



THE DHARMA PRIMARY SCHOOL

ADMISSIONS POLICY

The is a whole school policy and includes EYFS

POLICY

We are a small independent school and nursery (3-11 years) with a Buddhist ethos. The school is open to all children of different backgrounds, beliefs or abilities. We admit boys and girls into all year groups.

All enquiries are dealt with fairly and equally, irrespective of nationality, race, or religion, or personal circumstances. Disability is not a bar to application, and parents are invited to disclose disabilities if they wish, which will be handled confidentially and sympathetically. The policy is therefore inclusive and nondiscriminatory.

PROCEDURE

Visiting the school:

- Following your initial enquiry parents are invited to visit the school with or without their children. This may be on one of our Open Mornings held periodically throughout the year.
- The Open Morning includes the opportunity to talk to the head teacher, pupils and parents and a tour of the school.
- Alternatively you are very welcome to arrange a private visit through the office and we will arrange for a tour of the school with the opportunity to talk with a teacher, the head teacher or an administrator.

Applying for a place:

- When you have decided to apply for a place you need to submit a Registration form. These can be downloaded from our website, or you may also contact the school office and we will send you the form by e-mail/post.

- When your child is considered for a place in the school, you will be invited to attend an interview with your child's prospective teacher/Head Teacher.
- Once your child is offered a place they will be invited to attend a taster day.
- The school will consider previous school reports before offering a place. The school supports integration of children with special educational needs and believes this is of benefit to all members of our community. It is, however, important for the school to feel confident that we can provide the necessary support for each child. The decision to offer a place may therefore be dependent on our assessment of the school's ability to meet the child's needs, be they physical, social, emotional or academic. Such an assessment would be based on the school's resources, the balance in the applicant's class, and the child's past school reports. ***In the event of the school deciding it can accept your child, but cannot meet the child's needs internally despite its best efforts, the parents will be asked to pay an additional fee for extra one-to-one support within school or to provide technical equipment if it is agreed to be necessary.***
- When you are offered a place you will receive a contract along with a number of other forms necessary to complete registration. You will also be asked to supply a copy of your child's birth certificate. We request that arrangements for the payment of fees are set up before commencement of the term your child enters the school.

All fees are due and payable by monthly direct debit on the third day of each month or termly in advance on or before the first day of each term.

- There is a non-refundable registration fee of £100 for each child including nursery.
- A deposit of **£1,000** per child is payable on acceptance of a place. This deposit will be kept and off-set against the final term's fees when your child leaves and is non-refundable in the event of cancellation in the term before the child is due to join.
- ***Parents' attention is drawn to the Terms & Conditions that accompany the contract. Please pay particular attention to the periods of notice and non-payment of fees.***
- Children attending Reception class are required to pay full fees irrespective of whether you wish your child to attend half time at the start of the year. When children in our Nursery qualify for the Early Years Free Entitlement at the age of three we request that they are registered and pay for a minimum of two sessions per week.
- When the signed contract and all related paperwork are returned with your deposit your child's place is secured.

Parents should be aware that the Dharma Primary School has limited places and when a class is over-subscribed, priority will be given to siblings of children already in the school.

Please contact the school office if you have any concerns or questions.

NURSERY ADMISSIONS

It is our intention to make our nursery accessible to children and families from all sections of the community, including the local community.

We welcome children regardless of their gender, special educational needs, disabilities, background, religion, ethnicity or competence in spoken English. We liaise fully with parents and professionals to ensure that it is in the child's best interests to attend our nursery.

No more than 14 children can attend at any one session. In the event of the nursery being over-subscribed, priority will be given to the following:

- Siblings of those already attending the school
- Length of time on the waiting list

There is a £100 non-refundable registration fee to pay & we request that children attend a minimum of two sessions per week. We do find children are happier, make more friends and bond more with the group the greater number of sessions they attend. **One month's notice is required for withdrawal from the nursery or changes in hours.**

In order to qualify for government funded hours, children must meet the following criteria:

- Children starting in September must be three years old by 31st August.
- Children starting in January must be three by 31st December.
- Those entering in April must be three by 31st March.

Children can be admitted in the term they turn three, however, they will not be eligible for government funding until the following term and therefore, full fees must be paid.

Attendance and the offer of a place in our nursery are not dependent on children continuing into the school.

Similarly, attendance at our nursery does not guarantee a place into the school. However, on allocating school places we do consider those already attending the nursery. Interested parents will be asked to formally apply to the school for a place in Reception. You may wish to express an interest in your child entering the school at the time of joining.

Children are offered taster sessions shortly before admission is due, and if necessary are welcome to stay with their child for the first session or two to help them settle in.

Parents must be aware that under Early Years funding rules, children are expected to attend at least 80% of the free hours they have been given, unless there is a particular reason e.g. long-term illness. 20% absence equates to approximately 2 weeks per term, depending on the length of term. If they do not attend on a regular basis, there is the risk the funding will be taken away for the time missed and then you would be expected to pay for these hours.

If your child misses a few regular free sessions because of illness or another reason, extra hours cannot be claimed to make up the time.

We ask that parents understand the approach and ethos of our school and will work with us in the interest of their children

If you have questions or concerns please contact the office.

Person Responsible for reviewing this policy	CE/Head
Date Ratified by Trustees	12/17
Date of last review	12/15
Date of this review	12/17
Date of next review	12/19