

# Staines Preparatory School



## Admissions & Attendance Policy

**September 2023**

## Introduction

Staines Preparatory is a co-educational Independent Preparatory School which welcomes pupils of all faiths or none and, as such, admissions are based on date of registration. Our aim is for every child to develop to their potential socially, intellectually, emotionally and physically, regardless of racial or cultural origin, religion, physical or intellectual ability, gender or sexual orientation.

Sunflowers Nursery is the Nursery department of Staines Preparatory School. **All children who join our Sunflowers Nursery are expected to transfer through to our Main School. If a place is not taken up or your child does not progress from Sunflowers Nursery into Reception then the deposit is non-refundable.**

## Initial Enquiries

These should be made to the School's Admissions Officer who will answer preliminary questions and arrange for a prospectus pack and a *Registration Form* to be sent. The Admissions Officer will give details of any forthcoming Open Days and can arrange for a personal tour of the school.

## Registration

The main ages of entry are 3, 4, and 7 but places may be available at other ages. Pupils may be registered any time after birth.

## Entry into Sunflowers Nursery

Sunflowers Nursery accepts pupils from the age of 'rising three', i.e. children may be admitted in the term in which they have their third birthday based on the dates issued by the DFE given below:

Term	Dates
Autumn Term	1st September - 31st December
Spring Term	1st January - 31st March
Summer Term	1st April - 31st August

## Sunflowers Nursery timing sessions:

In order to maintain continuity pupils attending Sunflowers Nursery need to be able to attend a minimum number of sessions as follows: **Seedlings (N1)** 3 x sessions and **Petals (N2)** 5 x sessions. A session can be a morning (08:30 to 12:30 incl. lunch) or a full day (08:30 to 16:00). It is also recommended that pupils build up to full time in readiness for their transfer into Reception (subject to availability).

All pupils in the Reception Year and above are in full-time education.

The Year Group of entry is determined by reference to a child's age at 1st September.

A child's name is entered on the entry list for a given year group upon receipt of a completed *Registration Form* and payment of a non-returnable Registration Fee. When children transfer from Sunflowers Nursery into the main School they are eligible for an automatic placement.

## Funding for 3 and 4 year olds

All eligible pupils can claim the full 15 hours of funding at Staines Preparatory School. Compulsory hours/sessions at Staines Preparatory School are greater than 15 hours in duration and the additional hours must be paid for by the parent. The school's hourly rate does not match the hourly rate provided by Surrey County Council. Parents are advised that they should not commit to a place at Staines Preparatory School if they are unable to meet the fees without the +15 hours funding.

## Entry into Reception and Lower School (Years 1 & 2)

Children may join the Reception and Lower School at any time, provided there is a place available. Registered children of statutory school age up to age 7 will be informally assessed.

Following consultation with the parents, a decision will be taken as to the suitability of Staines Preparatory School as a school for the child. Children of statutory school age may enter at any point in the school year after a place is offered and the place has become available.

### **Entry into Upper School (Years 3 to 6)**

Children may join the Upper School at any time, provided there is a place available. Children in the Upper School are preparing for entrance exams to senior schools and it is therefore of utmost importance that new pupils are able to uphold the level of work being completed by the class as a whole. As an academically non-selective school this judgement is not made based on academic test results, but the Headmistress must be satisfied that each prospective pupil is suited to join the dynamics of the current year group. Therefore, the parameters for entry in Years 3 and above will differ each year. Registered children will be informally assessed. Following consultation with the parents, a decision will be taken as to the suitability of Staines Preparatory School as a school for the child.

The first step to securing a place at Staines Preparatory School is to register your child. A link to our online Registration form can be obtained from the Admissions Office and must be completed and submitted along with the registration fee (Non refundable).

It is essential to inform the school at the point of registration of the preferred entry date for the child. Where there is a place available, it will be provisionally allocated to the child pending the next stage of the admission process. Where there is not a place available, the child's name will be added to the waiting list.

If a child is registered far in advance of their entry date and the cohort has the potential to fill up before the desired entry date, the admissions team will keep in touch with parents regarding the availability. If a place has not become available by the preferred entry date, it is the parents' responsibility to inform the school if they wish to remain on the waiting list.

### **Offer and Acceptance of a Place**

As the School has a non-academically selective entrance policy, places will be offered following receipt of the *Registration Form*, and a visit to the School by parent and child. If this is more than two terms prior to entry the place will be offered conditional on a further visit by parent and child approximately six months prior to the child's entry date.

Pupils wishing to join SPS after the Reception Year will be assessed to ensure they are placed in an appropriate class upon entry. Children will be streamed into ability settings at the end of Year 4. It should be noted that in Years 5 - 6, where the children are streamed, places may not be available in all classes and therefore children will be placed in the most suitable class. Lessons are differentiated. Where necessary, the results of the assessments are discussed with parents. Any place offered will be subject to receiving a satisfactory school report and reference from the child's current school.

A returnable deposit is payable with the Acceptance Form. The acceptance of this deposit by the School guarantees that a place will be available subject to assessment. The deposit will only be returned at the end of Year 6 once the child has completed their education at Staines Preparatory School or earlier, on the condition a full term's notice has been received as per the school's Terms and Conditions. If a place is not taken up then the deposit is non-refundable.

The School will make a formal offer of a place in writing and simultaneously request payment of the deposit and submission of the signed Acceptance Form. If the aforementioned are not received before the school by the deadline given in the letter the place may be offered elsewhere.

The School's terms and conditions will be sent to the parents with the request for the deposit. Both parents are required to sign the Acceptance Form. If this is not possible, the school must be informed of the reason. The deposit is retained by Staines Preparatory School until the child leaves the school. Should the place ultimately be rejected, fees will not be returned. Any court orders, including adoption certificates, school reports, individual support plans and Educational Psychologist reports should be made available to the Admissions Office when paying the deposit. Failure to do so is in breach of contract. All paperwork must be returned by the deadline date stated in the offer

letter. Failure to do so may result in the offer being withdrawn. The school is not obligated to remind parents to submit paperwork.

### **Sibling Priority**

We offer sibling priority wherever possible, providing that all the usual admissions criteria and assessments have been met and the Headmistress is satisfied that the sibling is well suited to Staines Preparatory School.

### **Special Educational Needs and Disabilities**

We do not discriminate in any way regarding entry; however, parents must declare any medical or educational history that may be relevant and failure to do so will be in breach of contract. We welcome pupils with special educational needs, providing that our Learning Support Department can offer them the support that they require and that the Headmistress believes that Staines Preparatory School is the best environment for the child. This will be ascertained following the school's assessment procedures. If, at any time, it becomes apparent that the child's needs are greater than first thought, or beyond the capabilities of the school, or causing a detrimental effect on other children, the Headmistress reserves the right to ask the parent to find a more suitable school.

### **Fluency in English**

Most pupils are fluent English speakers, which enables them to cope with the academic and social demands of Staines Preparatory School. However, some assistance is given to pupils for whom English is not their first language. These children quickly establish an enjoyment for learning. This is equally apparent with children who join us from abroad and who may, on occasion, have a limited understanding of the English language.

### **Religious Beliefs**

We do not select for entry on the basis of religious belief and all religions are welcomed and celebrated.

### **In-year admissions**

Parents can apply for a place for their child at any time outside the normal admissions round. As is the case in the normal admissions round.

### **Appeals**

Parents or guardians who wish to appeal against a decision not to offer a place to an applicant may appeal to the Chair of Governors, whose decision is final. Appeals should be addressed directly to the Chair of Governors and should state the grounds for the appeal.

### **Class Sizes**

Our target class size is up to 20 for Reception to Year 3 and 20 in Years 4 – 6. These are not absolute maximums, and on occasion we may exceed these. In these cases appropriate staffing is in place (for example an LSA with the class in addition to the qualified teacher) to ensure the high quality of learning remains.

### **Waiting Lists**

Parents will be informed if the Year Group list is full and asked if they wish their child to be placed on a Waiting List.

Where a Waiting List operates, parents who wish their child to be included on the Waiting List must inform the School in writing. Any places that become available will be allocated according to the criteria listed below.

1. Children of staff
2. Siblings of current pupils
3. Children of former pupils or parents
4. Order of Registration

The Waiting List will be reviewed and revised:

- each time a child is added to, or removed from, the Waiting List
- when a child's changed circumstances will affect their priority

- At the end of each school year, when parents with a child on the waiting list will be contacted and asked if they wish to remain on the list for the following school academic year

### **Fees**

Fees are payable in advance and must be received by the first day of term. A full term's written notice addressed to the Headmistress must be given prior to the removal of a child from the School, otherwise a full term's fees in lieu of notice will be charged. For the avoidance of doubt, please refer to the terms and conditions for the deadlines for receipt of these notices. Our Methods of Payment are: cheque or online banking.

### **Bursaries**

Awards are available from Year 1 from the Burges Bursary Fund, to both existing and new parents joining to help those who would not otherwise be able to afford a Staines Preparatory education for their child(ren). Awards, which are currently available up to a maximum 50% of fees, may be paid during each year of the child's time at the School. They are reviewed annually to ensure eligibility.

Bursaries are means-tested and applications for Bursaries must be submitted by the first Friday in December, the year preceding entry (e.g. by 1st December 2019 for entry in September 2020). Decisions regarding Bursaries are made at the Spring Term Governors' Meeting in March and parents will be notified of the Governors' decision regarding their application shortly after the meeting. Parents may apply for Bursaries at other times, but should understand that all funds may have already been allocated. Further details regarding Bursaries are available from the Bursar and Bursary Policy.

### **Further Information**

Details of the Registration Fee and Deposit may be found in the Annual Information Booklet.

The admission of a pupil is conditional upon the *Terms and Conditions* found in the Annual Information Booklet and of any rules published separately from time to time. Whilst every effort is made to inform the parents about serious breaches of School Rules, it must also be accepted that the Headmistress has complete discretion in the imposition of sanctions, including exclusion or expulsion.

The new Reception class has introductory sessions on the first few days of term in September. Sunflowers Nursery practices a phased admission for new pupils at the start of any new term. This assists pupils to settle in to their new environment.

### **Admissions Officer**

Mrs Kavita Peters

### **Email**

[admissions@stainesprep.co.uk](mailto:admissions@stainesprep.co.uk)

### **Telephone**

01784 450909

### **Request a Prospectus**

Please click [here](#)

### **Admission Registers**

At Staines Preparatory School we use a computerised register software (iSams iSAMS) to record pupil admissions and attendance. A back up copy is made of both admissions and attendance registers, not less than once a month. These are retained for three years after the end of the school year.

For each pupil, the admission register must contain the following

- Name in full
- Sex (this should be the birth sex)
- The requirement to register a transgender pupil under their birth sex does not prevent the school from treating the pupil for all other purposes as the being of the gender with which the child identifies.
- Date of birth including day, month and year of birth
- Name and address of every person known to the school to be a parent of the pupil (and an indication of which parent the pupil normally lives with and which parents hold parental responsibility as defined by Section 3 Children Act 1989)

- Parents holding parental responsibility, even if not caring for the child, have a right to receive relevant information from the school in respect of any pertinent matter affecting the child, unless a court order indicates otherwise
- Where a parent notifies the school that a pupil will live at another address, in addition or instead, the new address, the full name of the parent and the date which the child is expected to live there
- At least one telephone number at which the parents can be contacted in an emergency and more than one to meet safeguarding standards (where reasonably practicable)
- Day, month and year of admission or readmission to the school
- Name and address of school last attended, if any
- A pupil must be included in the register from the beginning of the first day on which we have agreed a start date
- For pupils who leave SPS, the name of the destination school notified by the parent and first date of attendance, where it is reasonably practicable to ascertain this information

We will inform the local authority of any pupil who is going to be deleted from the admission register where they:

- Have left the school at a non standard transition time
- have been taken out of school by their parents and are being educated outside the school system e.g. home education;
- have ceased to attend school and no longer live within reasonable distance of the school at which they are registered;
- have been certified by the school medical officer as unlikely to be in a fit state of health to attend school before ceasing to be of compulsory school age, and neither he/she nor his/her parent has indicated the intention to continue to attend the school after ceasing to be of compulsory school age;
- are in custody for a period of more than four months due to a final court order and the School does not reasonably believe they will be returning to the school at the end of that period; or,
- have been permanently excluded.

The local authority will also be notified when a school is to add or delete a pupil from its register under the guidance stipulated in [children missing education](#) . This should be done as soon as the grounds for deletion are met, but no later than deleting the pupil's name from the register. As to non standard admissions, the notification is to be made within 5 days of the entry on the admission register. It is essential that our school complies with this duty, so that local authorities can, as part of their duty to identify children of compulsory school age who are missing education, follow up with any child who might be in danger of not receiving an education and who might be at risk of abuse or neglect.

Our school will inform the local authority of any pupil who fails to attend school regularly, or has been absent without the school's permission for a continuous period of 10 school days or more, at such intervals as are agreed between the school and the local authority (or in default of such agreement, at intervals determined by the Secretary of State)

### **Daily Registers**

Pupils who arrive to school after 8.50am must self register in the School Office.

### **Afternoon Registers**

When afternoon registration is complete, check that all children are marked 'present' who should be. Any child not marked should be looked for immediately, and then the Register amended.

### **Pupils who have appointments during school hours**

Parents make a request to the school for their son/daughter to either leave early for an appointment or to inform us they will arrive late from an appointment.

### **For late arrival to school following an appointment:**

- The pupil is marked in the electronic register, with the appropriate code relevant to their absence and a comment added to explain to the form teacher where that child is.

- When the pupil arrives into school, their absence mark is overwritten with a 'present' mark and the pupil is given a 'Late' slip to hand to their teacher.
- A comment is added to the electronic register giving the time the pupil arrived back.

A late arrival to school, following an appointment, is not recorded on a pupil's attendance record once the pupil is back on the premises.

#### **Leaving early for an appointment:**

- When we know in advance, a comment is put in the electronic register informing staff that a pupil is going early.
- Pupils will sign out via the electronic Inventory system, with a photograph taken of the person collecting them. Pupils sign back in via the Inventory system
- If a pupil leaves before afternoon registration, the electronic register is updated with the relevant code for the afternoon absence and a comment added with the time the pupil left the premises.

#### **Keeping the registers**

Where the admission or attendance register is kept by means of a computer, an additional back-up copy must be made either electronically or as a printed copy, not less than once a month. These back-ups/additional copies of the admission register and the attendance register must be retained for three years

Attendance is regularly monitored by the Headmistress following statutory guidance. [Children missing education](#). Please also refer to our, Child Protection and Safeguarding Policy.