

Bury Catholic Preparatory School

Mission Statement

Each child in this school family is as important to us as they are to God.

Aim

We aim to educate all our children in a secure and loving environment, working together to ensure that we provide the positive experiences of success that give confidence and motivation for future learning.

Admissions Policy

Inclusion

At Bury Catholic Preparatory School we recognise that all our children have the entitlement to be included in all aspects of school life. In order to ensure that our children are valued as individuals and able to benefit from the opportunities on offer, we:

- adapt activities to take account of learning styles;
- plan carefully to include a variety of teaching approaches and setting of additional targets;
- assess the language used;
- communicate with other members of staff and parents;
- develop cross-curricular links;
- allow time for reflection and role play and
- thoroughly evaluate and monitor.

Introduction

Our Board of Governors has ultimate responsibility for fair and equal treatment for anyone applying for a place at this school.

Children are admitted to this school at the discretion of the Head teacher. We seek to be an inclusive school, welcoming children from all backgrounds and abilities. All applications are treated on merit, and in a sensitive manner.

On entry all pupils become part of this school community, which is a Catholic one. Attendance by the whole school community at celebrations such as Mass, is a principle mark of the Catholic ethos of the school and the Governing Body expects the Head teacher to make such arrangements so that this is both practical and feasible. The Head teacher leads the school community in faith and all staff are required to actively support and promote the Catholic ethos of the school.

Admissions Procedure

1. Enquiry for a prospectus/invitation to Open Day
2. Application for admission.
3. Interview by the Head teacher.

4. Decision in writing.

1. Applications for prospectus and visitors to the school on Open Day are recorded so that school can analyse their effectiveness.

2. Parents may write a letter applying for a place and they will be requested to complete a formal application form. When completing an application for admission parents are made aware that the information they provide will be stored on a computer. This conforms to the Data Protection Act and all information held is strictly confidential and accessed only by those with a right to see it.

3. Parents are invited to attend the interview and are asked to sit in on interview with children below the age of five. If the family has not visited the school before, the Head teacher will take them around. At this time parents are asked to produce their child's birth certificate in order to verify the information provided by the parents. Interviews for the nursery class take place during the spring term. For entry above Reception children are invited to spend a day in school. The class teacher will assess them during the day and parents are given feedback at the end of the day.

Whilst parents are asked, at interview, whether their child has any diagnosed medical or educational conditions that may affect the learning process this is purely to enable us to give full consideration as to how school can best meet the needs of the child concerned. We do not discriminate against children with special educational needs.

The criteria at interview are simply whether a child can benefit from what is on offer at this school.

4. The Head teacher will write to parents with her decision within a week. Parents applying for nursery places will be informed at the end of the spring term. Parents are then asked to complete an acceptance reply slip, a school contract and pay and sign a registration bond.

Guidelines

We desire to follow the example and life of Christ:

- through **prayer**
- through community **worship** both in School and in Church
- through Religious Education where our children are encouraged to **explore**
- through **actions** in the local neighbourhood and the wider world.

Children enter school in the September following their third birthday. In some instances children are accepted into the nursery class if their third birthday falls within a few weeks of the start of the autumn term and numbers allow. It is then made clear that the child must remain in the nursery class for two years. Children

entering our Nursery class are expected to be completely toilet trained. All places are full-time.

Children can also come into the Reception class at the start of the academic year in which they become five. Priority is given to the children attending the Nursery class. If there are places in a class admission is possible at any time during the school year.

Admission is the process up to the time when the parent or guardian accepts the school's offer of a place. **Entry** is the time at which the pupil enters school.

The standard number

Class size is limited and is reviewed and set by the Governors each year. Currently the class size is set at twenty four.

Admissions Register

The school keeps an Admissions Register which contains details of all the pupils at the school. This includes

- The pupil's full name
- The sex of the pupil
- The name and address of every person known to be a parent of the pupil
- The day, month and year of birth
- The day, month and year of admission
- The name and address of the last school attended.

Monitoring and review

This policy will be monitored by the governing body and reviewed every two years, or earlier in the light of changed circumstances.

September 2008

Admission Criteria

- a) Children baptized in the Catholic faith
- b) Connections with the school through either a parent or sibling
- c) Children must be the correct age for the year group. For a place in the Nursery class the child should be mature enough to cope with full-time, under age children are taken into the Nursery from time to time if places are available, however parents are made aware at interview that their child will be expected to remain in the Nursery class for two years. Occasionally children who are considered to be very able, mature enough and with the agreement of the parents, may be able to progress with the class into Reception. The final decision will be made by the Head teacher and is made after consultation with the class teacher and the parents.
- d) Full consideration will be given to children with serious or severe health problems as the school must be able to meet their needs. Whether from ignorance or understandable concern it is the view of many parents that they do not wish their child to attend school in a year group where it is known that there is a child with HIV or Aids. Those concerns must be taken into account as a large number of parents withdrawing their children could ultimately lead to the closure of the school. Parents are asked to disclose this information at interview, failure to do so may result in the offer of a place being withdrawn.
- e) Interview- an informal assessment for children wanting a place in the Nursery class takes place in the spring term. At interview the children will be assessed on their personal and social confidence and language skills.
- f) The child's ability to benefit from the school-the Head teacher will also consider whether the child might benefit from attending a school with a different ethos. Race and Gender would not form any part of this decision.

g) In the event of all being equal and the class being over subscribed, then the earliest registration date will decide.