

# 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:	<b>Curriculum Committee</b>
Approved by Governors:	<b>Autumn 2015</b>
Review Cycle:	<b>Annual</b>
Next Review Date:	<b>Autumn 2016</b>
Last Amended:	<b>Autumn 2015</b>
Latest ISI Update Check:	<b>April 2016</b>
See also - Charging 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](http://www.liverpoolscb.org) 2015) and **Keeping Children Safe in Education** ([www.gov.uk](http://www.gov.uk) 2015)

### **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 Although Runnymede St Edward's School is a Catholic school pupils from other faiths are welcomed.
- 1.2 All pupils and parents must be sympathetic to the school ethos and therefore pupils cannot be withdrawn from religious education lessons or activities.
- 1.3 The school is sympathetic to other faiths and pupils are encouraged to celebrate diversity.
- 1.4 The school 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 assessment session.

## 5 Assessment

- 5.1 The assessment session enables staff to identify a child's strengths and areas for development.
- 5.2 **Preschool** aged children stay with us for half a day, 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 the NFER Reading Test, Schonell Spelling Test and Mental Arithmetic Test (appropriate to their age) and a piece of written work.
- 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 an atypical point in their schooling, boys who successfully complete a voice trial are invited to spend a day at Runnymede. As part of that day an academic assessment will be made, since it is very important to ensure that on transfer to Runnymede appropriate provision is made for the child, which is the sole purpose of the academic assessment.

- 5.6** These assessment tasks are used to identify the level of academic ability and to inform us of the best way to support the child

## **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** Dependent upon the results of the assessment, along with the most recent school report from the child's current school (where appropriate), an offer of a place may be made.
- 9.2** Prospective parents are asked to inform their child's current school (if applicable) about the assessment 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 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** Children start in the Preschool class from the September following their third birthday.
- 10.2** 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.



- 10.3** If there are more than 20 children on role, a place in Reception will be offered to the first 20 children to have formally accepted their place in Runnymede Preschool. A place is formally accepted by returning a signed acceptance letter together with a £500 new pupil deposit.
- 10.4** 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.
- 10.5** If the waiting list comprises sufficient numbers, a second Reception Class will be considered.

B. Slater - Headteacher

January 2016