LALEHAM LEA

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

Headteacher: Mrs M Reece

LALEHAM LEA SCHOOL & NURSERY

ADMISSIONS POLICY

2026 / 2027

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.

	Date	Signed
Date reviewed	June 2026	M Reece Headteacher
Ratified by the Board of Governors	June 2026	*Y Epale* Chair of Governors
Date of next review	June 2027	

MISSION STATEMENT

Recognising that Gospel values are central to the life of the school, we at Laleham Lea aim to create a loving, welcoming environment in which our children may grow intellectually, socially and emotionally; an environment in which their talents are recognised and fostered and their weaknesses 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.

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

There is no formal assessment procedure for entrance to this school. 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.

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. This policy complies with the Equality Act 2010.

The aims of this policy are:

1. To ensure compliance with the school's charitable purposes
2. To set over subscription criteria and procedures for admission which are consistent with this charitable purpose and fair to applicants
3. To identify applicants who are able to benefit from the many opportunities offered by the school

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

Disability and Special Education Needs

Laleham Lea welcomingly accommodates applicants with special educational needs and disabilities. In accordance with the Equality Act 2010 and our responsibilities under the Children and Families Act 2014, the school reviews every application individually to determine what reasonable adjustments can be made to ensure accessible educational provision.

Parents of a child who has any disability, special educational need, or additional learning needs should provide the Headteacher with full written details when applying for admission. The school requires this information so that we are able to evaluate adequately the school's capacity for providing tailored care for

the child. This includes informing the school if English is an Additional Language (EAL) for your child. The school will consult closely with parents throughout the admissions process regarding any adjustments which can reasonably be made during the admissions process and later as a pupil.

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 Reception Class is at the beginning of the academic year during which the child will be 5 years old.
- Application for Reception entry should be received by January 1st in the year of proposed admission. Any application received after this date will be considered after the initial offers have been made and in order of registration.
- For any available spaces in other Year Group, Pupils are asked to attend a Taster Day and are offered places on their ability to benefit from the many opportunities offered by the school (see aim 3).
- Parents will be advised of the outcome of their application in writing within two weeks.

The School will notify the Local Authority of any pupil who fails to attend after admission, or who is deleted from the admission register, in accordance with the Education (Pupil Registration) (England) Regulations.

Admissions

Open Days are held two or more 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 Teacher prior to an assessment of their child.

Tours of the school are also held on request.

Registration Form

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

A Taster Day will be booked for each prospective pupil. If the pupil has any 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.
- Fees (if applicable) at the current school have been paid.
- A satisfactory Taster Day has been carried out.

Over Subscription 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:-

1. Looked after Baptised Catholic children or looked after children in the care of Catholic families and previously looked after Baptised Catholic children, including those children who appear to have been in state care outside of England and ceased to be in state care as a result of being adopted, or becoming the subject of a child arrangement order or special guardianship order.
2. The candidate is a Baptised Catholic (Baptism certificate will be required)
3. Looked after children and previously looked after children not covered by point 1, including those children who appear to have been in state care outside of England and ceased to be in state care as a result of being adopted, or becoming the subject of a child arrangement order or special guardianship order.
4. Other children

Where there is over subscription within a category, the following priorities will apply:
1. Current Nursery pupils
2. The candidate has a sibling at school
3. Date of registration

The school currently admits candidates from all categories.

A confidential admissions record will be completed for each applicant.

Application Forms are available in the school prospectus, on our website 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, from the school office and on the school website.

In accordance with our Terms and Conditions 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, and forfeiting their deposit.

The registration fee is £100 (plus VAT) and is non-refundable.

There is a refundable deposit of £500 to accept/ensure a place in accordance with the Terms and Conditions.

Should a candidate secure a place and then not join the School, the deposit will not be refunded. In addition, parents will be required to pay, in full, the first term's fees if they withdraw their child without giving one full term's written notice. This includes admissions to our Reception Class.

Sibling reductions: A reduction on fees is 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. Sibling discounts will be applied as follows: 2nd sibling discount – 5%, subsequent siblings 10%.

Early Years Funding: Our Local Authority provides funded places within the Nursery and Reception Class for all children aged 3 to 5 years. Funding commences on the first day of the term following the child's 3rd birthday and ends on the last day of the term in which the child has his / her 5th birthday. Free Early Years education within the Nursery is set at a maximum of 15 hours per week. This is subject to confirmation annually. 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 provided to you on registration by the School Office. 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 an agency for collection.

Bursaries

Current 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 Finance Officer

Parents will be required to provide detailed financial information and may be interviewed by the Head Teacher and 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. Please refer to our fee reduction policy for further information on bursaries.

Relevant documentation to read alongside the Admissions Policy:

- Nursery Application Form (includes Terms and Conditions)
- School Application Form (includes Terms and Conditions)
- Fee Reduction Policy