



NEWBOLD SCHOOL ADMISSIONS POLICY

*Reviewed January 2026 by J Crissey (Head Teacher), M Jennings (Deputy Head).
Ratified by Newbold School Board of Governors, February 2026
Next review: Autumn Term 2027*

Newbold School is a co-educational Christian day school for children aged 3 – 11 years of age. It is owned by the South England Conference of Seventh-day Adventists, espouses Christian values and teachings and welcomes children from all faiths, races and backgrounds.

An entrance assessment is required for new children from Year 1 to Year 6 and a copy of their last report from their previous school/setting for all children must be given to Newbold as part of their admission criteria. All applications for places at our school will be treated fairly, in accordance with our admissions policy.

Special Educational Needs & Disabilities (SEND)

Whilst every effort is made to support children with special disabilities or educational needs, there are situations when certain SEND resources are necessary but financial assistance is not available from the Local Authority (LA) for independent schools. Therefore, it will be necessary for parents to pay all additional charges (as decided by Newbold School Board at that specific time and to be reviewed regularly) for individual or small group SEND teaching for their child. SEND assessments for children of statutory school age will also be at the parents'/guardians' expense.

Please see our SEND policy for further information on situations where we feel we cannot meet a child's special educational needs.

We reserve the right to decide whether or not our school is able to meet the needs of any/all SEND admission applications, bearing in mind that required resources also include any additional staffing needs, sufficient space in each classroom, as well as relevant equipment. The number of SEND children already in the class will also affect our decision process.

However, children in Foundation 1 (F1), who are still on nursery vouchers from Bracknell Forest Borough Council (BFBC), are eligible to receive government funding for assessments and, if deemed necessary, one-to-one support a few hours per week at BFBC's discretion.

We will always endeavour to meet the needs of all our F1 nursery children inclusively. However, if a child admitted to F1 engages in habitual aggressive behaviour (e.g. self-harming or harming other children or staff) we reserve the right to reduce the child's hours to give him/her more time to settle. We will consult the

Local Authority for guidance. If the child still does not settle, or if the child's behaviour is too unpredictable for staff to manage safely and/or is likely to cause serious injury, then we also reserve the right to withdraw the child's place entirely, after an agreed period of time (at the school's discretion). These are measures that will not be taken lightly and will be done in consultation with the Local Authority and our Board of Governors. In summary, we will withdraw a child's place if the child poses a serious safeguarding risk to himself/herself, or others, that cannot be satisfactorily mitigated (e.g. unpredictable self-harming or perpetual lashing out, resulting in others potentially being hurt, including staff). In summary, if the child's needs are beyond what the setting can manage to keep the child safe, this will result in their place being withdrawn from Newbold School/Nursery.

Foundation 1 (F1) i.e. Nursery

An application card for entry into F1, or any other level within the school, is found at the front of the prospectus, or can be obtained from the school office.

Children can be accepted into our F1/nursery class immediately following their third birthday, but parents are advised that LEA funding is not issued until the term following the child's third birthday - so if the child's birthday is in October, funding won't be available until January. F1 children may commence with a minimum of 4 sessions up to full-time hours.

A deposit of £50 is required to secure your place in Foundation 1 once you have been offered a place. This is to be in the form of a cheque/cash or paid into our account and will be returned to you after your child has attended for half a term. If you decide not to take up the place offered to you, the deposit is non-refundable. If your child is placed on the waiting list, you will not be asked for a deposit unless/until a space becomes available, is offered and you accept it.

We will allocate places on the following basis. Places will be filled as they become available. We usually have more demand than spaces so use the following criteria for enrolment priority in F1/nursery:

1. Siblings of children already enrolled in other classes in the school,
2. Parents who want their children to remain at Newbold School throughout their compulsory education years (i.e. up to Year 6)*
3. SDA (Seventh Day Adventist families).
4. Parents who wish to enrol their children full-time. (Longer attendance hours get priority).
5. Date of application.

*In order for Priority 2 (above) to be considered in the selection process, applicants must pay the F2/Reception non-refundable down payment of £600. The offer of a place in F1 remains conditional upon receiving the down payment by the deadline date. If the down payment is not received, then Priority 2 will no longer count and your application will be re-ranked and will, most likely, drop lower on the waiting list.

The non-refundable down payment will be taken off your summer term fees when your child is in Year 1. If the place is not taken up, or if a child leaves the school before the summer term while in Year 1, the down payment will not be refunded. These measures are intended to ensure that our selection process for F1 remains fair and transparent to all applicants.

If there are **exceptional circumstances**, and proof of these circumstances can be produced (e.g. a family crisis or a sudden job move to another part of the country), then the school finance team can work with the parents and Newbold School's Board of Governors to waive fees in lieu. Or, if the School is unable to meet your child's extra needs/challenges/differences beyond F1, your deposit will be refunded. Please refer to page 1 above (SEND section) or read our SEND policy for more details.

The universal entitlement of 15 hours per week. This covers 4 full mornings with one hour left over. This funded hour can also be used over a lunch hour. Our hourly charge will be made for hours exceeding those covered by funding. The extended entitlement, 30hrs, is subject to availability for those who qualify with the government's terms and conditions. The 30 funded hours can be used in the following ways:

- Monday to Thursday full days (attendance will be during school opening hours : 8.45am - 3.30pm on these days)
- Full weekly school hours (attendance will be 8.45am - 3.30pm Monday to Thursday and Fridays 8.45am - 12.30pm). This equates to 30.75 hours so involves paying for 0.75 hours ($\frac{3}{4}$ hour at our hourly rate).
- There is an option for late drop off at 9.30am on Fridays. This option equals exactly 30 hours so parents can access their full entitlement of funded hours. This option can only be chosen if the child is attending full days on Monday to Thursday using their 30 hours entitlement.

If a parent wants their child to attend an extra session as a one-off, this request will be considered and will be charged at our hourly rate. The extra hours are not part of their approved funding hours.

We value the importance of effective induction procedures with a home visit, nursery visit (with parents), and meetings with parents. Parents may remain in class for a short time at drop off during the first week to help their child settle, but thereafter, should leave when they drop off their children, in order to allow them to settle into their school routines with their peers. Children who are taking longer to settle may have special arrangements made by staff to stay longer than the first week, only at staff discretion.

Due to our limitations with regards to facilities, space and staffing, we would prefer all children to be toilet trained. Children should not wear nappies/pull ups. We will work with you to help ensure your child develops the skills needed to be confident and competent in using a small toilet. Any procedure involving intimate care for a child (due to soiling) requires two members of staff for safeguarding purposes. We

do not have the right facilities at this school to effectively manage messy soiling so may call you to come and clean your child properly.

If parents decide to move their child to another nursery, they must give us half a term's notice. Bracknell Forest Borough Council will not transfer funding to any new provider for at least 6 weeks after notice has been given to them. We will send the child's exit information to BFBC after notice has been given to us.

The school reserves the right to refuse an F1/nursery place (including those receiving government funding) to families who are in debt to the school.

If a child is not reaching their full potential in F1, due to being advanced in their holistic development, then we may offer the opportunity of moving the child up to the F2 class early, as an eligible 4 year old, to have targeted maths, literacy and phonics sessions. We do not, however, offer early admission into Year 1.

F2 (Year 0 Reception Year)

Children will move from Foundation 1 (F1) into our main school the September preceding their fifth birthday and we encourage them to attend full-time, as they miss out on a great deal of educational development otherwise and the difference on how well prepared they are for Year 1 with children who have attended full time is usually significant. Please note that children are placed according to their chronological age. We do not delay entry or allocate places outside the usual age group.

The F2 taster session will be a morning session (preferably without parents) where the children's learning behaviour will be discreetly observed. New children from Year 1 - Year 6 must complete entrance assessments in maths and English during their taster-day visit. The children's learning behaviour will also be discretely observed in year 1-6 as part of their day's assessments. We are able to accept some pupils with minor SEND, if parents are willing to pay for the additional costs their child's SEND may incur. Details of the school's ability to meet the needs of pupils with SEND will be explained to the parents prior to the child starting at Newbold School. We will only offer a place to a child if we believe we are able to meet their needs (from F2 to year 6). A £600 non-refundable deposit is required which will be taken off your summer term fees.

Please see our SEND policy for further information

Early Years

If parents plan to take their child out of Newbold School for a long-term absence, for whatever reason, and wish to hold the child's place at Newbold School during their absence, fees amounting to our hourly rate, must be paid in advance. On the child's return, their attendance hours must remain the same as before they left until the end of that *half* term. Days and times of nursery sessions must be agreed a week before the start of *each* half term, at the latest.

If holding fees are not paid, then the child's place may be offered to another child from the waiting list.

Key Stage 1 and Key Stage 2

Applications for children throughout *Year 1 to Year 6* will require the following:

- an administration fee, which is non-refundable,
- a half term's fees (refundable at the end of the pupil's time at Newbold School or used towards the last half term's fees (*see Financial Reclamation Policy*))
- and a term's fees in advance *or on a payment plan as agreed with the bursar/deputy bursar.*

Parents who are unable to pay the term's fees in advance may be able to arrange payments with the school bursar (see Financial Policy). Children will be accepted as places become available, pending the results of the school entrance assessment and receipt of reports from previous school settings.

KS1 and KS2

New children are required to come into school for a taster day. During this time an assessment in maths and English will be carried out. The assessment must be done on the school site.

If no places are available, children's names will be placed on the school waiting list and parents will be contacted as soon as a place becomes available. Priority will be given to siblings of children already enrolled and to Seventh-day Adventist families.

Right to Refuse Admission

Newbold School reserves the right, at its absolute discretion, to refuse admission or re-admission to any applicant.

Where a family has previously had a child enrolled at the School and has subsequently withdrawn that child, any application for re-admission will be considered on a case-by-case basis; re-enrollment is not guaranteed. In reaching its decision for any application, the School may take into account all relevant factors, including whether a constructive and respectful relationship between the School and parents or carers can reasonably be maintained, and whether admission would be in the best interests of the child and the wider school community.

The School expects parents and carers to engage with staff in a courteous, respectful, and reasonable manner. Abusive, threatening, or persistently unreasonable behaviour will not be tolerated. Where the School has previously experienced such behaviour from a parent or carer, this may be taken into account when considering any new applications for admission or re-admission relating to that family.

All decisions will be made in accordance with the School's legal obligations, including the Equality Act 2010.

Right to Appeal: Parents may appeal a refusal of a place through the School's Complaints Procedure, available on the website

Term-Time Absences:

In accordance with our responsibilities to ensure children are not missing education, we do not permit holidays to be taken during any term. Holidays taken during term times will incur a daily fine of £50 per day of absence.

Parents who have a valid reason, such as a family bereavement, will be exempt from this fine. Circumstances for exemption will be at the school's discretion, according to each individual case. Documentation proving the reason for a term-time absence may be requested by the school.

We reserve the right to send children home if they have a fever, gastroenteritis or any other infectious illness.

Withdrawal of a child from all Newbold School classes

We require a half term's notice *in writing to the headteacher* in lieu of fees. This means that if a half term's notice is not given, then fees for the child's place will be owed to the school; *in addition, their initial deposit will be retained to offset this additional charge*. E.g. If parents wish to withdraw their child in January, then notice must be given in *the October half term*. If there are **exceptional circumstances**, and proof of these circumstances can be produced (e.g. a family crisis or a sudden job move to another part of the country), then the school finance team can work with the parents and the school board to waive fees in lieu. Simply choosing to withdraw a pupil without notice is unacceptable practice and has caused the school financial hardship in the past.

Seventh-Day Adventist Christian Ethos

We accept children from all faiths and backgrounds to our school, based on the above-mentioned criteria. We understand and respect that people have different faiths and philosophies. As a Seventh-day Adventist school, our Christian beliefs also need to be respected. Parents who choose our school should be aware and comfortable with the following key aspects of school life:

- Christian worship is a strong part of our culture and we openly acknowledge the existence of God.
- We use our Christian ethos to teach our children respect for their fellow human beings, the world in which we live and God as the Creator.
- Our prayers will be in the name of God the Father or Jesus Christ
- We will try to accommodate people of other faiths as much as possible within the context of the school.

Right to Amend Policy

Newbold School reserves the right to amend this Admissions Policy at any time at the discretion of the governing body.

This policy should be read in conjunction with the following Newbold School policies:

SEND Policy; Behaviour Policy; Equal Opportunities Policy; Accessibility policy; Safeguarding Policy and Financial Policy, Parent Code of Conduct Policy, Harassment Policy and Attendance Policy.