

Green Meadow Independent Primary School



Admissions Policy

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Admissions Policy

Introduction

Green Meadow Independent Primary school is a co-educational, day school, offering:

- Kindergarten (Nursery) places for children aged 3 to 4 years
- Prep School places for children aged 4 to 11 years (Reception to Year 6)

This document explains how to apply for a place and what our policy is on specific aspects of admissions. If you have any questions, please contact us on 01942 671138 or greenmeadowteachers@gmail.com.

Green Meadow welcomes all boys and girls able and eager to benefit from the unique character of the School and the many opportunities the school offers for nurturing their academic and personal development. We do not seek to create an identikit child or top-slice our intake; instead we value diversity and individuality and entry to the School is based on a combination of factors including but not exclusively, academic potential, potential contribution through good behaviour, character and engagement with the co-curricular life of the School.

Our aim is that every girl and boy will leave Green Meadow with a distinguished academic record, high ideals and clear and confident aspirations, fully prepared for the next step in their academic journey.

Our admissions process aims to provide us with the understanding of each individual child and allows us to assess whether Green Meadow will be the right educational setting for them. We seek to operate our admissions process fairly and sensitively and it is very much our objective that families use this process equally to understand Green Meadow and judge whether we are the right school for their child.

A place may not be offered to an applicant if it is judged that the balance of needs within a particular cohort of pupils may be affected adversely. In such cases, particular emphasis is placed upon the needs of the year group into which the child would be admitted.

Children with Special Educational Needs and Disabilities (SEND) are admitted, providing the Headteacher and the management team consider the school is capable of providing for the needs of the child and that the child will be able to cope with the school environment. Parents of a child with Special Educational Needs and Disabilities (SEND) are expected to provide full details prior to accepting a conditional offer.

The school will take reasonable steps to avoid putting disabled pupils at a substantial disadvantage in matters of admissions and every effort is made to cater for their needs as far as is reasonable under the legal and moral responsibilities as set out in the Children and Families Act 2014 and Equality Act 2010.

In line with our equal opportunities statement, the school welcomes pupils of all faiths and none, and without regard to gender, nationality and ethnicity.

Where demand for places exceeds supply, places will be allocated by taking into account reports from previous schools, siblings and connections with the school.

Parents are required to declare any medical or learning needs , emotional or behavioural issues affecting the pupil during the admissions process and as detailed in the Registration forms. Failure to do so may result in the pupil's place being withdrawn.

1. How to apply for a place– a quick overview

a. First visit to the school

We invite all parents/guardians to visit the school and to meet a member of the management team. This meeting is a chance for us to get to know you – and for you to ask us questions.

You can either bring your child with you or arrange to bring him/her at a later date – as you wish.

b. Complete the application form and pay the relevant deposit.

This form is available online or as a paper form sent to you by request. It should be returned to the Office. The deposit should be paid via bank transfer (Many parents choose to register 12 to 18 months or more in advance.)

You will then receive a letter from us confirming receipt and explaining the next steps in the process.

c. Taster day

We like to invite the child in to school for a taster day for their child. In this case, the child will experience a normal day in a class of pupils the same age.

During the day there will be an assessment of their potential through standardised testing in the areas of English and Mathematics. This will enable us to determine, for example, appropriate class arrangements or to identify children who are gifted or need learning enhancement.

d. School reports and references

Once you tell us you would like to proceed with the admission, we will ask for your child's latest school report, including any available standardised test scores. We will also ask you to complete a medical questionnaire if required, as well as obtaining a reference from your child's current school.

International students may need to provide evidence of their English languages skills. (See Section 3.)

e. Formal offer normally written but can be verbal

We will write to you to confirm whether we can formally offer your child a place.

f. Information for new starters

We will either send or hand you a New Starters' Pack – full of information about joining

the school, including details of uniform, school rules, behaviour policy and any other information you may require.

2. Special considerations

a. Kindergarten (nursery)

Children applying for a place at the Kindergarten will be invited to attend a taster session before starting. We review the progress of all new children admitted to the Kindergarten at the end of their first term with us. This is to check that we, as a school, are able to provide care and education appropriate to their needs– which is especially important if the child has had no previous experience of schooling. It is our aim that children who join us in the Kindergarten will progress through to the Prep School.

b. Curriculum Enhancement

We assess all our pupils on arrival in the school. Academically gifted children are put into accelerated learning sets in the relevant discipline where they are encouraged to work more quickly and in more depth than their peers.

c. Learning Enhancement

Green Meadow offers a thriving, supportive environment to those who need a bit of help to achieve their best.

If your child has a diagnosed learning difficulty, please share this information with us during your first conversation with us. We will then ask to see a copy of a recent School Support Plan, Educational Psychologist's Report and/or EHCP.

We may also ask to speak directly with the teachers at your child's current school.

Our only condition is that your child can meaningfully access the school's curriculum for his or her age group, with the support we are able to provide. Please note: we have a limited number of places for children with learning enhancement needs. Learning Enhancement lessons are charged for as an extra if your child needs a constant one to one education. This can be discussed with the management team once your child has been assessed.

3. International students

We can accept a number of international children at Green Meadow– this presents a wonderful opportunity for pupils to learn about different cultures, develop international friendships and widen their view of the world.

International students come to Green Meadow to experience life at an English school, to work towards their academic goals, and, in many cases, to improve their knowledge of the English language. To this end, we are careful to maintain a healthy ratio of British to international students in each year group and may temporarily cap recruitment from particular countries as necessary.

a. English as an Additional Language

All international students must demonstrate a developing command of the English language, relevant to their age group, before we will offer a place. To this end, we may

ask your son/daughter to do our written English Language Test, and/or a teams interview

(if we are unable to meet the child prior to making an offer).

b. Which year group?

We understand that most international children will not have followed the British system of schooling. Nevertheless, many pupils will be able to enter directly the year group for their age. We will look at the pupil's most recent school reports, date of birth and level of English, and make a decision based on this information.

c. Pupil recruitment agencies

Pupil recruitment agencies offer information and advice to students wishing to study overseas. As a school, we are happy to work with agents operating internationally. We are equally happy to work with you as a family directly.

4. How we make decisions

We want every one of our pupils to flourish both academically and on a personal level. Our teaching and our extra-curricular timetable are designed to help pupils become well-rounded, confident young people.

We consider all of the following, when deciding whether to offer a place:

a. Meeting

We invite all prospective pupils and their parents/guardians to visit the school and have an informal meeting with a member of the Senior Management Team. This is a chance for both parties to get to know each other.

We will endeavour to accommodate your request for a visit, especially if at short notice. However, we ask that families plan ahead as much as possible.

Note: We understand that it is not always possible for international students to visit us in advance, especially if the family lives far overseas. In these cases, we may request a skype interview with your child to get a better sense of his/her abilities, interests and personality, before making an offer.

b. School reports and references

We request from parents a copy of your child's latest school report and any standardised test results. We may also ask for a reference from your child's current school. In some cases, we may request an Educational Psychologist's report before taking an application further.

International pupils may need to provide evidence of their English language skills (see Section 3).

c. Your commitment to the school

We welcome children from a wide variety of countries and social backgrounds who are ready and prepared to play a full role in school life— academic, sporting and cultural— as well as integrate fully with their peers, elders and juniors.

Finally, we promise to do our best to accommodate applications from siblings of current and past pupils— as long as you meet our application deadlines, and we are able to provide an appropriate education for your child's needs.

After joining, any child unable to adhere to school rules may have their position reviewed by the Headteacher/Management Team. Parents are expected to take all reasonable steps to support both their child and the school on the issue of behaviour management. This is to ensure that all individuals benefit from the right to an education that is not adversely affected by the behaviour and/or actions of other parties.

5. Waiting lists

Any child who finds that the school is full at their time of application can request to be put on our waiting list.

We will then contact you immediately a place becomes available. You will be asked to confirm your acceptance of the place and to pay the deposit by a set date. If we do not hear from you by this deadline, we will offer the place to another family.

As Kindergarten places are especially sought after, we ask parents to pay a deposit in order to confirm their place on the waiting list.

6. Comments, compliments and complaints

Please refer all comments, compliments or complaints related to our admissions process to the management team. The Complaints Policy with further information is available on our website.

7. Our promise to you

a. Protection of your personal information

All personal information disclosed during the application process will be carefully stored in line with the School's GDPR policy and only shared with those members of the school staff who have need of it as part of their job.

If you have any concerns about how we will use and store the information you provide us with, please raise this with us.

b. Transparency and equal opportunities

All proper procedural and contractual courtesies will be observed regarding the matter of transfer from the previous school. Green Meadow will not be party to unprofessional and/or private arrangements with parents in the event of parental dissatisfaction with their current school.

Green Meadow operates a transparent policy regarding admissions and recruitment; we will not seek to approach pupils inappropriately or secretly from other schools nor will we undermine the character or practices of other schools, either in the maintained or independent sector.

Our admissions practices are managed honestly, transparently and in full respect of

individual rights. We believe in equal opportunities for all potential pupils able meaningfully to access the curriculum we offer, irrespective of race, gender, religion or physical ability.

8. Your next steps

If you would like to discuss the possibility of your child joining Green Meadow Independent Primary school please contact:

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