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	Name	Date
Name of Policy	Admissions Policy	
Prepared by	Dallington School	
Checked and Reviewed by	Maria-Luisa Marchini Abi Hercules	October 2020
Ratified by Board of Governors		
Next School Review		October 2022

Admissions Policy

(To be read in conjunction with our Terms and Conditions and our Fees Structure and Payment Policy and SEND Policy)

1 Introduction

- 1.1 Dallington School is an Independent School with a nursery (on the same site) with children ranging in ages from 3 to 11 years.
- 1.2 Dallington has a Lower Nursery (3 rising 4) and an Upper Nursery (4 rising 5)
- 1.3 Dallington has a non-selective and co-educational intake and entry depends on early registration.
- 1.4 Dallington School aims to keep its catchment area local. Most Dallington families live in Islington or Hackney and a few live in other adjoining boroughs.

2 Registration and places

- 2.1 Places are offered on a “first come, first served” basis and registration does not guarantee a place.
- 2.2 A sibling discount on fees is offered. Details of this can be found in our Fees Structure and Payment Policy.
- 2.3 We encourage families to join one of our daily tours, which can be booked on our website, with up to three families per visit. Joining a tour gives parents an opportunity to learn more about our school when it is in action.
- 2.4 Further opportunities to learn about our school are offered in two annual Open Evenings (May and October). Parents are required to complete our online Open Evening form to reserve a place.
- 2.5 Application for Registration Online; a quick and direct way to register interest in your child joining our school. After completing the Application for Registration form, you will be directed to pay our Registration Fee of £100 per child, which is non-refundable.
- 2.6 Registration is an essential part of our Admissions process.

- 2.7 On receipt of an Application for Registration form, a confirmation of payment will be sent to you by email. A letter to confirm Registration is sent by post and email.
- 2.8 Following registration, we will keep in contact by emailing News and pertinent Events.
- 2.9 In the event that there are more applications than places available within our Early Years setting, Dallington will take into account Islington Council's admissions policy framework when allocating places.
- 2.7 Two terms in advance of the requested term of entry, an 'Invitation to Visit' is sent. This is an informal hour spent in your child's prospective class for those children hoping to join our nursery. Offers will be made following the 'Invitation to Visit', which is mandatory

3 Nursery Intake

- 3.1 Each Autumn we admit our main intake of children into the Lower Nursery, following their third birthday, but places are also made available in the Spring and Summer Terms.
- 3.2 A place secured in Lower Nursery guarantees a place in Upper Nursery.
- 3.3 A place secured in Upper Nursery guarantees a place in our school (Years 1 to 6).
- 3.4 The remaining places are available to registered families.

4 Provision and Funded Nursery Education Places

- 4.1 Dallington offers places solely on a full-time basis.
- 4.2 Dallington follows the Early Years Foundation Stage Curriculum and our provision and setting are annually monitored by the local authority. Children aged 3 and 4 benefit from the Government Eligibility Grant (which is revised annually) as part of our Early Years Partnership with the Borough of Islington.

5 Extended Provision

5.1 Extended provision is offered during term time from 08:00 to 18:00, together with after school clubs and occasional holiday clubs. Details can be found on our website.

6. Occasional Places

6.1 On occasion places become available throughout our school (Years 1 to 6). For 'occasional places', children are invited to spend the day with their appropriate age group and we get to know each other.

6.2 Children unable to spend the day, due to family circumstances, in these instances a form must be completed and supported by a current school report.

7 Inclusion and non-discrimination

7.1 We welcome all applications to join the school. We do not discriminate against anyone, be they staff or pupil or parent, on the grounds of ethnicity, race, nationality, national origin, religion, attainment, age, disability, gender or background. See School Info, Special Educational Needs and Disability, English as an Additional Language for more information.

5.2 It is our aim to include and make provision for children of different levels of ability, backgrounds and interests, to work and play together in a co-operative and supportive way.

5.3 Dallington School will comply with all applicable anti-discrimination legislation in the UK.

5.4 At the point of registration we require parents to supply us with a complete picture of their child's health and educational history including any reports written. Once the parents accept a place at Dallington they agree to continue to keep the school up to date by supplying copies of all health and education reports and external advice. Parents also agree to seek external advice if the school requests this. This is to ensure that the school can effectively meet the needs of all children.

6 Bursaries

- 6.1 We aim to broaden access to the school by offering to eligible parents/guardians means-tested financial support with the payment of school fees.
- 6.2 Bursaries may be made available to parents/guardians of children in any year group from Year 1 to Year 6. Only those families with children already on the school roll will be considered.
- 6.3 To apply for a means-tested bursary, families must complete the form 'Confidential Statement of Financial Circumstances in support of an application for a Grant' which can be found on the School's website.
- 6.4 Bursaries are awarded at the discretion of the Bursar and School Accountant, who are responsible for the management and coordination of the process.

7 Admissions Timetable

- Register your child **Early registration is strongly advised.**
- Your child is placed on our entry list (on a first come first served basis)
- You will receive School News and notification of Events
- Two terms prior to entry and **before** half term (Oct, Feb, May/June) we will invite you and your child for an informal visit
- **After** half term (Oct, Feb, May/June) places are offered
- The deadline for acceptance is two weeks after the offer date
- Places are secured on receipt of both the Deposit AND the signed Terms & Conditions by all those with parental responsibility for the child.

8 Overseas Applicants

- 8.1 We welcome overseas pupils, who can study at Dallington provided that they have a close relative living in the UK with whom they can stay for the duration of the school annual timetable and provided that the pupil has a valid VISA to study in the UK. However, parents of overseas pupils should appreciate that we do not run a short-term study programme and pupils are expected to join us for at least an academic year, save for exceptional circumstances and by arrangement, on a case by case basis.

8.2 Currently, we do not hold a Tier 4 license.

10 **Religious Beliefs**

Dallington welcomes applications from prospective pupils of all faiths and of no faith.

11 **Schools Terms and Conditions**

The School's Terms and Conditions can be found on the School's website and will be made available to parents as part of the admissions process.

12 **Complaints**

The School's Complaints Procedure is on the School's website and can be sent to prospective parents on request. The Complaints Procedure is not available for use by prospective parents.

13 **Records and Review**

Applicants' details will be held on file with due regard to data protection legislation and the School's Privacy Notice and Records Management Policy.

The School will not hold the personal data of you or your child for longer than is necessary for a lawful purpose. This will generally be no more than 6 months following an unsuccessful application, but reasons to retain for longer might include: if the parents express an interest in re-applying for any reason at a later date, or in the potential candidacy of another sibling; or to deal with any ongoing matters or queries arising from the application.

8 **Monitoring of Policy**

This policy is reviewed annually by the governing body or when any changes are made to relevant legislation or standards.