ADMISSIONS POLICY and PROCEDURE

Whole School Policy including EYFS

ADMISSIONS POLICY AND PROCEDURE

This policy reflects the values, ethos and philosophy of Moorfield School ("School") in relation to the admission of pupils to School. It gives a framework within which all governors, staff and pupils work together. School's aim is:

'Excellence in Education, inspiring Kindness, Confidence and Creativity'.

We achieve this by:

- Nurturing and celebrating each individual
- Providing a calm and purposeful academic environment where each pupil makes excellent progress from their level of ability
- Enabling, through a rich and creative curriculum, many areas for pupils to shine
- Building character to facilitate curiosity, independence, perseverance, resilience and good humour
- Encouraging care and respect for everyone and everything on our planet
- Being happy together as a community

We are a non-selective school. Pupils who attend another school and wish to join Moorfield after Reception are invited to meet the class teacher and try a 'taster day' before making the final decision. This enables parents and children to feel comfortable and happy with their decision before registering. It also enables staff to conduct an 'informal' assessment on the pupil's academic ability.

PROCEDURE

NOTE:- During the pandemic, please see changes implemented as a result of the Covid 19 Risk Assessment

1. Please telephone or email School if would like to be sent a prospectus, which will be posted to you.
2. EVERY DAY IS OPEN DAY at Moorfield. The best way to see the inner life of School is to pay a visit on a normal working day. Please telephone or email the school office to arrange a visit.
3. A visit includes a meeting with the Head and a tour of School, which will enable you to see the children at work, meet teachers and view the facilities.
4. You will be given an information pack which will include:
   a) School's Core Aims and Values (see above)
   b) A Registration and Acceptance Form
   c) Details of school fees
   d) Copies of recent editions of The Moorfield Times

5. Once you have decided to send your child to Moorfield, if his/her starting date is imminent please submit the Registration and Acceptance Form together with the non-refundable registration fee and the deposit. Please note, the deposit is returnable only if your child transfers from Nursery to Reception. After Reception, the deposit is refundable in the last year your child attends Moorfield which in most cases, will be at the end of Year 6.
6. However, if you wish to reserve a place for your child well in advance of his/her starting date at the school, you are able to fill in a Registration Form requiring you only to pay the non-refundable registration fee at this stage. The acceptance deposit can be paid shortly before your child starts.

7. The Parent Handbook would then be issued – an A-Z of what you will need to know as a Moorfield parent.
8. It is generally expected that new pupils in the main school will start at Moorfield at the start of a new term. However, on occasions when pupils have started mid-term they have slipped into Moorfield way of doing things quickly and easily.
9. Nursery children can start at any time during the year and have a staggered entry to minimise separation anxiety. On the first day the child would come to school with a parent/carer, who would stay for the duration of the hour's visit. The parent/carer will first sign in at the office where all paperwork is checked, following this, the parent/carer and child are escorted to the nursery by a member of the school's office staff. On the following visit, the child would be left for a while on their own. On the third day, the child would come to school in the same way as his peers and would be settled enough to wave their parent/carer goodbye from the safety of the Nursery.

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Policy reviewed by:	The Head
Last Review Date:	December 2020
Next Review Date:	December 2021