



**Falcons School**  
**(inc Peregrines Nursery School)**

## **Admissions Policy**

**Primary person responsible for this policy:** Nadine York

**Job title:** Head's PA and Admissions Officer

**Last review date:** July 2023

**Next review date:** July 2024

**Circulation:** This policy has been adopted by the governors and is available to parents on request. It is addressed to all members of staff and volunteers and applies wherever they are working with children.

'Parents' refers to parents, guardians and carers.



## Introduction

Peregrines Nursery School and Falcons School are housed in four architecturally beautiful and unique buildings to form an Independent school with an Early Years setting. It is non-selective and admits children from the age of two years old. Peregrines Nursery School and Falcons School is a co-educational setting.

The school will arrange special early admissions meetings with parents of disabled prospective pupils to discuss special arrangements. It is advised that parents with children who have mobility difficulties visit the school to assess the suitability, as there are numerous flights of stairs and half landings and there is no lift accessibility.

Falcons School takes into account and pays due regard to the Equality Act 2010. We are committed to equal treatment for all, regardless of race, religion, ethnicity, social background, and if appropriate, sexual orientation. Support is available for pupils with EAL.

## Registration Process

- The Admissions Officer in the school is responsible for all registrations.
- Registration is made by completing the Registration form and paying a non-refundable fee of £150.
- The registration form is available on the online Admissions platform – Open Apply.
- Registrations are accepted online.
- Registrations are accepted from birth (we do not register babies before they are born). There are a limited number of places on offer so parents are advised to contact the school as soon as possible after the birth of their child.
- Once the registration form and fee have been received, parents will be sent an email from the Admissions Officer confirming receipt of this form and fee.
- Parents are encouraged to visit the school at one of the Open Days, a group tour or private tour.
- Allocation of places:
  - **Nursery** places are offered based on availability, taking into account staff/pupil ratios, with priority given to children wanting a full-time place.
  - **Reception** places are offered according to application order and number of places available.
  - **Year 1 and Year 2** places are allocated following a discussion with the Headmistress, including reading and discussing a child's chosen book. We also ask to see an example of creative writing and the child's most recent school report and any other relevant reports.
  - **Year 3 to Year 5** places are allocated following a maths assessment, a discussion with the Headmistress, including reading and discussing a child's chosen book. We also ask to see an example of creative writing and the child's most recent school report and any other relevant reports.



- We rarely allocate places into **Year 6** as the senior school entrance exams start in the Autumn term of that year. Assessments for entry into Year 6 are done on a case by case basis.
- Whenever possible, pupils will be invited to attend a taster morning or afternoon at the school. This will take place after completion of the registration form and fee, and at the same time or after the assessment.

### **Acceptance of places**

In order to secure a place, Parents are required to complete an acceptance form and pay a deposit of £1,500 within 10 days of the offer being made. This deposit will be repaid less any money owed when the child leaves the school. The deposit is non-refundable should the parents subsequently not take up the place at the school.

### **First Term's Fees**

Parents are required to pay the first term's school fees before or at the latest by the day their child joins the school.

### **Siblings**

Siblings of current pupils are given a place when they register as long as the school can meet that child's educational needs. We offer a 20% reduction on the eldest child's fees for families with three children.

### **Peregrines Nursery School**

Peregrines is a co-educational nursery school at Falcons School. Girls and boys attending Peregrines Nursery School will transfer directly to Falcons School in Reception.

### **Bursaries**

Applications for bursaries should be submitted to the Headmistress in the first instance, to then be processed by the Alpha Plus Group's charity partner, The Gold Standard Charitable Trust.



## Record keeping

The following details are recorded on the admissions register for each child in the school:

- Full name
- Gender
- Date of Birth
- Name and address of all parents/guardians and at least one telephone number
- Address of new or additional place(s) of residence of the student, and date the student began to reside there
- Full name of parent the pupil lives with (if applicable)
- Date of admission / re-admission
- Name and address of last school
- Name of destination school – where known
- Start date at destination school – where known

We are required to notify our local authority when we add or remove a pupil's name on the admissions register at non-standard transitions, i.e. where a compulsory school-aged child leaves a school before completing the school's final year or joins a school after the beginning of the school's first year.

## Admissions arrangements for Special Educational Needs and Disabilities (SEND)

We are firmly committed to inclusivity and to giving every child the best possible start in life. Irrespective of their special educational needs or disability, we consider all children for admission to the school who have the ability and aptitude to access an academic curriculum. Children whose SEND are suited to the curriculum are welcome, provided that we have the appropriate resources and facilities to support them.

Before a child joins us:

- Parents must disclose to the school any known or suspected circumstances relating to their child's health, development, allergies, disabilities and learning difficulties. The school reserves the right to subsequently withdraw any place offered based on incomplete disclosure of known or suspected SEND circumstances.
- Based on such disclosure, the school will confirm whether or not it is able to fully meet the needs of the child.



Where a child's SEND is identified or develops after they have started at the school, we will endeavour to continue to support the child as long as:

- a) we have the appropriate resources and facilities to provide them with the support they require, and,
- b) We believe it is in the best interest of the child and of the school community for the child to remain at the school.

Where, in our judgement, either of these conditions no longer applies, we reserve the right to withdraw a place at the school. In such circumstances, we will use our reasonable endeavours to support parents in finding alternative arrangements.

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

When assessing children for entry into Falcons School, we take into account the fact that some will have English as an Additional Language and make allowances for this.