

NEWBOLD SCHOOL ADMISSIONS POLICY

Reviewed January 2016 (September, 2015) by J Crissey (Head Teacher).

Newbold School is a co-educational Christian day school for children aged of 3 – 11 years of age. It is owned by the South England Conference of Seventh-day Adventists, and welcomes children from all faiths, races and backgrounds.

An entrance assessment is required for children new to KS2 from January, 2015. All applications for places at our school will be treated fairly.

Special Educational Needs (SEN)

Whilst every effort is made to support children with special disabilities or educational needs, there are, however, situations when certain SEN resources are necessary but financial assistance is not available from the Local Education Authority (LEA) for independent schools. In situations such as these, it will be necessary for parents to meet with us to discuss the best plan for the education of their child, which may not be with us. Without financial support from the LEA, it will be necessary for parents to pay all additional charges (as decided by the school Board at that specific time and to be reviewed regularly) for individual or small group SEN teaching for their child. SEN assessments for children of statutory school age will also be at the parents'/guardians' expense, although children in Foundation 1 (F1), who are still on nursery vouchers from Bracknell Forest Borough Council (BFBC), are eligible to receive government funding for assessments and, if deemed necessary, one-to-one support a few hours per week at BFBC's discretion.

Foundation 1 (F1) i.e. Nursery

An application form for entry into F1, or any other level within the school, is found at the rear of the prospectus, or can be obtained from the school office.

Children are accepted into our preschool/nursery class immediately following their third birthday, but parents are advised that LEA vouchers are not issued until the term following the child's third birthday. Preschool children may commence with any number of sessions up to five morning plus four afternoon sessions. Vouchers are only available for up to 5 sessions (15 hours) per week. A charge of £4.15 per hour will be made for hours exceeding those covered by vouchers.

We value the importance of effective induction procedures with preschool visits, and meetings with parents. Parents may remain in class for a short time during the first week to help their child settle, but thereafter, should leave after they drop off their children in order to allow them to settle into their school routines with their peers.

Children enrolling in F1 must be toilet trained. If a child is almost able to use the toilet independently but has the occasional accident, then we can accept them if one of the parents is able to come and take care of any soiling incidences that may occur during the day or arrange for someone else to help if they are not available. Helpers will have to be named by the parents in writing.

Children entering our nursery (F1) may go on to attend our reception class when

they are of age, but if parents choose not to take a place in our reception class (F2), then a full term's notice of withdrawal is needed in writing. If no term's notice is given, then parents will be liable for that term's fees and will be billed accordingly.

Reception Year

Children will move from preschool into our main school the September preceding their fifth birthday and we encourage them to attend full-time as they miss out on a great deal of educational development otherwise and the difference on how well prepared they are for Year 1 with children who have attended full time is usually significant. However, we recognise that some children (particularly those with summer birthdays who enter school at 4 years of age) may find it difficult to settle. Therefore, during the autumn half term, we can offer 'phased in' attendance for such children (i.e. if the child needs more time to settle into full-time education, they may start part time and slowly build up their hours leading to full-time attendance after Christmas). Preferably, a summer birthday child may be enrolled the following year just after their fifth birthday. Hours will be settled between the parent and teacher and emphasis should be given to at least daily morning attendance when phonics and maths are most frequently taught. You may still use your 15 hours of nursery vouchers up until the term after your child turns five.

Key Stage 1 and Key Stage 2

Applications for children throughout Key Stage 1 and Key Stage 2 will have an administration fee of £25, which is non-refundable, a half term's fees (refundable at the end of the pupil's time at Newbold School) and a term's fees in advance. Parents who are unable to pay the term's fees in advance may be able to arrange payments with the school bursar (see Financial Policy). Children will be accepted as places become available, pending the results of the school entrance assessment and receipt of reports from previous school settings. If no places are available, children's names can be placed on the school waiting list and parents will be contacted as soon as a place becomes available.

At Newbold School we are a world-wide family and every effort is made to welcome families who newly arrive in this country, including those who speak English as an additional language (EAL) - (see EAL policy).

Seventh-Day Adventist Christian Ethos

We accept children from all faiths and backgrounds to our school, based on the above-mentioned criteria. We understand and respect that people have different faiths and philosophies and as a Seventh-Day Adventist school, our Christian beliefs also need to be respected. Parents who choose our school should be aware and comfortable with the following key aspects of school life:

- Christian worship is a strong part of our culture and we openly acknowledge the existence of God in our personal lives. We do not indoctrinate our children. We use our Christian ethos to teach them respect for their fellow human beings, the world in which we live and God as the creator.

- Seventh-Day Adventists do not eat pork or ham so we ask that parents do not send these items to school.