



# Yarrells School & Nursery

## ADMISSIONS POLICY

Policy Lead (Position (and Initials)): **Head (SW)**

Date of Last Review: **September 2021**

Date of Next Review: **August 2022**

### **General Statement**

Yarrells is an independent day school for boys and girls aged 2-13. Subject to places being available, Yarrells welcomes children of all faiths, cultures, races and family backgrounds. Yarrells values the individuality of all the children who attend irrespective of ethnicity, religion, attainment, age, disability, gender or background.

Under no circumstances will the cultural origins of a prospective pupil or member of staff disadvantage them in terms of access to the school or promotion within the school.

At Yarrells, 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 place their child on a waiting list.

According 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.

Those interested in sending their children to Yarrells should ring the Director of Admissions to discuss this and they will need to make an appointment to view the school and meet with the Head. If parents wish their child to be considered for a place at the school, the child will need to visit the school, usually for a day, although children visiting our nursery setting may well spend just one or two sessions with us depending upon their age. Following this, the Head and the child's parents will discuss aspects of the visit and the way forward.

### **Special Education Needs and Disabilities**

Children identified with learning difficulties such as mild to moderate dyslexia, dyscalculia and dyspraxia are supported through the intervention of teaching staff and teaching assistants. One-to-one or small-group sessions are available with SEN support staff. School fees do not cover the cost of additional learning support that will be charged to parents in addition to the term's fees.

Children with SEN who apply for a place at Yarrells will usually be accepted if the Head and SENCO are satisfied that the school can meet the needs of the child. Relevant reports should be made available to the school prior to, or at, the admission interview.

Children entering the school will normally spend a day in the classroom, with their year group. Teachers will provide feedback to the Head and SENCO on their perceptions of the child's integration and general academic ability during the day.

Any child who, at admission interview, appears to have SEN may be referred to the SENCO for further assessment.

Yarrells School recognises its duty not to discriminate against pupils who have a disability. We understand from the Disability Discrimination Act 1995 that we should comply with two main duties:

- not to treat a disabled child 'less favourably'; and
- to make 'reasonable adjustments' for disabled children

Parents who have a child with an EHC (Education Health and Care Plan) or special needs or disabilities should approach the school to discuss their child's needs and whether the school can meet these appropriately or make reasonable adjustments to accommodate them. The school will then consult with the parents and where necessary, other professionals, to determine what reasonable adjustments could be made so the child has access to the school and its curriculum.

### **Children with Exceptional Abilities**

Yarrells recognises that very able children have exceptional needs and therefore opportunities for curriculum extension and enrichment will be made available for these pupils in all phases from the Early Years onwards. Yarrells is committed to enriching the learning process for very able children and extending these pupils so they thrive in a challenging educational environment.

### **Pupils with English as an Additional Language (EAL)**

Specific provision is made for pupils entering the school whose first language is not English. For children in Nursery and Pre-prep the best provision is the total immersion in an English-speaking environment, working with supportive practitioners. The class teachers will be aware of the child's situation and the extra attention and encouragement required. For older children, supplementary planning and materials may be required to ensure the necessary language development in English for the child to access the whole curriculum to an increasingly appropriate level. In some cases, individual or small group lessons may be required for a time to build a child's confidence and competence.

### **Admission in the Nursery**

Children may join the nursery from the age of two, although limited places are available for two-year olds. Admission into the Nursery is based on parental visit with the Head and tour of the school.

Children are enrolled in the Early Years with the expectation that they will continue at the School for the duration of their primary education. Those who attend the nursery are given excellent opportunities and a head start on their learning journey as they have access to all the wonderful facilities and specialist teaching at the school.

We have three classes in the Nursery department:

- ✓ *'Little Nutkins'* for children aged 2.
- ✓ *'Nutkins'* for children aged 3
- ✓ *'Squirrels'* for children aged 3-4, in the year prior to commencing in the Reception Class.

Parents may choose from sessions available and these should be adhered to for the duration of each term. If a child does not attend school for a particular session, parents are still liable to pay for the session during term time. Children in Nutkins should ideally attend over at least three sessions during the week.

## The Squirrels Class

It is ideal for children in Squirrels to be at school for a minimum of five mornings, Monday to Friday. This is to prepare them effectively for moving up to the Reception Class and they will benefit from this for the following reasons:

- ✓ The children become used to a *daily* school routine.
- ✓ They will have consistency in terms of staff members and key workers.
- ✓ They will also bond better with the key adults caring for them at school.
- ✓ They will engage regularly with the same group of children and bond socially to prepare to be a class in Reception.
- ✓ Children do not miss out on any lessons and benefit from much more of what is on offer at Yarrells – a rich, balanced curriculum. (They will be there for lessons such as music, dance, gymnastics, swimming and French that are included in the timetable and spread out over the week.)
- ✓ Children will also be better prepared academically for Reception and will have a head start in terms of literacy and numeracy and some of the more formal aspects of learning.
- ✓ They will feel more fully integrated into the life of the school – for instance they will be part of occasions such as the whole school assembly on Friday mornings and develop a greater sense of belonging within the school.

We will give priority places in the Reception Class to children transferring from our Squirrels Class at Yarrells.

## The Pre-Preparatory and Preparatory School

Parents wishing to enrol pupils in the Pre-Preparatory and Preparatory School need to arrange for their child to spend a day at the school to be assessed for suitability for admission. Where appropriate, a satisfactory report from the prospective pupil's previous school, nursery, playgroup or day-care centre may be required.

### Admissions Procedure

Parents complete a registration form for their child, usually following a tour of the school. **A non-returnable registration fee of £100** per child is payable to register a place for a child to join Yarrells School (this applies from Reception to Year 8).

**A deposit of £400** per pupil (Nursery to Year 8) will be due on acceptance of a place in school and refunded at the end of the final term (less any extras incurred). This deposit is non-refundable in the event of the pupil not taking up the accepted place.

**Pupils are accepted into Nursery** on the understanding that they will continue into the main school and start Reception once they are rising 5.

**The first term's fees** for new pupils remain payable in full by the first day of the term, once the place offered has been accepted.

**A full term's written notice in advance** (due on or before the first day of the previous term) must be given in the case of withdrawal, or a full term's fees will be charged.

Fees are strictly payable either in advance or by the first day of the school term (known as 'The Due Date').

Payment plan: the school offers a payment plan from Reception upwards with fees payable in 12 monthly instalments. Please note that in order to comply with consumer credit legislation, fees are payable in advance and, therefore, payments commence on 1 July prior to the academic year commencing in September.

The school may charge **interest at 2.5%** per month in respect of any invoice not fully paid by 'The Due Date'. Yarrells may exclude pupils from attending school should any fees remain outstanding at the Half-Term period.

We do not accept payment by cash, debit or credit card.

We accept **childcare vouchers**.

Yarrells Preparatory School reserves the right to refuse entry, and progress into any class from the Early Years to Year 8, if the school, in the opinion of the Head and staff, is not able meet the educational, pastoral and social needs of the pupil concerned.

When parents register their children for entry to the school, 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.