



**L A L E H A M L E A**

A Catholic Independent Primary School for boys and girls aged 3 to 11

Head Teacher: Ms K Barry

## **L A L E H A M L E A S C H O O L & N U R S E R Y**

### **A D M I S S I O N S P O L I C Y**

*This is a whole school policy which applies to all sections of the school, including Early Years Foundation Stage, Out of School Care and Clubs.*

#### **Person responsible for this policy:**

Karen Barry  
Head teacher



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## MISSION STATEMENT

Recognising that Christian values are central to the life of the school, we at Laleham Lea aim to create a loving, welcoming safe environment in which our children may grow intellectually, socially and emotionally; an environment in which their talents are recognised and fostered and their differences treated with compassion; an environment which provides quality teaching and learning within a balanced curriculum framework and which helps every child to reach their true potential.

Together with parents, who are the first educators, we aim to lead our children towards tolerance, understanding and sensitivity to the needs of others so that they may grow up as well balanced individuals with a strong sense of personal identity and an awareness of God's love."

We operate a non-selective entrance policy and there is no formal assessment procedure. Children enter Laleham Lea School in the Nursery Department at the age of three and the Reception Class at the age of 4+. Entry at other ages is dependent upon availability of a place. We invite prospective pupils to spend a 'taster day' at the School.

"Inspiring all pupils to grow in the love of God and live in peace with each other"

This policy has been authorised by the Governors of Laleham Lea School. It is addressed to prospective parents and pupils and to all members of the teaching and administrative staff.

Laleham Lea School is a Catholic Independent day school for boys and girls aged 3 to 11.

The aims of this policy are:

1. To ensure compliance with the school's charitable purposes.
2. To set selection criteria and procedures for admission which are consistent with this charitable purpose and fair to applicants.
3. To identify applicants whose academic and other abilities appear to match the ethos and standards of the school and whose personal qualities suggest they have the potential to contribute sufficiently to the school community and benefit from the many opportunities offered here.

The admission process is supervised by the Head Teacher. The policy is reviewed from time to time by the Governors. Those involved in the admissions process have received appropriate training.

Laleham Lea Primary School, 29 Peaks Hill, Purley, Surrey, CR8 3JJ



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## **Disability and Special Education Needs**

The school has limited facilities for the physically disabled but does and will continue to do all that is reasonable to comply with its legal and moral responsibilities under the *Special Needs and Disability Act 2001* in order to accommodate the needs of applicants who have disabilities for which, with reasonable adjustments, the school can make accommodation.

Parents of a child who has any disability or any special educational or additional needs should provide the Head Teacher with full written details when applying for admission prior to assessment. The school requires this information so that the assessment process evaluates adequately the school's capacity for providing for the child. The school will consult with parents throughout the admissions process regarding any adjustments which can reasonably be made during the process and later as a pupil.

## **Bursaries**

Prospective Parents whose means are such that they may not be able to afford the full fee may apply to the Governors for a bursary by completing the pro-forma which is available from the Bursar.

Parents will be required to provide detailed financial information and may be interviewed by the Bursar in relation to their application. The bursary shall be for a maximum period of 12 months after which time it will be reviewed. The award of a bursary is at the discretion of the Governors.

## **Entry Points**

The school has a flexible approach to entry, however there are three main points of entry:

- Entry into the Nursery department occurs when a child is 3 or 4 years of age. Entry into the Nursery is given in order of registration (see "Registration" below), regardless of gender or race.
- Entry into the Reception Class is at the beginning of the academic year during which the child will be 5 years old. Entry from Nursery into Reception is automatic unless it is felt that the school would be an inappropriate place for the child.
- Offers of a place are sent to parents of current Nursery pupils in the Autumn Term for entry the **following** September.
- Entry at Year 1-6 Pupils are asked to attend a taster day and are offered places on their suitability (see aim 3).
- Parents will be advised of the outcome of their application in writing within two weeks.



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## Admissions

Open Days are held three times per year. Prospective parents are encouraged to attend. Parents who are unable to attend an Open Day are encouraged to arrange a meeting with the Head prior to an assessment of their child.

## Registration Form

Prospective parents must complete a registration form and pay the non-refundable registration fee of £100.

An taster/assessment day will be booked for each prospective pupil. If the pupil has any specific learning difficulties parents must notify the school on the registration form and provide a copy of appropriate reports.

Letters offering places will normally be sent out within two weeks of the taster/assessment day. Parents will be asked to accept the offer, complete and return the admissions form and pay the acceptance deposit within a further two weeks. If no response is received after two weeks the school will assume the offer has been declined and the place will be offered to another family.

Letters will also be sent to pupils who have not been successful and to those whose child's name has been placed on the waiting list.

## Preconditions for Admission

- The pupil and parents are sympathetic to the Catholic ethos of the school.
- The pupil is of appropriate age and maturity.
- The school is able to provide adequately for any learning difficulties, disabilities and other special or additional needs the applicant may have.
- The current school reports where applicable; satisfactory attitudes and conduct on the part of applicant and parent.
- Fees (if applicable) at the current school have been paid.
- A satisfactory taster/assessment morning has been carried out.
- A positive recommendation has been received from any previous Head Teacher.

## Preference Criteria

The following criteria will be applied in the case of over-subscription when applying for a place in Reception – Year 6, and in this order:-

- Date of registration.
- The applicant has a sibling at school.
- The applicant is Roman Catholic.
- The applicant's parents are former pupils.



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Factors which will not be taken into account in the assessment of pupils for admission are: the applicant's colour, race, nationality or ethnic origin, area of residence or socio-economic group.

A confidential admissions record will be completed for each applicant.

Application Forms are available in the school prospectus or on request from the school office.

### **School Fees**

The Governors set fees annually. A current list of school fees is available in the school prospectus and from the school office.

A full term's notice is required and must be given in writing to the Head Teacher before the withdrawal of a pupil. Failure to do so will result in parents being charged a term's fees in lieu of notice

The registration fee is £100 and is non refundable.

There is a refundable deposit of £500 to accept/ensure a place.

Sibling reductions: A reduction on fees may be offered to families with two or more pupils at the school if requested at the time of application. This reduction will cease should one of the siblings leave to join another Junior School.

Early Years Funding: the Government's funding for pupils aged 3 – 5 allows for 'Free Entitlement' for up to 15 hours per week. If you wish to access this fund you will be required to complete the LA form which allows us to apply the funding to your account. This form will be sent to you with your invoice. It will state the formula outlining which hours you are entitled to and which part of the fees you must pay to the school directly. Where appropriate LA funding will be applied for on your behalf by the school once you have completed the claim form.

We strive to keep fees competitive. They are set each Spring Term by the Governors. Parents are informed of any increase for the coming year in the Summer Term. Fees are payable before the beginning of each term. Unpaid fees will result in the Governors asking for the child to be removed from school and the debt will be passed to our solicitors for collection.