



## NEWBOLD SCHOOL ADMISSIONS POLICY

*Reviewed December, 2021 by J Crissey (Head Teacher), M Jennings (EY Manager). Ratified by Newbold School Board of Governors, Spring Term 2021. To be reviewed again Autumn Term 2023-2024.*

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 children new from Years 1-6 and a copy of their last report from their previous school must be given to Newbold as part of their admissions 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, however, situations when certain SEND resources are necessary but financial assistance is not available from the Local Education Authority (LEA) for independent schools. Without financial support from the LEA, it will be necessary for parents to pay all additional charges (as decided by the 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, although 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. Please see our SEND policy for further information on situations where we feel we cannot meet a child's special educational needs (from Reception onwards).

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 our resources also include additional staff and sufficient space and the general profile of need in each class as well as equipment.

### **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 are 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 3 sessions up to full-time hours.

A deposit of £50 is required to secure your place in both Early Years classes: F1 and F2. 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 we are full, we will allocate places on the following basis:

Places will be filled as they are available. However, enrolment priority for F1 will be given as follows:

- Siblings of children already enrolled in other classes in the school,
- Parents who want their children to remain at Newbold School throughout their compulsory education years (i.e. up to Year 6)
- Parents who wish to enroll their children full-time. (Longer attendance hours get priority).
- Date of application

The universal entitlement of 15 hours per week is available for up to 5 sessions. A charge of £6.00 per hour 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.

We value the importance of effective induction procedures with nursery visits, and meetings with parents. Parents may remain in class for a short time 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.

All children enrolling must be toilet trained, as we have no facilities here to accommodate nappy changes. If a child is mostly able to use the toilet independently but still has the occasional accident, then we can accept them if one of the parents is able to come and take care of any soiling incidents that may occur during the day or arrange for someone else to help with intimate care if they are not available. Other helpers chosen by the parents will have to be named in writing. However, if a child starts F1 and shows no, or very little, awareness of bodily needs within their first four weeks, then we reserve the right to delay their start date until they have developed this skill. We do not have the right facilities at this school to manage regular soiling of clothes.

Children entering our F1 class may go on to attend our F2/Reception class when they are of age (and the £50 deposit is made). If parents choose not to accept a place in our F2/Reception class then a full term's notice of withdrawal is needed in writing. If no term's notice is given, then parents will be liable for that term's fees in lieu and will be billed accordingly.

If parents decide to move their child to another nursery, they must give us 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 F2 early. We do not, however, offer early admission into Year 1.

### **F2/Reception Year**

Children will move from Foundation 1 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.

We recognise that some children (particularly those with summer birthdays who enter school at 4 years of age) may find it difficult to settle. Therefore, we can offer 'phased in' attendance for such children (i.e. if the child needs more time to settle into full-time education, they may start part time and slowly build up their hours leading to full-time attendance by January). Preferably, a summer birthday child may be enrolled the following year just after their fifth birthday. Hours will be settled between the parent and teacher but emphasis should be given to at least daily morning attendance when phonics and maths are most frequently taught. If a child has reached a high level of development holistically and it is felt that staying in F1 would not continue to meet their full potential, then discussions with the parent will take place to decide whether a move to F2/reception, as a rising five/high achieving four year old is recommended.

### **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.

Due to Covid, parents are not allowed into school; if new children do not settle straight away, we will do our best to support them and allow both the parent and child to stay in our Early Years (EY) garden for a time, but if the child does not settle

and gets very upset, it will be best to adopt a gradual attendance whereby the child stays for short periods, extending the time each day until they feel more confident. We will work together and discuss the best plan for each child. A parent may be invited into school to help settle the child. Once the child is settling, we will ask the parent to not come in anymore.

## **F2, Key Stage 1 and Key Stage 2**

Applications for children throughout *F2 to Year 6* will require the following:

- an administration fee of £25, 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.

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.

### **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 any symptoms of COVID-19. We will not accept children back to school unless they have had 2 negative LFD tests on Days 5 and 6 of the virus.

Families who have returned from a country which is on the Government's quarantine list, must follow government guidance in relation to the country they have visited.

### **Withdrawal of a child from Newbold School**

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.* 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.