

**SINCLAIR HOUSE**  
**ADMISSIONS POLICY**

**This policy, which applies to the whole school inclusive of the 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 school's website. On request a copy may be obtained from the school's office**

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**1. Introduction**

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

**2. Aims and objectives**

- We seek to be an inclusive school, welcoming children from all backgrounds and abilities. No child is refused entry on the grounds of race, ethnicity, gender, religion or sexual orientation.
- All applications will be treated on merit, and in a sensitive manner.
- The only restriction we place on entry is that of number. It is our wish for parents and carers to find a place for their child at the school of their choice. However, this is not always possible, due to excess demand on the places available.

**3. How parents and guardians can apply for their child to be admitted to our school.**

Please see our Admissions Policy Document.

## **ADMISSIONS TO SINCLAIR HOUSE PREPARATORY SCHOOL & MONTESSORI NURSERY**

Sinclair House School welcomes applications from pupils of all social and cultural backgrounds regardless of ethnicity, culture or religion, home language, family background, 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.

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.

Parents are invited to come and visit Sinclair House School (SHS). Individual appointments can easily be made and gives parents a chance to tour the Preparatory School and/or the Montessori Nursery; please contact us directly to book a visit. Open Mornings take place at the Preparatory School in the Autumn and Spring Terms and bookings can be made via our website on [www.sinclairhouseschool.com](http://www.sinclairhouseschool.com)

At Sinclair House School places are awarded to children entering the Nursery in priority order, by the date of registration. Where children are entering Reception, places will be awarded in priority order, by date of registration and following a successful short assessment within their nursery setting. Occasional in year places are offered, subject to availability. Children entering the school mid-year will be invited to spend the morning with us and take a short assessment in both English and Maths as part of their visit. In addition, we will require a copy of their most recent school report and a confidential reference from their current school, to complete our admissions requirements, before we move to an offer. Early registration for these entry points is advised. Children due to join Reception from our Montessori Nursery will receive a visit from our Principal and an offer to join the Preparatory School will be confirmed once all areas of learning and development have been reviewed.

Offers are made up to one year before the proposed date of entry in the Nursery and Reception Class. Priority is given to siblings of children already at our Preparatory School and/or Montessori Nursery.

**ACCEPTANCE OF AN OFFER**

Places are confirmed and secured with a completed Enrolment Form and a security deposit of £2,000.00 for the Prep School and £500 for the Montessori Nursery. The deposit for the Prep School is refundable when the pupil leaves in accordance with our Terms and Conditions. For current Nursery parents confirming an offer of a place in Reception, the security deposit will increase to £2,000.00, monies already held by SHS is transferred to the Preparatory School and the difference will be required to be paid. At this time the deposit becomes non-refundable until the child starts in Reception. If the pupil does not move from Nursery to the Prep School, the £500.00 Deposit will become non-refundable.

## **SIBLINGS DISCOUNT**

A 5% sibling discount will be applied to the first younger child in Nursery whilst older sibling attends SHS Prep School, this will increase to 10% once they transfer to the Prep School. A 5% sibling discount will be applied to the second younger child and 2.5% sibling discount will be applied to any further younger children, whilst older sibling attends SHS Prep School.

## **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. 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.

- For more details, please see our school Prospectus, Term Dates, Fees, Website, Standard Terms & Conditions. We also have an Assessment Procedure applicable for older pupils seeking to join the School, which takes the form of an informal assessment morning with written assessment in Reading, English and Mathematics. This is to assess a child's current level of learning in order that we can provide an appropriate educational program.

### **Information required by our school**

- 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, Illness and treatment of
- 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.

## **4. Sizes of classes**

We teach children (aged two to eleven) in classes that have a maximum number of 20 children.

## **5. Special Educational Needs and Disabilities (SEND)**

Where a child who has an Education, Health and Care (EHC) Plan joins the Sinclair House School, we will always consult with parents and, where appropriate, the Local Authority to ensure that the required curriculum is provided for as set out in the Statement, including the full National Curriculum if this is specified. We will also co-operate with the Local Authority to ensure that relevant reviews, including the annual review, are carried out as required by regulation and best practice. The school will make reasonable adjustments to meet the needs of children with a statement of special educational needs. Any additional services that are needed to meet the requirements of the Statement or additional services such as dyslexic tuition will be subject to a charge. This will be made either directly to the parents, or the Local Authority if they are responsible for the fees. Sinclair House School is named in the Education, Health and Care (EHC) Plan. Our school has a policy and procedures for children with *Special Educational Needs and Disabilities* (SEND).

## **6. 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, pupils for whom English is an additional language (EAL) will be provided with appropriate support provided they meet the OVS academic criteria. Children will be assessed to gauge the support that may be needed in order to ensure equal access to the curriculum along with all other aspects of life at Sinclair House School. Our school has a procedure for pupils requiring *English as an Additional Language* (EAL) (EAL Teaching and Learning SHS Procedure). Our school will make provision for children who have English as an additional language, (EAL) in the

admissions process. If an offer is subsequently made and the child takes up his or her place, the school will make provision for appropriate support.

## 7. Monitoring and review

- This policy will be subject to continuous monitoring, refinement and audit by the Principal.
- The Proprietor (who is also the Principal) 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 **September 2021** 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:

4<sup>th</sup> June 2020



Principal and Proprietor

## Contact address for the Principal who is also the Proprietor

The Principal and Proprietor of the school is Mrs. Carlotta T.M. O'Sullivan, whose address for correspondence during both term-times and holidays is 59 Fulham High Street, Fulham, London SW6 3JJ and whose telephone number is 0207736 9182. The email address is [info@sinclairhouseschool.com](mailto:info@sinclairhouseschool.com) and the website is: [www.sinclairhouseschool.co.uk](http://www.sinclairhouseschool.co.uk)

## Legal Status:

- Complies with Part 6, paragraph 32 (3)(a) of the Education (Independent School Standards) (England) (Regulations 2014 in force 5<sup>th</sup> 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)*