



## 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...*

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 3<sup>rd</sup> birthday. 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.

Teaching groups are arranged with one year group per class, one form entry. The Nursery Class comprises two classes, N1 and N2, where N1 are the youngest 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.

### 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 at initial interview.

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. Reports are obtained from previous school, if appropriate.
4. Registration form completed and returned to school with registration fee.
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. Other
  - v. Where 2 or more pupils are registered against one criteria then the date of registration will be taken into consideration.
6. At the beginning of the academic year or during the term prior to entry a deposit of £500 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 ~~must~~ 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.

### 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 the ratios already mentioned 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 would encourage parents to consider other schools with specialist facilities. For further information, please refer to the Learning Support Policy.

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

*Revised November 2021*