

SINCLAIR HOUSE
ADMISSIONS POLICY

This policy, which applies to the whole Early Years Foundation Stage (EYFS), is in support of the health and safety policy and the individual health and safety assessments. This policy is publicly available on the Nursery website. On request a copy may be obtained from the office.

1. Introduction

Our Proprietor applies the regulations on admissions fairly and equally to all those who wish to attend this school.

2. Aims and Objectives

- We welcome applications from pupils of all social and cultural backgrounds, regardless of ethnicity, culture, religion, disability or other attributes, as stated in the Equality Act 2010, who would benefit from an education and would contribute fully to the wider life of School.
- The policy operates in accordance with the vision of the school, which is *to provide children with a strong, inspirational, challenging, and creative curriculum in an environment where each child can achieve*. We are happy to admit a pupil with a disability provided both parents and school are in agreement that the child's specific needs can be accommodated with reasonable adjustments. Admission of a prospective pupil may be refused on the grounds that it would not be in the best interest of the child, for example, where Sinclair House School is unable to accommodate special educational needs. No child is refused entry on the grounds of race, ethnicity, gender, religion or sexual orientation.
- The ages of acceptance are 8 months – 4 years.

PERSONAL INFORMATION

Children's records are kept in the school. Confidential information about children is held securely and only accessible and available to those who have a right or professional need to see them. The school acknowledges their responsibilities under the Data Protection Act (DPA) 1998 and where relevant the Freedom of Information Act 2000 and UK GDPR regulations. All staff members understand the need to protect the privacy of the children in their care as well the legal requirements that exist to ensure that information relating to the child is handled in a way that ensures confidentiality.

Information required by SHS

- Name, home address and date of birth of each child
- Starting date
- Name, address, telephone numbers and emails of parents or guardians
- Emergency telephone numbers of parents or guardians
- Special Diets
- Name, and telephone number of the child's doctor
- Details of Medical Conditions, Illnesses and treatments
- Details of any allergies
- Details of any Special Educational Needs
- Parental consent on emergency procedures

Parents or guardians will also be asked to provide the school with confirmation of the date of birth of a child along with any further information which they feel will enable us to take that best possible care of their children.

3. Additional Learning Needs and Disabilities

Sinclair House School welcomes all applicants irrespective of any learning needs and/or disabilities. However, its facilities (physical and otherwise) for pupils with significant learning needs and/or disabilities are currently limited. Sinclair House School will do all that is reasonable to comply with its legal and moral responsibilities under the Special Educational Needs and Disability Act 2001 and 2014 in order to accommodate the needs of applicants who have additional learning needs and/or disabilities for which, with reasonable adjustments, Sinclair House School can cater adequately.

Parents must inform Sinclair House School when submitting the Registration Form of any special circumstances relating to their child which may affect their child's ability to fully participate in the education provided by Sinclair House School or this admissions process. Sinclair House School may request further information, such as a medical certificate and/or a current Educational Psychologist's report, as well as any internal school assessments and reports that Sinclair House School considers necessary to make a fair assessment. If, after reasonable adjustments have been considered, Sinclair House School is unable to adequately cater for the needs of those children with additional learning needs or disabilities, parents will be informed why an offer of a place will not be made.

Failure to declare an additional learning need and/or previous behavioural issues may result in the offer of a place subsequently being withdrawn. Similarly, any medical, including mental health issues, must be declared at the application stage.

Where Sinclair House School determines that it is unable or no longer able to adequately meet the child's needs and it is not in the child's best interests to remain at Sinclair House School, the Nursery Manager and SENCO will invite the parents for a consultation and may ask the parents to withdraw the child from the school (subject always to the school complying with its equality obligations).

Sinclair House will make reasonable adjustments to meet the needs of all children. Any additional services that are needed to meet the requirements of an EHCP or additional services that are needed to support children with specific learning needs, such as SpLD tuition, Speech and Language Therapy, Occupational Therapy, and Counselling will be subject to a charge. This will be made either directly to the parents, or the Local Authority if they are funding the provision or arranged to be financed privately by the parents.

4. English as an Additional Language (EAL)

5. English as an Additional Language (EAL)

We do not regard pupils as having a 'learning difficulty' solely because the 'language or medium of communication of the home is different from the language in which he or she is or will be taught' (Education Act 1996, Section 312(1), (2) and (3).) However, if necessary, we will provide appropriate support for pupils for whom English is an additional language (EAL), to support their ability to access the curriculum and progress.

Legal Status:

- Complies with Part 6, paragraph 32 (3)(a) of the Education (Independent School Standards) (England) (Regulations 2014 in force 5th January 2015).
- Part 3 of the Children and Families Act 2014 and the *SEN Disability Code of Practice, 0-25 years 2014 (SEND Code 2015)*

6. Monitoring and review

- This policy will be subject to continuous monitoring, refinement and audit by the Proprietor.
- The Proprietor will undertake a formal review of this policy for the purpose of monitoring the efficiency with which the related duties have been discharged, by no later than **April 2023** from the date shown below, or earlier if significant changes to the systems and arrangements take place, or if legislation, regulatory requirements or best practice guidelines so require.

Signed:

20th April 2022



Proprietor

Sinclair House Montessori Nursery School

Admissions Process

Registration

Our admissions process starts with a child's registration. This comprises the completion of a Registration Form and the payment of a non-refundable Registration fee of £100.00.

At Sinclair House Montessori Nursery School, places are awarded to children entering the Nursery in priority order, by the date of registration.

Tour

Parents are invited to come and visit Sinclair House Nursery (SHS). Individual appointments can easily be made and gives parents a chance to tour the Nursery. Open Mornings take place during Autumn, Spring & Summer Terms, bookings can be made via our website on www.sinclairhouseschool.com.

Acceptance of an Offer

Places are confirmed and secured with a completed Enrolment Form and a security deposit of £500 for the Montessori Nursery. The deposit is refundable when the pupil leaves in accordance with our Terms and Conditions.

Siblings Discount

When first younger sibling attends Nursery and older sibling also attends Nursery a 5% sibling discount will be applied to younger sibling. A 2.5% sibling discount will be applied to any further younger children, whilst older sibling is still in attendance at SHS Nursery.

Reviewed: 20th April 2022

Next Review: April 2023

Signed:



Mrs Carlotta TM O'Sullivan
Proprietor