



## St Martin's School

### ADMISSIONS POLICY

St Martin's School welcomes children of both gender and from all ethnic origins/racial groups, religions, cultures and linguistic backgrounds.

St Martin's School aims to provide a positive environment where children are happy to attend because we offer:

- A sense of community ... fostered through positive relationships; healthy friendships; mutual respect; good communication and no tolerance for bullying.
- A positive atmosphere ... fostered through encouragement; recognition of progress; praise for all achievement, both academic and non-academic; and a teaching/learning programme that is relevant and inspiring.
- A broad education ... developed through a teaching/learning programme that extends beyond the National Curriculum, motivating children so they develop a love of learning, and are inspired to become lifelong learners.
- An attractive environment ... maintained through providing a school and learning areas that are pleasant in which to learn. Our children are encouraged to develop responsibility in respecting the school and the environment.

Before we can offer a child a place at our school, we interview parents, meet the prospective pupil and show them around the school. The number of places is limited in order to maintain class sizes. Parents are advised to submit applications for a place as early as possible to avoid disappointment. If a class is full, parents may put their child on a waiting list. Subject to the availability of places, children may be admitted into the school at any time, where they will be placed in the appropriate year group according to their age.

Admission to St Martin's School usually takes place in September, the beginning of the school year, and children are accepted into the Reception class from the September after they have turned four.

Admission is based on:

- A prospective visit and a successful interview/meeting between the Headteacher, or delegated person, and the prospective pupil(s) and parent(s).
- The successful completion of one or two day visits by all prospective pupils in Reception to Year 6.
- Where appropriate, a satisfactory report from the prospective pupil's previous school, nursery, playgroup or day-care centre.
- St Martin's School reserves the right to refuse entry, and progress into any class from Reception to Year 6, if the School, in the opinion of the Headteacher and teachers, does not meet the educational, pastoral and social needs of the pupil concerned.

When parents register their children for entry to St Martin's, it is on the understanding that they accept the policies of the school and that they will support the policies for the duration of the time they are associated with the School.

In addition to a Home/School Agreement; parents sign the following declaration on registering their child/children at St Martin's:

***Declaration***

We understand that after registration, a full term's written notice of withdrawal is required. (A full term is the period between and including the first and last days of the term.) If we fail to give such notice, the fees for the ensuing term will be paid in full. We shall pay all fees in advance on or before the first day of term, otherwise accept an automatic surcharge of at least 15%. We realise that the school reserves the right to alter the fees as necessary at its discretion. We agree that our child will conform to all the school regulations.

***Please note:***

*The school reserves the right to review the level of fees at any time but an annual review will generally take place in October, with fee increases from January in the following year. The Headteacher retains the right to request the immediate withdrawal of any pupil where, in his/her opinion, circumstances warrant it without repayment of any fees.*

**Special Education Needs**

The school has limited resources to cater for children with Special Education Needs. Children identified with non-severe learning difficulties such as mild to moderate dyslexia, dyscalculia and dyspraxia are supported through the intervention of teaching staff in a small class environment and teaching assistants. Some one to one or small-group sessions are available with a part time support teacher. The school does not however have a separate special needs unit. School fees do not cover the cost of additional learning support that will be charged to parents in addition to the term's fees. A copy of the school's SEN policy is available on request.

As children are admitted into the school from age four, some learning or behavioural difficulties are only identified once a child has started at the school. Once a child is identified as having Special Education Needs, appropriate action and procedure will be followed in line with the school's SEN policy. If it becomes clear however, that the learning or behavioural need is one that the school is unable to cater for adequately; the Headteacher, in consultation with the class teacher and other experts, where appropriate; shall meet with the child's parents to discuss arrangements for a place at another setting where the child can receive the necessary support.

***Children with Exceptional Abilities***

St Martin's School recognises that very able children have exceptional needs and therefore opportunities for curriculum extension and enrichment should be made available for these pupils in all phases from the early years onwards. The school and staff are committed to enriching the learning process for very able children and extending these pupils so they thrive in a challenging educational environment.