MOORFIELD
SCHOOL

# ADMISSIONS POLICY AND PROCEDURE

This policy applies to the whole School (including Early Years Foundation Stage) and is published to parents, pupils and staff.

# ADMISSIONS POLICY AND PROCEDURE

This policy reflects the values, ethos and philosophy of Moorfield School and Nursery ("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 the final decision is made. 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 ability.

**An offer of a place at Moorfield School is subject to satisfactory verbal or written references, assessments and reports.**

## PURPOSE

The purpose of the Admissions Policy (the Policy) is to ensure that prospective parents are clear about the commitment they are making to the School and the process and procedures which parents and the School follow from initial enquiry to registration.

## SCOPE

The Policy applies to:

- parents who wish to register children for Nursery
- parents who wish to register children for Main School from other nurseries or prep/primary schools

## PROCEDURE

1. A telephone call or email to request further information about spaces and the admissions process. The Head's PA will reply and send a copy of the prospectus and answer any questions.

2. The best way to see the inner life of School is to pay a visit on one of our regular Open Days to see the School in action. Alternatively, please telephone or email the Office to arrange a separate 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) Details of fees
    c) Copies of recent editions of The Moorfield Times

5. Once you have decided to send your child to Moorfield and a place has been offered verbally, the admissions documentation will be issued, together with a formal offer letter, the Admissions Policy and the Terms & Conditions. **The signing of the Registration Form includes confirmation that you agree to the Terms and Conditions, including deposits, fees and notice periods.** Once all the documents have been completed and returned and the non-refundable Registration Fee and the Deposit have been paid, your child is registered.

6. If you wish to reserve a place for your child well in advance of their start date at the School, you are able to fill in a Registration Form requiring you to pay only the non-refundable Registration Fee (for Main School) at this stage; the Deposit may 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 beginning of a new term. However, on occasions when pupils have started mid-term they have slipped into the 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, i.e., settling sessions (see Key Definitions). 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 Office staff. On the following day, the parent/carer would leave their child in Nursery for an hour on their own. On the third visit, the child would come to Nursery in the same way as their peers and would be settled enough to wave their parent/carer goodbye from the safety of the Nursery.

## SPECIAL EDUCATIONAL NEEDS

Moorfield welcomes children with special educational needs provided that the School can offer them the support they require with reasonable adjustments so that they can access and benefit from the curriculum. 'Reasonable adjustments' is defined against the context of Moorfield being a small, independent school with limited resources.

Parents/carers of children with identified special educational needs must inform the School and should discuss their child's learning needs with the School at the time of application, providing where possible all relevant documents that may support their child's needs, e.g., an Individual Learning Plan, an Educational, Health and Care Plan (EHCP), or Educational Psychologist's report.

Following the initial discussion and a place being offered and accepted, annual review meetings will be held, if necessary, to review reasonable adjustments as part of the overall consideration as to whether the School continues to be a suitable placement in all of the circumstances to meet the pupil's needs.

There may be scenarios where underlying special educational needs are not immediately apparent and identified before the child is accepted into the School. Should this be the case, then the School, in liaison with the family, will attempt to make the reasonable adjustments necessary so that the child can access the curriculum at Moorfield.

There may be circumstances in which the School is not able to offer or continue with a place for reasons relating to a child's special educational needs: For example, if there are no further adjustments which the School considers will enable the child to reasonably access the education offered or which ensure that the School is suitable for the child having regard to their needs and welfare. If a place at the School is not reasonably considered to be in the best interests of the child, we reserve the right to decline the offer of a place or continue

with the placement. In these circumstances, the School will liaise and work with the parents and family in order to find a suitable alternative setting where the needs of the individual child will be better met. Please see Terms and Conditions, clause 7(g).

## KEY DEFINITIONS

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| Children | This term refers to all pupils at Moorfield, aged 2 to 11 years. |
| Prospective Parent | A parent who is not yet registered with the School and is in the process of making the decision to register. |
| Initial Enquiry | The first contact with the School, either through the enquiry page on the website or phone call/email to the School. |
| Registration | A prospective parent has made the decision to enrol their child/children at Moorfield and completes the Registration Form, pays the Registration Fee and the Deposit. |
| Settling sessions | For Nursery, parents have already registered. The first two sessions (of an hour each) are for settling when a parent stays with their child for the first session and leaves their child for the second session. |
| Taster Days | For children entering Reception and other year groups from a different educational setting, the School recommends one or two taster days. Children are offered a full day with their new class and informal maths and English assessments are carried out. Following successful taster days, a place at the School is then offered. |
| Parent Handbook | The Parent Handbook is given to a new parent upon registration. The Handbook explains how the school day runs, including uniform and where to purchase it to timings of the school day, lunches, first aid, contact numbers, etc. The Parent Handbook also includes the Parent Code of Conduct. It is updated annually and a copy is uploaded onto the Parent Portal on the website. |
| Terms and Conditions | When parents sign the Registration Form they are agreeing to the Terms and Conditions of enrolling their child. The Terms and Conditions include the timings of fee payments and the obligations parents have to observe the notice period. |

Policy reviewed: May 2026