



ADMISSIONS POLICY

GENERAL

Moor Park is a co-educational independent school for pupils aged from 3 to 13 years and the school also runs a nursery, Tick Tock, which accepts children from three months of age. Tick Tock has a separate Admissions policy so please ask for details of how this process works should your child be in this age group.

Deciding on the right school for your child is very important, and we believe that a personal visit is invaluable. We very much hope that you and your child will visit Moor Park. We hold a number of open events throughout the year which give a general introduction to the school. Details are published on our website.

We are also very happy to welcome prospective parents and their children at other times. Please contact the school's Registrar on 01584 876061 or head@moorpark.org.uk to arrange a visit.

Moor Park does not unlawfully discriminate in any way regarding entry and has a policy of nondiscrimination towards pupils, parents and staff on the grounds of gender, race, ethnicity, religion or disability (and, as appropriate, age and sexual orientation). In line with this policy, admission to the school is non-selective. We believe that the quality of the school community, and the benefit that it is able to provide to all pupils, is enhanced by a mix of different abilities and backgrounds.

Pupils will be accepted where the school is reasonably sure that it will be able to educate and develop the child to the best of his or her potential and in line with the general standards achieved by the pupil's peers. There must be every chance that the pupil will have a complete, happy and successful school career and emerge sufficiently confident, well educated and well rounded to be able to continue their education successfully at senior school.

THE ENTRY PROCEDURE

The admissions process is as follows. With the exception of the limitations included within this policy, the decision to progress through the procedure to entry to the school rests entirely with the parents/guardian of the prospective pupil.

- ✎ Initial enquiry via the Registrar. The school prospectus and supporting documentation is sent to the parents.
- ✎ Parents and children visit the school, meeting with the Headmaster and touring the school. For older children the visit may include an informal interview between the Headmaster and the child(ren).
- ✎ Completion of Registration Form and payment of registration fee for entry at specified future date.
- ✎ Trial day for child(ren) during term prior to entry.
- ✎ Completion of medical and consent forms during term prior to entry.
- ✎ Completion of Acceptance Form (parent/school contract) during term prior to entry. Payment of fee deposit, guaranteeing a place for your child at the school.
- ✎ Entry to school. Initial assessment of child's abilities by the Learning Support Department.

We accept children into any year group and at any point during the year. While the main entry points are Kindergarten, Years 3 and 4, and Year 7, the distribution of entry has become far more even in recent years and it has also become far more common to start during an academic year rather than solely in September.

BURSARIES

Moor Park offers a bursary scheme to existing and new families. The scheme is designed to help those families who may experience short term financial constraints and those who may not otherwise be able to consider Moor Park for their children's schooling. Within the school's own financial restrictions, the intention is to make the opportunity of a Moor Park education as broadly available as possible.

Bursaries are means-tested, with both parents being required to provide proof of their income and assets, and the level of support will vary according to parental need. Bursaries are always offered for twelve months at a time with the family being required to provide fresh information each year prior to renewal. As a result, levels of support will vary with fluctuations in income / financial circumstances.

Our Bursary Policy can be obtained from the Registrar on request.

A bursary can be withdrawn in accordance with the terms upon which such an award is made or in accordance with the School's Terms and Conditions.

OVERSEAS APPLICANTS & RELIGIOUS BELIEFS

We welcome overseas pupils and have a consistent but small community of Spanish students in the school as well as other nationalities. Our Catholic foundation is clearly an attraction to pupils from Catholic countries but we do not select for entry on the basis of religious belief and welcome pupils of any faith. Overseas pupils do receive EFL (English as a Foreign Language) lessons but some knowledge of English is necessary prior to arrival. Students can be entered for the Cambridge Preliminary and First Certificate examinations where appropriate.

SCHOOL'S CONTRACTUAL TERMS & CONDITIONS

Copies are available on request and are included with the enrolment details that are sent out to new parents in the term before entry.

EYFS & PRE-PREP SCHOOL

Children are accepted into Kindergarten in the term after they reach their 3rd birthday. Class sizes in the Pre-Prep School are generally 10-12 children with up to 2 classes per year group. However, in Kindergarten there is one form entry and the numbers in the class are determined by staff/pupil ratio.

We do expect children to be toilet-trained prior to entry.

SPECIAL EDUCATIONAL NEEDS

The School welcomes pupils with disabilities and/or special educational needs, providing we can offer them any support that they require and cater for any additional needs and that our site can accommodate them.

Certain physical, educational and practical parameters may restrict admissions. These are:

- ✎ The school has a one or two-form entry structure with a maximum class size of 18 restricting total numbers in any one year group to 36.
- ✎ The School has a specialist learning support unit which has the facilities and expertise to meet the needs of children with mild learning difficulties. The School is able to meet the needs of some children with more complex needs (including some with a Statement/EHC Plan) but these are considered on a case by case basis. The School is not able to meet the needs of children with very complex needs.
- ✎ The site consists of a number of individual classrooms spread widely over a large part of the campus.
- ✎ The school's medical facilities and staffing mean that children with epilepsy, diabetes, asthma and most allergies can be accepted, but more severe medical conditions may prevent entry.
- ✎ The school does not have the expertise or appropriate structure to accept children with severe behavioural problems.
- ✎ In the interests of continuity and stability the school would restrict the number of short-term pupils (those entering the school for one year only or less) to a maximum of 10% of the total school roll.

We strongly advise parents of children with special educational needs or physical or mental disabilities to discuss their child's requirements with the School so that we can make adequate provision for him/her. Parents should provide a copy of an educational psychologist's report or a medical report if they have one.

The School will discuss thoroughly with parents (and their child's medical advisers, if appropriate) the adjustments that can reasonably be made for the child if he/she becomes a pupil at the School.

COMPLAINTS POLICY & PROCEDURE

We welcome comments and suggestions and would encourage parents and children to raise any concerns at the earliest possible stage so that the matter can be dealt with promptly and well before it becomes a formal complaint.

However, there are occasions when a formal complaint is the appropriate course and should you have any complaints about our admissions process, or any other matter relating to the school, our formal complaints procedure can be found on the website or can be sent to you.

Although the Independent Schools Inspectorate (ISI) is responsible for inspecting the Early Years classes in the Pre-Prep School, because it is part of an independent school, parents should be aware that if they are dissatisfied with the outcome of a complaint, they are entitled to make a complaint directly to Ofsted. They can download the Ofsted leaflet: "Complaints to Ofsted about Schools: Guidance for Parents" reference 080113 from www.ofsted.gov.uk.

INFORMATION PROVIDED TO PARENTS & PROSPECTIVE PARENTS

As part of the admissions procedure, prospective parents will receive a letter which includes details of how the following information can be accessed. Current parents will receive periodic updates on the availability of information via the regular 'letters home' from the Headmaster.

Information available on the website includes:

Contact Us Section:

The school address, name of Headteacher, composition of the Board of Governors and details of how to contact the Chair of Governors;

Parent Information Section:

- The school Admissions Policy;
- Anti Bullying Policy
- The school's policy on Behaviour Management, Rewards, Sanctions, Discipline and Exclusions;
- Child Protection Policy;
- Complaints Policy & Procedure;
- Cyber-Bullying Policy
- Curriculum Policy
- Data Protection Policy
- Disability Policy
- Educational Visits Policy
- Equal Opportunities Policy
- First Aid
- Health & Safety Policy
- Record Keeping Policy

- SEND Policy
- School Attendance Policy

Parent Information for Early Years children:

- Administration of Medicine Policy
- Allergies & Allergic Reaction Policy
- Behaviour Management Policy
- Care, Learning & Play Policy
- Complaints Policy
- Curriculum Policy
- Educational Visits for Early Years Foundation Stage
- Food & Drink Policy
- Health & Safety Policy
- Information for Early Years Foundation Stage
- Key Person Policy
- Special Educational Needs In Early Years Policy
- Late Pick Up Procedure
- Lost Child Procedure
- For more details please refer to MPEY Admissions Policy.

All prospective parents receive a copy of the school prospectus which includes:

- A statement of the school's ethos;
- Details of the school's address, telephone number, Headteacher, composition of the Board of Governors and details of how to contact the Chair of Governors;
- A list of current staff and their qualifications;
- Details of the school's recent academic performance including the results of any public examinations.

All current parents receive a termly diary which includes:

- Updated contact information;
- Updated list of Governors;
- Updated staff list and qualifications;
- A day by day calendar of the events of the term, including sports matches;
- Future term dates.

In addition, parents receive a termly report on their child's progress, regular interim effort grades, and at least one formal opportunity each year to meet their child's teachers to discuss their child's performance. Each term there are a minimum of two, and more usually four, 'letters home' from the Headteacher giving details on events, Scholarship and Common Entrance exam results and other general information. Following any inspection under section 162A of the 2002 Act, the school will send to the parents of every child a copy of the Report.