

Admissions Policy



- Governors are kept informed of pertinent legislation changes and ISI updates through the Curriculum sub-Committee reports.
- Staff are kept informed of pertinent legislation changes and ISI updates during weekly briefing.

Version Control	
Governor Co-ordination:	Curriculum Committee
Approved by Governors:	Autumn 2017
Review Cycle:	Annual
Next Review Date:	Autumn 2019
Last Amended:	Autumn 2018
Latest ISI Update Check:	April 2018
See also - Charging Policy; Bad Debt policy	



Runnymede St Edward's School: Mission Statement

'Inspire, Challenge, Support through Faith'

Children's Mission:

Into your hands Lord, we put each day
all that we do and all that we say

Child Protection Statement:

Runnymede St Edward's School is committed to safeguarding children and promoting children's welfare and expects all staff, governors, volunteers and visitors to share this commitment and maintain a vigilant and safe environment. Everyone has a responsibility to act without delay to protect children by reporting anything that might suggest a child is being abused or neglected. It is our willingness to work safely and challenge inappropriate behaviours that underpins this commitment. The school seeks to work in partnership with families and other agencies to improve the outcomes for children who are vulnerable or in need.

Runnymede St Edward's School follows guidelines laid down by the **Liverpool Safeguarding Children Board** (LSCB: www.liverpoolscb.org) and **Keeping Children Safe in Education 2018** (www.gov.uk)

School Aims:

Faith

To encourage and foster the spiritual growth of all and to make prayer an integral and enjoyable experience in our daily life.

Individual Opportunities for Learning and Growth

To provide experiences that broaden, enrich and extend the skills, talents and values of each member of the school community. We are an inclusive school and pupils with additional needs or for whom English is an additional Language are fully supported to enable them to achieve their potential.

Relationships

To provide a safe, caring and welcoming environment within which all are treated with respect, courtesy and kindness. Runnymede St Edward's School upholds British values and encourages respect for all.

School and Wider Community

To foster a spirit of co-operation and friendship between home, school and the wider community.

Runnymede St Edward's School is built on the tradition of our founders, the Congregation of Christian Brothers. Based on their vision, Runnymede is a place in which individuals can develop fully, contributing as happy and caring members of a school community. Children's unique talents are valued, and they learn to live as well-mannered, self-disciplined and confident individuals.

For a detailed School Mission Statement please refer to the Mission Statement page of our website



1 Introduction

- 1.1 Runnymede St Edward's School is a Catholic school and follows the 'Archdiocesan' religious education scheme which includes studies of other faiths.

2 Aims

- 2.1 The aims of this policy are to:

- Clarify the school's approach to admissions, for staff, pupils, governors, parents or carers, and to clarify the legal requirements and responsibilities;
- Safeguard the rights of pupils, their families and our school;
- Enable the school to manage admissions properly.

3 The Admissions Team

- 3.1 During the application process, the Head Teacher is assisted by a team of dedicated professionals who are committed to the welfare, education and development of children in their care, ensuring the continued success of the school.

4 The Initial Approach

- 4.1 Initial contact from prospective parents is often made as a result of advertising/open days/word of mouth/web-site and reputation.
- 4.2 If a place is available, prospective parents are invited to tour the school with the Head teacher and to make an appointment for their child to attend an informal assessment.

5 Assessment

- 5.1 The assessment session enables staff to identify a child's strengths and areas for development in order to best support the child
- 5.2 **Preschool** aged children stay with us for a short stay-and-play taster session, and children from **Reception** age upwards stay with us for a full day.
- 5.3 Assessment for **Preschool** and **Reception** is based upon the Foundation Stage Profiles.
- 5.4 Assessment for **Years 1 to 6** will involve completion of reading, writing, spelling and maths tasks (appropriate to their age).
- 5.5 **Choristers** are selected on the basis of their musical aptitude as displayed during the voice trial. Voice Trials are assessed by members of the Cathedral Music Department, and the process is moderated by an external assessor. Since boy choristers are required to change Primary School at a typical point in their schooling, boys who successfully complete a voice trial are invited to spend a day at Runnymede. During that day an academic assessment is made in order to inform the school of appropriate provision for the child. This is the sole purpose of the academic assessment.

6 Registration Form and Fee



6.1 Upon arrival at Runnymede on the day of assessment (or before), a registration form must be completed and registration fee of £50 paid.

7 Feedback on the Assessment

7.1 This is given to parents by the Head Teacher.

8 Action in case of an inconclusive Assessment

8.1 If the assessment is inconclusive, a second assessment will be arranged.

9 The Offer

9.1 After a meeting with the Head Teacher and parents, and an agreement is made that Runnymede is the best place for the child, a conditional offer (see 9.2) of a place may be made.

9.2 Prospective parents are asked to inform their child’s current school (if applicable) about the assessment day and a letter will be sent to the school asking for a reference. If a place is offered, it is conditional upon a satisfactory reference from the child’s current school, to include any relevant Child Protection information, and completion of all relevant paperwork.

9.3 If a pupil is transferring from another independent school, all contractual obligations will need to be up-to-date and complete.

9.4 When a place is offered, an offer letter is sent to parents, which must be signed and returned along with a new pupil deposit of £500 to secure the place.

9.5 A place is not formally confirmed until signed contracts have been received together with the deposit required.

9.6 In the event that the agreement has been signed and the deposit paid, then the Charging Policy takes effect.

10 Preschool Places

10.1 From September 2018, children are eligible to join Preschool **from the start of the first full term following their third birthday.**

Your child’s birthday	Assessment	Eligible for Preschool
From 1 st September to 31 st December	During the second half of the autumn term	Start of spring term (January)
From 1 st January to 31 st March	During spring term	Start of summer term (April)
From 1 st April to 31 st August	During summer term	Start of Autumn term (September)



- 10.2** Assessment will take the form of a stay-and-play taster session during which staff will informally assess the child to identify strengths and areas for development. Following this, an offer of a place may be made.
- 10.3** Children must be fully toilet trained before starting Preschool.
- 10.4** Attendance in the Preschool class can be for 3, 4 or 5 full days. This gives rise to the possibility for more than 20 children to be on role at any one time, although no more than 20 children will be in attendance on any one day.
- 10.5** A place in Reception will be offered to the first 20 children **in the age appropriate cohort** to have formally accepted their place in Runnymede Preschool (see 9.5).
- 10.6** The remaining children will be placed on a waiting list according to the date upon which they formally accepted a place at Runnymede Preschool, as per the process outlined above.

B. Slater - Headteacher

September 2018