



# Sacred Heart School

## Admissions Policy

*At Sacred Heart School we all aspire to provide a happy, safe and secure environment in which every child is encouraged to achieve their full potential.*

*This policy is applicable to all pupils, including those in EYFS.*

Written by:	School Bursar and Headteacher
Approved by:	Senior Leadership Team
Last reviewed on:	October 2024
Review date:	October 2026
Review Cycle:	Every Two Years

*At Sacred Heart School we all aspire to provide a happy, safe and secure environment in which every child is encouraged to achieve their full potential...*

This policy aims to:

- Explain how to apply for a place at the school
- Set out the school's arrangements for allocating places to the pupils who apply
- Explain how to appeal against a decision not to offer your child a place

We are a Catholic School, under the trusteeship of the Diocese of Arundel and Brighton. We admit children of all faiths and none, and, indeed, welcome the diversity that brings a cultural richness of culture to our experiences; however we expect all our families to support the Christian ethos and values of the school.

Sacred Heart is a non-selective school. We aim, through excellent staff/pupil ratios to support and challenge all pupils, including those who are gifted and talented and those with learning difficulties or disabilities.

Pupils may join the school at different points during their primary years. Many of our pupils join in the Nursery where we can admit children from the term in which they will attain their 2nd birthday. We limit the number of 2 years olds that we admit each year. It is our expectation that children who join us in the Nursery will complete their primary education at Sacred Heart School and they are therefore given priority for places in Reception class. Please note, pupils already attending our nursery will not transfer automatically into the main school. A separate application must be made for a place in Reception.

Teaching groups are arranged with one year group per class, one form entry. The Nursery Class comprises three classes, N0, N1 and N2, where N0 are the youngest pupils aged 2, N1 pupils aged 3 and N2 pupils aged 4 are in their pre-Reception year.

We have a limited Bursary fund from which we are able to offer financial support to families who find themselves in temporary financial difficulties; the Parish may also offer some assistance to families who attend the Sacred Heart Church. Children in the Foundation Stage, who are eligible, may apply for the Early Years Educational Entitlement.

Parents may request a place for their child outside of their normal age group.

Decisions on requests for admission outside the normal age group will be made on the basis of the circumstances of each case and the best interests of the child concerned. This will include taking account of:

- Parents' views
- Information about the child's academic, social and emotional development
- Where relevant, their medical history and the views of a medical professional
- Whether they have previously been educated out of their normal age group
- Whether they may naturally have fallen into a lower age group if it were not for being born prematurely
- The headteacher's views

Wherever possible, requests for admission outside a child's normal age group will be processed as part of the main admissions round. They will be considered on the basis of the admission arrangements laid out in this policy. Applications will not be treated as a lower priority if parents have made a request for a child to be admitted outside the normal age group.

Parents will always be informed of the reasons for any decision on the year group a child should be admitted to. Parents do not have a right to appeal if they are offered a place at the school, but it is not in their preferred age group.

## Procedure for Admission:

Parents' initial contact with the school is usually through the website or personal recommendation. A copy of the school prospectus is sent out on request or may be collected during a tour of the school.

1. Prospective parents arrange an appointment to visit the school and meet the Head.
2. Child attends taster session for informal social and academic assessment. No commitment at this stage.
3. Registration form completed and returned to school with registration fee.
4. Reports are obtained from previous school, if appropriate.
5. Letter of Offer sent to parents.

If a waiting list has been established and a place becomes available, it will be offered in accordance with the following criteria;

- i. Baptised Catholic Sibling
- ii. Baptised Catholic
- iii. Sibling
- iv. Looked after children
- v. Other
- vi. Where 2 or more pupils are registered against one criteria then the date of registration will be taken into consideration.

6. At the time of application and prior to entry a deposit of £300 confirming commitment is requested. This deposit is non-refundable in the case that the child's place is subsequently not taken up but is otherwise offset against the first term's fees.

7. Parents who are seeking a Reception Class place are strongly encouraged to enrol their child in our Nursery 2 class for the minimum required number of sessions each term (initially 4 mornings per week) from the start of the academic year as preference for Reception Class places is given to pupils who attend our Nursery. Where children below compulsory school age are offered a place at the school, they will be entitled to attend the school full-time in the September following their fourth birthday. Where the parents wish, children may attend part-time until later in the school year but not beyond the point at which they reach compulsory school age.

The school has an agreed admission number of 20 pupils for entry in each year.

## Pupils with Additional Needs:

**Physical disability:** Wheelchair access is possible to the Nursery and to the main school. Disabled toilet facilities are provided in the School Hall, Nursery class and main school.

**Learning Support:** We do not assess pupils formally before entry nor do we ask for educational psychologist's assessments at this stage, however we do consider the individual educational needs of prospective pupils. Although our intention is that with small classes and ratios we can give the best possible opportunities to all pupils, if the school believes that the child's needs might be better met elsewhere, we encourage parents to consider other schools with specialist facilities. For further information, please refer to the SEND Policy.

The offer of any place at the school is at the discretion of the School Governors and Head Teacher.