

COOPERSALE HALL SCHOOL ADMISSIONS POLICY

Policy Statement

This policy has been authorised by the Principals of Coopersale Hall School. It is addressed to parents of prospective pupils and to all members of the teaching and administration staff.

The aims of this policy are to identify and admit children who will benefit from an academic education and who will contribute to and benefit from the ethos and activities of the School community. If the School is over subscribed and we have to decide between two or more candidates after all appropriate allowances and special consideration has been given, we may give preference to:

- A child who already has a brother or sister in the School; or
- A child who will remain at Coopersale Hall School until the end of the final year (Year 6).

A place on the waiting list does not guarantee admission. The School must feel reasonably sure that it will be able to educate and develop the prospective pupil to the best of his/her potential and in line with the general standards achieved by the pupil's peers.

Equal Opportunities

We welcome children from all ethnic groups, backgrounds and creeds. Human rights and freedoms are respected but must be balanced with the lawful needs and rules of our School community and the rights and freedom of others. All candidates for admission will be treated equally irrespective of their parents' race, colour, language, religion, political or other opinion, national or social origin, association with a national minority, orientation, birth or other status.

Disability

At present, our facilities for children with disabilities are limited, but we will do all that is reasonable to ensure that the School's culture, policies and procedures are made accessible to children with disabilities. When a disability or special educational need is made known to us, we will consult with parents and make reasonable adjustments to our admissions procedures and arrangements to enable a child, if s/he is able, to satisfy our admission requirements.

Lower Kindergarten (2½ - 3 year olds)

Lower Kindergarten is currently a morning only group with spaces for some 30 children over the age of 2 ½ years who are clean and dry. Provided spaces are available, children are eligible to enter at any time after the qualifying intake periods as follows:

- Children reaching their third birthday between September and February of the relevant academic year can start if required with the Autumn Term intake (i.e. September of each year)
- Children having their third birthday between March and May will be eligible to start with the Spring Term intake (i.e. January of each year).
- Because we do not have a Summer Term intake, we recommend that children whose third birthday falls between June and August start in the Upper Kindergarten class with the new Autumn Term intake (i.e. September) after their third birthday and when they are likely to settle more quickly.

This may be summarised as follows:

Date of Birth Between:	LK September	LK January	UK September
September - February	X		
March - June		X	
July - August			X

Currently, children start with a minimum of 3 sessions and have the opportunity to increase to 4/5 sessions in January. They are expected to attend 5 mornings by the Summer Term.

Children joining the Lower Kindergarten from September 2010 will be expected to attend 5 full morning sessions by the time they reach the Summer Term.

Upper Kindergarten (3-4 year olds)

At the beginning of the Upper Kindergarten, previous Lower Kindergarten pupils and new children are mixed to create two new Upper Kindergarten classes, with around 20 children in each. Both class groups work in conjunction with each other and are of mixed ability.

- Children already attending Lower Kindergarten gain automatic entry into Upper Kindergarten in the following Autumn Term.
- There are two intakes for new children - September and January in each academic year.

Currently, children start Upper Kindergarten with a minimum of 3 morning sessions. They may attend as many afternoon sessions as required. All children should attend a minimum of 2 afternoon sessions by January and we recommend they should be attending 5 full days in the Summer Term in preparation for Main School.

Children joining the Upper Kindergarten from September 2010 will be expected to attend 5 full morning sessions throughout the academic year.

All children in Upper Kindergarten move into the Main School the following September into Transition classes (Reception) and have automatic passage throughout the School until Year 6.

Entry into the Infants (5-7 year olds)

Entry for new pupils into the Infants from Year 1 is by interview and classroom observation. We will invite prospective pupils to spend some time with us with the class that they may be due to join. There will be a short test to assess the general ability level of the pupil.

Entry into the Juniors (7-11 year olds)

Entry for new pupils into the Juniors from Year 3 is by interview and classroom observation. We will invite prospective pupils to spend some time with us with the class that they may be due to join. There will also be a short Entrance Examination to assess suitability for entry.

**THIS POLICY WAS REVIEWED AND UPDATED IN FEBRUARY 2011
KAYE LOVEJOY**