

Terra Nova School Admissions Policy

Introduction

- The Governing Body of Terra Nova School applies its regulations concerning admissions fairly and equally to all those who wish to attend the School. Terra Nova School recognises the DfE framework for school admissions introduced in September 2000 but is not bound to conform to the terms of the framework.
- Terra Nova School provides education for pupils aged 3 to 13 years of age.
- Pupils can enter the school in the term that they become 3 years of age.
- Admission of a pupil may take place at any time during the year.

Aims & Objectives

- Terra Nova School is an inclusive school that welcomes pupils from all backgrounds and abilities subject to fulfilling the school's requirements for entry, which would be in relation to the age and stage of the pupil and their ability to access the education provided by the School.
- All applications will be treated on merit and in a sensitive manner.
- A number of restrictions are placed upon entry based upon the best interests of all pupils at Terra Nova and in the context of the best interests of the applicant. (These restrictions are outlined below in **Criteria for Admission**)

Procedure for Entry to Terra Nova School

- i) The School publishes a prospectus providing full details of the opportunities provided by the School. (Further details may be found through accessing the School website at www.terranovaschool.co.uk)
- ii) The School publishes a schedule of fees and charges with the prospectus and on the website. (Further details may be accessed through application to the Bursar)
- iii) All applications for admission must be made using the Registration Form, which accompanies the prospectus. (Standard Terms and Conditions for Entry are on the Form)
- iv) On completion of the Registration Form and payment of the Registration Fee of £50.00 a child's name is formally registered for entry in the School.
- v) Provided that the Headmaster is satisfied that a pupil fulfils any entry criteria and a place is available, a pupil will be send a letter offering a place at the School. This offer will be accompanied by an **Acceptance Form** and Full Standard Terms and Conditions. This form should be completed and return to the School with payment of the Surety Fee of £500.00, which secures the child's place within the School.
- vi) Pupils entering Nursery are normally expected to complete a minimum of **five** sessions each week. In all other year groups full time attendance is required.

Criteria for Admission

- Terra Nova aims to have a **Two Form Entry** in each year group, with a maximum class size of 20 pupils per Form.
- If a year group is full then a pupil may be placed on a Waiting List for entry. Where there is a case of oversubscription, places are allocated at the Headmaster's discretion and will take into account the following factors:
 - A sibling already in the School
 - A family is moving into the area with more than one child that wishes to attend the School
 - Parents are ex-pupils of Terra Nova School
 - Pupils have exceptional personal / domestic circumstances
- Parents are required to declare in advance of entry any circumstances that may affect the admission of their child. (These may include special educational needs, physical or emotional impairment)

Criteria for Entry

- There is no formal Entrance Examination required for pupils entering the School, although pupils are expected to visit the School for informal assessment prior to joining to establish a child's suitability.
- The assessment may take the form of:
 - Attendance in class
 - Assessment using appropriate literacy and numeracy tests and NFER papers
- Assessment may not be required where recommendation is made by the Head Teacher of a school known to Terra Nova.
- The School is not a selective school but it is not able to offer places to all pupils regardless of educational need or physical impairment. Parents are obliged to declare fully any special educational needs and where this is the case an assessment will be made by the SENCO and a recommendation passed to the Headmaster.

Admission Appeals

- If the School does not offer a place to a pupil because in the opinion of the Headmaster it would not be in the best interests of all pupils at Terra Nova and in the context of the best interests of the applicant, the parents have the right to appeal against a decision to refuse entry. They can do so by applying to the Governors of Terra Nova School who will convene an **Appeals Panel** to consider the appeal.
- The Appeals Panel decision is binding for all parties concerned. If the Appeals Panel decides that the School should accept a pupil then the School would do all that it can to provide the best education possible. Annual reviews will take place to ensure that the best interests of the School and child continue to be met.

Review

This Policy will regularly be reviewed by Governors and the Headmaster in the light of any changed circumstances in the School.