. The main points of exit are at the end of Nursery, Year 2 and Year 6.

Joining the School

- Entry to the Nursery classes and to Reception is non selective with places allocated according to vacancy. Once a girl has joined the school she has a guaranteed place through to the end of Year 6.

- Entry into Years 1 & 2 is selective, based upon an informal assessment carried out within a taster morning. Prospective pupils are invited to attend a morning in the class they may be joining to take part in focussed activities, where suitability can be established. This also gives the child the opportunity to experience school life at Jack and Jill.

- Entry to Clarence House Preparatory School is selective, based on performance in an entrance assessment. Prospective pupils will either be invited to the main Assessment Morning in December of the year prior to entry or another suitable time thereafter.
 - The assessment will normally include tasks in Mathematics, English Comprehension & Reading, together with a STEM team building activity.
 - The aim of the assessment is to give the School a rounded view of the child's academic skills, social and emotional development and potential to flourish at Clarence House and on the basis of performance places will be offered to successful candidates
 - A standard pupil reference will be requested from the child's current school, parents' permission is sought before this request is made.
 - Candidates may also sit for entry to Clarence House at any point later in the School year. Candidates will be required to sit the Entrance assessment papers and parents invited to a meeting with the Head of Clarence House and the Principal/Deputy Principal

Admissions and Special Education Needs and Disability

Jack and Jill is an inclusive School that welcomes children from all backgrounds & abilities. We are firmly committed to giving every child the best possible start in life and irrespective of their special educational needs or disability we consider all children for admission to the School with the ability and aptitude to access Jack and Jill's academic curriculum.

Parents must disclose any known or suspected circumstances related to their child's health, development, allergies, disabilities or learning difficulties ideally before applying to the school or during the admission process. Based on such disclosure the school will discuss whether and how far it can meet these needs and in certain circumstances may need to withdraw the offer of a place. Where a child's special needs and/or disability is identified or develops after entry, the

School will make every endeavour to support the child. This assumes that we have the appropriate resources and facilities to provide the support required, that it is in the best interests of the child and school community for him/her to continue at Jack and Jill.

Jack and Jill welcomes applications from children with disabilities and will do all that is reasonable to ensure the right environment for both their academic and pastoral development. In the case of candidates holding an Education Health care plan who take up a place at Jack and Jill, the school will meet the provisions of the plan.

Admissions and English as an Additional Language (EAL)

Jack and Jill school makes provision for children who speak English as an additional language in any assessment procedure for entry to the School from Year 1 and beyond. Applications to the Nursery and Reception classes are non- selective and support will be given to any child learning English as a new language or becoming proficient as a speaker of more than one language. This support will also be given to those who are offered and take up a place following the assessment process.

Fees

School fees are reviewed and set for each September and advised one term in advance of any increase to parents of children attending the school as well as to prospective parents. Fees are payable by the first day of each term, and a term's written or email notice, to be received by the first day of term and subsequently acknowledged, is required for the withdrawal of any child from the school. Failing such notice the term's fees become payable in lieu, less any deposit held by the School

Early Education Funding (EEF)

The Early Education Funding for a maximum of 15 hours weekly for 38 weeks (2016-2017) per annum applies to all eligible 3 and 4 year olds. This will be worth £4.70 per hour from April 2017, meaning a maximum per week of £70.50 or approximately £775 per term (depending on the length of term). More information is available at: [www.richmond.gov.uk/fr/home/education and learning/early years education and childcare.htm](http://www.richmond.gov.uk/fr/home/education%20and%20learning/early%20years%20education%20and%20childcare.htm). Parents must complete and return an EEF claim form available in PDF format from KSM each term for which the funding applies. Further information is available in the School's Early Education Funding (EEF) Policy

Admissions Process

Parents who wish their child to attend any sector of Jack & Jill School should:

- Contact the Registrar on 0208 898 7310 for a prospectus and to arrange an appointment to view the school
- Download a registration form from the website. It is strongly recommended that parents make an appointment to view the School in operation prior to registering, although applications are accepted in advance of the visit or without this being arranged.
- The registration form should be signed by the person/s with parental responsibility for the child for whom the application is being made. The appropriately signed form should be sent (by post or emailing a scanned copy) together with a copy of the child's birth certificate and the appropriate, non- refundable registration fee to the Registrar.

Upon receipt of the form, copy of birth certificate and fee, an acknowledgement will be sent together with either

- An offer of a guaranteed place for the nominated date of entry if places are available (Nursery and Reception)
- An invitation to spend a taster morning at School (Year 1 and 2)
- An invitation to attend an Entrance Assessment (Year 3 - 6)
- Confirmation of a place on the waiting list if all places have been allocated.

Terms and Conditions and Deposits

The offer for a guaranteed place will be accompanied by a copy of the Terms and Conditions of entry to the School and a request for a non-refundable deposit. This deposit varies according to the sector of the school for which the application is made and will be credited to the final term's fees at whatever point notice of intention to leave is given.

The appropriate deposit should be sent or transferred to the School bank account, and the hard copy Acceptance Form signed by both parents or those with parental responsibility for the child, returned to the School. This will be acknowledged and a copy of the signed form detailing the Terms and Conditions, returned to the applicant.

Children eligible for the 3 and 4 year old EEF funding will be charged the relevant registration fee and a deposit, for hours in excess of funded delivery.

Parents/guardians will also be asked to provide the School with any further information they feel will enable us to take the best possible care of their child.

Waiting List

Should we be unable to make an offer of a place immediately, the child's name will be added to the waiting list and his/her parents contacted as soon as one becomes available.

The waiting list is maintained in strict date of application order. However when a place becomes available for entry to the Nursery classes, girls may be prioritised to enable them to move on to Reception in the friendship groups established in Nursery. Similarly we may give preference to a child who already has a sibling at the School.

In all cases, the child highest on the waiting list with a date of birth within the range of the group for which a vacancy has arisen, will be offered the place.

Should the nominated date of entry pass, parents will be contacted to ask whether they wish their child's name to remain on this list.

No deposit will be requested nor will there be any obligation on the part of either, the School to provide educational services, or the parents to enter into a contract with the school until a definite offer of a place can be made.

Required Documents

Prior to the child's joining the School, parents or guardians must complete and sign the:

- *Registration Form*
- *Acceptance Form*
- *New Starter forms, including, but not limited to,*
- *Emergency and Illness Information and any relating Care Plan(s),*
- *Privacy Statement,*
- *Short Excursions form and*
- *Authorised Collectors form.*

These provide the School with the following vital information:

- Name, home address and date of birth of each child
- Date of admission
- Name, address, telephone numbers and emails of parents/guardians
- Details of those with parental responsibility
- Emergency telephone numbers of parents or guardians
- Arrangements for collection
- Name, address and telephone number of the child's doctor
- Illness and inoculation details
- Details of any allergies
- Special Dietary requirements
- Parental consent for emergency procedures