



ADMISSIONS POLICY AND PARENTAL AGREEMENT

Version	1.6
Name of policy writer	Euan Burton-Smith
Last updated	September 2024
Review Date	September 2025

Record of Alterations

Version 1.0	Original
Version 1.1	Alterations
Version 1.2	None
Version 1.3	Alterations
Version 1.4	Alterations
Version 1.5	None
Version 1.6	Alterations

Approved by Chris Sellers
September 2024





Table of Contents

1. General statement	3
2. Aims	3
3. Admission entry points	3
4. Special Educational Needs	3
5. Admissions into Nursery	3-4
6. Admissions into Kindergarten in September	4
7. All Other Admissions	4-5
8. Admissions Criteria	5
9. Misbehaviour and Exclusions	5



1. General Statement

The Mount School is a well-established independent school for boys and girls aged between 3 and 11 years. The Director is responsible for admissions and for the operation of this policy.

2. Aims

The aims of this policy are to:

- Set selection criteria and procedures that are consistent and fair to all applicants.
- Identify applicants whose academic and other abilities appear to match the standards and ethos of the School.
- The selection process is determined and reviewed from time to time by the Director and the Head Teacher.

3. Admission Entry Points

Admission to the School takes place in the September following the child's third birthday. Admission after this may be possible depending on the availability of places and subject to an assessment day at the School. During this day the potential pupil will work with teaching staff who will assess the child's suitability for a place at The Mount School.

4. Special Education Needs and Disabilities

The School has limited facilities for the disabled but will do all that is reasonable to comply with its legal and moral responsibilities under the Special Educational Needs and Disability Act 2001 and the statutory requirements in the SEND Code of Practice 0 – 25, 2014 in order to accommodate the needs of applicants who have disabilities for which, with reasonable adjustments, the School can cater adequately. Parents or guardians of an applicant who has any disability or special educational needs should provide the Head Teacher with full written details when applying for admission. The School needs this information so that, in the case of any applicant with particular needs, we can assess those needs and make sure the School can provide adequately for them throughout the admission process. The School will consult with parents or guardians about the adjustments which can reasonably be made for the applicant both during the admission process and later as a pupil.

5. Admissions into Nursery

Parents/carers are invited to schedule a tour of the nursery with the a senior member of staff. During the tour, children are welcome to explore and play while parents ask questions and meet the staff.



After the tour, your child will be invited to attend a half-day session (morning or afternoon), where parents/carers will leave them in the nursery's care.

Parents will receive feedback on their child's experience, and any further questions can be addressed.

If parents wish to proceed with enrolment a registration link will be sent via the Family app, notifying the nursery manager who will then send a login link along with an invoice for the registration fee to secure their place.

Upon receiving the completed registration form and registration fee, the nursery will promptly review availability and respond to parents/carers in one of three ways:

1. If a place is available for the requested sessions, an offer will be made for immediate enrolment.
2. In cases where only some of the requested sessions are available, the nursery will propose an offer for those sessions. However, if the rooms are fully booked, the child will be placed on a waiting list.
3. Should the nursery be unable to offer a place by the requested start date, and if an alternative date is not suitable, the registration fee will be refunded to the parents.

After logging in, parents will be asked to fill out all required information, including family details, emergency contacts, and medical information.

If the child has attended a previous setting, the nursery manager will contact their previous key worker for information to ensure a smooth transition.

Parents will complete an 'All About Me' booklet with their child to help staff understand their needs and interests.

6. Admissions in September

- Parents or carers of prospective applicants are encouraged to arrange a visit to the School, including a guided tour and meeting with a senior member of staff, in order to assess the suitability of the School for the prospective applicant.
- Parents or carers of applicants must complete a Registration Form and pay the appropriate registration fee.
- During the Summer term prior to your child starting school, the class teacher will arrange either a visit to your child's current childcare setting or a home visit. These visits are important as they are designed to determine the suitability of the school for your child and vice versa as well ensuring effective transition.
- Admissions Record: a confidential form of Admissions Record will be completed for each applicant.

7. All Other Admissions



- Parents or carers of prospective applicants are encouraged to arrange a visit to the School, including a guided tour and meeting with a senior member of staff, in order to assess the suitability of the School for the prospective applicant.
- A taster day will be arranged for your child is designed to determine the suitability of the school for the child and vice versa.
- After the taster day, there will be a feedback session with a member of the Senior Leadership Team.
- Parents or carers of applicants must complete a Registration Form and pay the appropriate registration fee and a start date agreed.
- Admissions Record: a confidential form of Admissions Record will be completed for each applicant.

8. Admissions Criteria

- The applicant is of appropriate age and sufficient maturity.
- The School is able to provide adequately for any special educational needs and disabilities (if any) the applicant may have.
- A successful childcare setting visit or taster day (depending upon point of entry) has been completed.
- Fees (if applicable) at any previous school have been paid.
- Upon admitting your child into The Mount School you agree to all terms and conditions as set out by The Mount in all aspects of School life. This covers:

Timings of the School Day

Social Media Policy

Following Uniform Policy

9. Misbehaviour and Exclusions

Please refer to Behaviour Policy.