

ADMISSIONS AND CHILDREN'S RECORDS POLICY AND PROCEDURE

Prior to the child's attendance at the school the parents or guardians must complete and sign the:

1. *Registration Form*
2. *Acceptance/Health Form*
3. *Parent-School Contract Standard Terms and Conditions.*

This provides school with the following vital information, and informs the parents of the basic standards of behaviour and the attitude towards teaching and learning that the school expects and demands.

- Name, home address and date of birth of each child
- Starting date
- Name, address and telephone numbers of parents or guardians
- Emergency telephone numbers of parents or guardians
- Special Diets
- Arrangements for collection for younger children or those with special needs that makes collection by an adult essential
- Name, address and telephone number of the child's doctor
- Illness and inoculation details
- Details of any allergies
- Parental consent on emergency procedures

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

The admission procedure for the School is as follows:

- 1) On receiving a contact from a person considering placing a child here, record the person's and child's names, child's gender and age, address, telephone numbers, other contact information and proposed date of entry. Arrange a time to visit and/or send out a prospectus pack and other information they request.
- 2) At this point if the child's parents are convinced the school is appropriate for their child they may rarely wish to complete the registration form, which in this case should be sent out with the Prospectus Pack, at this time.
- 3) On visiting the School, the visiting adults, ideally accompanied by the child, should be taken around the school and be given comprehensive information. Key personnel should speak to them.
- 4) At this time if the registration form has not been completed and the parents wish the child to be considered for a place it must be completed at the end of the visit. Information is to be given on uniform shop opening times.
- 5) Reports from previous schools, educational psychologists or other relevant experts are to be requested.
- 6) The child may be invited to spend a day (or days) in school.

- 7) Before the decision to admit a child is confirmed by the School the parents/guardians are required to complete the "Acceptance Form" and sign the "Parent-School Contract – Standard Terms and Conditions."
- 8) When a child has enrolled, the parents/guardians names should be added to the list to receive information on the school and invitation to events, along with parents already enrolled.
- 9) Those to undertake base-line assessments are to be informed so that these can be done.
- 10) A place will be offered based on availability and in accordance with the *Code of Practice for Schools, Disability Discrimination Act 1995 Part 4*.

Matters for further consideration are application forms and information-handling systems. For more details please see the *Prospectus*, *website* and the following *Registration form*, *Acceptance form* and *Parent-School Contract - Standard Terms and Conditions*

Signed.....

Date.....