



Admissions Policy

Inc Appeals

Last Reviewed: June 2024
Date of next review: June 2025

ADMISSIONS POLICY

At Daffodil Preparatory School, we believe that every child should be given the opportunity to develop to the highest standard academically, with good morals, social skills and cultural awareness to become a well-rounded individual. Through our Vision, Ethos and Aims, at Daffodil Preparatory School we provide this opportunity for our children and are pleased to do so within our school environment.

We anticipate all applicants to give their commitment, respect and wholehearted support to uphold and maintain our school ethos and values. In line with our values, we do not tolerate extreme religious or political views in any capacity. This includes any views which are prohibited under the law as well as those views that contravene our ethos and stance on equality, tolerance and respect for all, regardless of race, gender, faith (or none) or sexual orientation or gender preference.

Aims

The aim of this policy is to ensure that every child has fair and equal access to the school. **We are an inclusive school that welcomes children from all backgrounds. All applications will be treated on merit and in a confidential and sensitive manner.** On application to the school at any stage the admissions criteria will be applied fairly to every child. This policy also sets out the appeals procedure and the possible outcomes.

Please note that children with a statement of special educational needs (SEN) are dealt with under separate admissions criteria, see paragraph below.

Admissions Criteria

First Stage of Application

After an application has been received the child and parents will be invited for an interview with the Head Teacher.

A report from the current school will be requested and the child will be required to sit a baseline test to ensure we are able to cater for the child's needs and ability.

Second Stage of Application

If your child is successful on the stage above, then the child will automatically receive a place at Daffodil Preparatory School.

If there are more successful applicants than places, the following priority criteria will apply:

- **Siblings**
- **Date of application**
- **Proximity to the school**

Total points will be used to determine places in each of the three areas outlined above. The weighting of points in each of these areas can be obtained by contacting the school.

If a child is withdrawn from the list or an allocated place is refused, or a child is withdrawn halfway through the academic year, they will be put to the back of the waiting list.

Procedure for Admission

Visiting the School

- Parents should visit our school before registering their child.
- Parents should telephone the school office to book an appointment to be shown around the school and/or attend one of the school's open events that are published on the school website.

Registration

- Parents who wish to apply for a place for their child should complete an 'Application for Registration' form which **can be obtained from the School Office or can be completed on the school website.**
- **The application form should be returned to the office along with an original birth certificate of the child, if completed online, birth certificate can be uploaded (original copies will be requested on acceptance of an offer).**
- Applications for Registration must be submitted as early as possible to avoid disappointment.
- If the application is successful, the school office will send parents an Offer of a Place Letter.
- Parents should accept this offer by signing the Acceptance Form and returning it to the school office as soon as possible.

Time and Age of Entry

Children will be admitted to the school at the age appropriate for the year group to which they are applying, or at any time of the year, subject to the availability of a place and the child meeting the required attainment levels and admission criteria at the relevant time.

Class Sizes

- Our focus is on a quality education and for that reason our class sizes will not exceed 15 children.
- **If we do not offer a child a place at the school, it is because to do so would prejudice the education of other children by allowing the numbers of children in the class to exceed our stated maximum class size.**

Application for Children with Special Educational Needs (SEN) / Education, Health and Care Plan (EHC)

- This is consistent with our aim that all children should receive the best educational care and attention in order to develop the child to the best of his/her potential and in line with their peers.
- On this basis, we will consider applications of children with SEN / EHC on individual merit.
- On successful application, we will work with the child, the parents and our SEN co-ordinators (SENCO), and an individual educational plan will be developed for each child.
- If a child has special health needs, we will work closely with their parents / carers and if applicable medical professionals to ensure all requirements are provided for.

Further Information

If you have any further queries or would like to discuss the admission of your child, then please do not hesitate to contact the school office.

Admission Appeals

- The parents of any child that is refused admission, have the opportunity to appeal any decision, please see below.

PROCEDURE FOR APPEAL

Admissions Appeal Process

In the event that an application for a place is unsuccessful, a letter will be sent to the parents. At this stage, if not already done so, you may contact the Headteacher to discuss the reasons for this decision.

Appeals Procedure

If you disagree with the decision and feel you have grounds for appeal, then a letter outlining why you disagree with the decision should be addressed to the Governing Body. A meeting between the parents and the Appeals Team to discuss the application and decision will be held.

Please be advised that the decision will be communicated in writing within 10 days from the date of the meeting.

Possible Outcomes

- Original decision will be upheld
- Original decision overturned
- Decision will be deferred to a later date, reasons or conditions would be outlined in the letter.

In all cases the decision made by the Governing Body will be final.